



KINGHAM HILL SCHOOL



Society of Heads, BSA
310+ students aged 11-18
Co-educational, boarding and day school

Kingham Hill School is a small independent boarding school with a distinctive Christian ethos set in the heart of the Cotswolds. We now have the following vacancy:

LEISURE CENTRE ASSISTANT (full-time 40 hrs per week, 5 days in 7)

Ideally you will be a fully-trained Life Guard and First Aider, with experience of working in a similar environment.

To commence as soon as possible

Contact: Mr S Birnie, Leisure Centre Manager 01608 731860

E-mail: s.birnie@kinghamhill.org

Kingham Hill School offers excellent working conditions, including a competitive salary, 25 days holiday plus Bank Holidays, contributory pension scheme and meals whilst on duty. For further information including a Job Description and Application Form please visit our website: www.kinghamhill.org.uk

Applications will not be considered without a completed application form

Charity No. 1076618

Kingham Hill School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.



**KINGHAM HILL
SCHOOL**

**Job Title: Leisure Centre Assistant
(full time 40 hrs, 5 days out of 7 on a rota basis)**

Reports to: Leisure Centre Manager

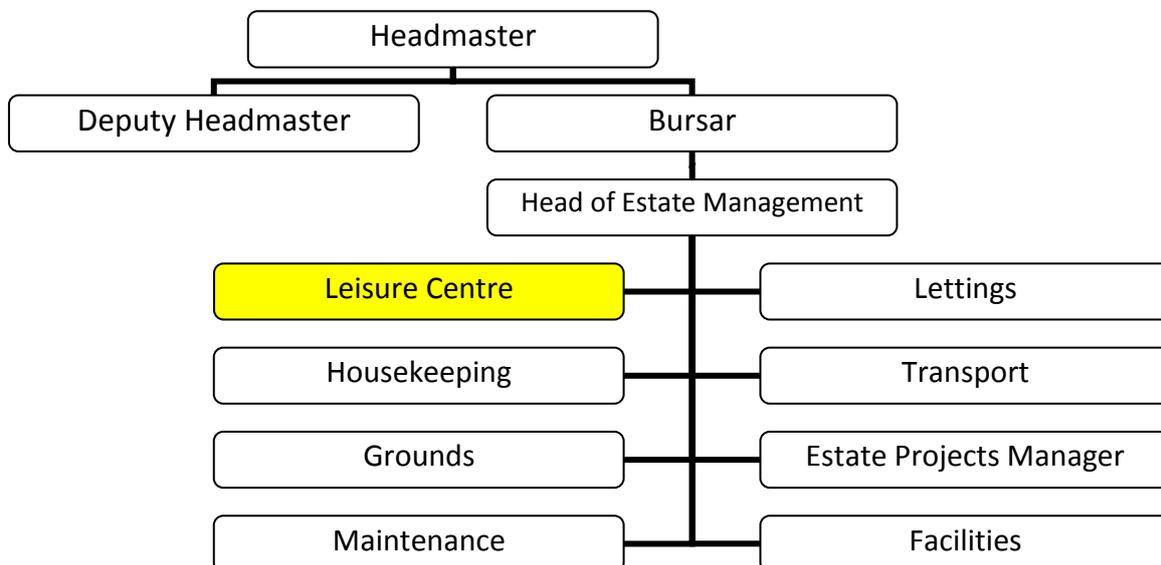
Location: Kingham Hill School

Date: July 2019

1. Purpose of job:

To work as part of a team, that enables the smooth running of Kingham Hill Leisure, providing lifeguarding and a professional service to pupils, paying members and visitors.

2. Organisation chart:



3. Principal accountabilities:

- a. Assist with general duties within KHL to ensure it runs smoothly and efficiently;
- b. Maintain the highest health and safety and cleanliness standards in and around KHL;
- c. Act as lifeguard at poolside and to take appropriate action as and when required;
- d. Assist in the pool and fitness suite, as and when required which can include the setting up and putting away of equipment, providing gym inductions to users, new and existing members;
- e. Providing tours to members, visitors and guests as appropriate;
- f. Open and close the facilities as required and maintain the security of the facilities;
- g. Carry out maintenance checks on the leisure facilities to ensure that they are safe and in working order, reporting any issues to the Estates team as appropriate;
- h. Keeping accurate membership records as appropriate and maximise commercial opportunities wherever possible;
- i. Maintain vigilant supervision of pool users, ensuring the safety of swimmers at all times and effect pool rescues when necessary;
- j. Administer First Aid, resuscitation and defibrillator when required;
- k. Support users of KHL ensuring their health, safety and wellbeing;
- l. Interact with customers/visitors in a friendly and professional manner, providing support, assistance and guidance as appropriate;
- m. Be customer centric, respond to telephone enquiries and complete administration duties;
- n. Undergo training as required for maintaining Lifeguarding qualification and as required by KHS;
- o. To undertake all other reasonable and related tasks as requested by the Leisure Centre Manager, Head of Estate Management, Bursar or Headmaster.

4. Knowledge, experience, skills and personal attributes required for acceptable job performance:

- a. Dedicated and committed sports and leisure professional;
- b. Hold and maintain a current Royal Life Saving Society National Pool Lifeguard Qualification;
- c. Previous experience in a customer service role, ideally within the leisure industry;
- d. Proven ability to organise time effectively, prioritise workload and meet deadlines;
- e. An enthusiastic self-starter with experience of taking responsibility for own actions;
- f. Reliable with a strong work ethic;
- g. Professional, polite, well-mannered and articulate; able to deal with customers confidently as well as develop positive working relationships with colleagues and users of the Centre;
- h. Proven capability to adjust to changing workloads; able to meet commitments, work unsocial hours and possess a flexible attitude at work;
- i. Able to follow instructions and to respect policies and procedures;
- j. Take pride in their personal appearance and that of the Centre.

5. Requirements of the Nominee:

- a. The nominee is to be entitled to employment within the EU or can be, following a successful application;
- b. If not already obtained by the School, the nominee will be subject to an enhanced check by the Disclosure & Barring Service check prior to their permanent employment to this position being confirmed. This is a statutory child protection requirement.
- c. If not already obtained by the School, the nominee will be required to provide original or certified copies of their professional qualifications and provide the details of one personal and two professional referees. Acceptable references must be received before any offer of employment is confirmed;
- d. If not already obtained by the School, the nominee must offer the School a verifiable, detailed and unbroken history of education and employment;
- e. The nominee should be in good health and be willing to undergo a pre-employment medical examination by the School doctor, if requested.

6. Remuneration Package:

- a. The base salary for the post will be commensurate with the skills and experience of the successful candidate;
- b. The post holder, if not already employed by the School, will be entitled to join the School’s Contributory Pension Scheme;
- c. Family membership of the leisure centre (restrictions apply);
- d. Holidays will be 25 working days per annum plus public holidays (pro rata for part-time) and should be taken during School holidays or as convenient to the Trust.

7. All staff are required to acknowledge:

All Kingham Hill School employees have a responsibility towards the safeguarding of our pupils’ welfare regardless of their role at the School.

The post holder’s responsibility will be to adhere to and ensure compliance with the School’s Safeguarding Policy, and other related policies, for promoting and safeguarding the welfare of children and young people. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school’s Designated Safeguarding Officer.

Agreed Job Description

_____ **Job Holder (Signature)**

_____ **For the School (Signature)**

_____ **Date**