



# Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	Sports Centre Assistant
<b>Summary of the role:</b>	To assist in the smooth running of the Sports Centre and to supervise its users. To ensure the safety of all pool users and bystanders by intervening to prevent accidents and responding to emergency situations. To be responsible for tasks & activities as requested by the Sports Centre Manager. To act as duty manager when required and to supply cover for lifeguards and swim teachers. To be responsible for the unlocking and locking up of facilities and to assist the Manager and Maintenance department with pool water testing.
<b>Line management responsibility for:</b>	Swim Teachers & Lifeguards
<b>Safeguarding requirements:</b>	<ul style="list-style-type: none"> <li>Engage in regulated activity relevant to children</li> <li>Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>Supervising the Sports Centre to ensure that all users are safe and equipment is being used in a safe and sensible manner, in accordance with the risk assessments.</li> <li>To have read, understood and be aware of the latest Sidcot Pool Safety Operating Procedure and follow the guidance and procedures laid out in the Normal Operating Procedure and Emergency Action Plan.</li> <li>Assist the Sports Centre Management with the day to day running of the Sports Centre plus additional tasks as requested.</li> <li>To be responsible for the safe evacuation of the Sports Centre in the event of a Fire Alarm in the absence of the Manager or Deputy Manager.</li> <li>To be present on the Reception desk to deal with any student, parent, staff or external customer enquiries.</li> </ul>



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	<ul style="list-style-type: none"><li>• To answer the telephone to deal with any student, parent, staff or external customer enquiries.</li><li>• To provide cover for lifeguard absences or swim teacher absences.</li><li>• Attend regular Lifeguard training to ensure validation of qualification.</li><li>• To provide lifeguarding duties as required.</li><li>• To deliver holiday activities as required.</li><li>• To provide first aid assistance to users of the Sports Centre in the incidence of an accident.</li><li>• To report on the school intranet any accidents that occur during your shifts.</li><li>• To assist the Manager to ensure up-to-date information is displayed around the Sports Centre.</li><li>• To report any equipment or building defects to the Manager or to complete maintenance requests directly.</li><li>• To carry out any other relevant duty requested by the line-manager.</li></ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>

**You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.**



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Current NPLQ qualification or willing to gain this qualification.</li> <li>• Swim England (ASA) Level 1 Swimming Teacher Qualification or higher or willing to gain this qualification.</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Sports Coaching qualification</li> </ul>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p> <ul style="list-style-type: none"> <li>•</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Swim Teaching experience</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Previous customer facing experience</li> <li>• Sports Centre experience</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p> <ul style="list-style-type: none"> <li>•</li> </ul>



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	<ul style="list-style-type: none"> <li>• Sports Coaching experience</li> <li>• Lifeguard experience</li> </ul>		
<b>Skills, abilities and competencies</b>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• IT and telephone skills</li> <li>• Proactive</li> <li>• Able to follow procedures</li> </ul>	<p><i>The skills, abilities and competencies that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Alert</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Read and understood the latest copy of 'The Lifeguard' produced by the RLSS</li> <li>• Knowledge of Swimming Teachers Health and Safety responsibilities</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Attitude and Behaviours</b></p>	<p><i>The attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• Polite and keen to help others</li> <li>• Organised</li> <li>• Punctual</li> <li>• Flexible approach towards working hours</li> <li>• Strong team player</li> </ul>	<p><i>The attitude and behaviours that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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