



## **FELSTED SCHOOL JOB DESCRIPTION**

### **Swimming Pool Lifeguard**

#### **The Role**

Accountable to: Head of Operational Services

To supervise the security and safety of pool users ensuring their enjoyment in all areas of the facility and carry out rescues as required.

To maintain the facility to a high standard of cleanliness and hygiene at all times.

#### **Role Responsibilities** (illustrative, not exhaustive, list):

- To interact with pool users responsibly and welcome all users of the facilities
- Promoting a positive image of the facility and Felsted by the provision of high quality customer service
- To comply with the Normal Operating Procedures at all times
- To maintain a vigilant watch of the swimming pool areas in accordance with the operating procedures and take necessary action to ensure the safety of all pool users and staff
- To check the safety of equipment in areas of responsibility and report any damage or malfunction of equipment, plant or building fabric to the Swimming Pool Manager immediately after discovery
- To ensure that a consistently high level of cleanliness and hygiene is maintained throughout the facilities at all times
- To ensure that lost property is handled and recorded in line with procedures
- To supervise all areas of the facility and ensure that all areas are being used in the correct manner, making suitable adjustments as necessary
- To assist in the opening and closing of the facilities when required and assist in monitoring the security of the premises at all times
- Attend regular Lifeguard training sessions to ensure on-going personal development and compliance of the requirements of the National Pool Lifeguard Qualification
- Perform inspection of pool safety equipment including rescue aids and alarms in accordance with the operating procedures
- Perform routine checks of membership cards to ensure validity for entry to the swimming pool
- Carry out regular checks of the changing facilities, paying particular attention to customer safety, operation, security, cleanliness and hygiene
- To report any matter of concern to the Swimming Pool Manager immediately
- To prepare activity areas involving the setting up/dismantling of equipment where required
- To ensure that all Pool equipment is stored safely and securely when not in use
- To report any maintenance issues using the appropriate procedures

- To attend relevant training courses as required by Felsted School to maintain the ability to carry out the duties of the role effectively
- To comply with the Emergency Operating Procedures for the facilities and assist with any such incidents in the appropriate manner
- To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the school's Health and Safety Policy
- To read and respond to communications and information which is disseminated by the Swimming Pool Manager
- Ensure all resources (including IT hardware and software) are used safely, legally and efficiently to ensure personal compliance

### **Skills, Knowledge and Experience**

#### **Essential:**

1. National Pool Lifeguard Qualification, or equivalent certificate
2. Skill in the application of life-guarding surveillance and rescue techniques
3. Excellent customer service skills
4. Ability to react calmly and effectively in emergency situations
5. Knowledge of Cardio-Pulmonary Resuscitation (CPR) and emergency medical procedures

#### **Desirable:**

6. Previous work as a lifeguard
7. Qualified first aider

### **Reward and Recognition**

- Annual leave allowance of 20 days each year plus public holidays (Added to hourly salary)
- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free membership of the Felsted Gym and pool facilities
- Free uniform and parking
- Subsidised on-site Coffee Shop

### **Terms of Employment**

- Casual Contract
- Location of work will be Felsted School, Felsted, Essex, CM6 3LL

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in regulated activity relevant to children. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_