



Reed's School Job Description SENIOR LIFEGUARD

Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The Department and Role:

The key responsibilities of this role will be to play an instrumental role in maintaining the smooth running of all pool operations. Which will include:

- Organising the Lifeguard roster.
- Ensuring compliance – organising lifeguard training.
- You will maintain pool equipment.
- Monitor and record pool temperatures & chemical readings.
- Supervise swimming areas.
- Make swimmers aware of danger.
- Rescue swimmers in danger.
- Administer first aid.
- Ensure high standards of cleanliness poolside & in the changing rooms at all times.
- Must attend lifeguard training and other relevant CPD sessions.
- Familiarises themselves with PSOP (Pool Safety Operations Procedures).

The role-holder will report to the RSE Manager.

Main Duties and Responsibilities:

- Walk around the pool intermittently to monitor swimmers.
- Be constantly alert to hazards and potential risks.
- Ensure that the pool is attended at all times.
- Maintain discipline within the pool and ensure the Membership Club rules in relation to the use of the pool are adhered to.
- Avoid distractions, e.g. using the telephone (unless in an emergency) or encouraging school pupils to chat at the lifeguard station.
- Be aware of weaker swimmers.
- Report any damages or areas not functioning properly to the RSE Manager & Facilities Manager.

	<ul style="list-style-type: none"> • Log all accidents in the accident book and ensure that the RSE Manager is made aware at the earliest opportunity. • Provide excellent customer service at all times. • Assist with first aid where required (but do not carry out any first aid duties for which you are not trained). • Check membership cards of all those who use the pool. • Ensure that members and any guests are signed in and collect guest fees where required. • Secure any guest fees in the safe at the end of each shift. • Ensure that Reed's School pupils are signed in appropriately. • Check water and chemicals in the pool manually at the start & end of shift. • If chemical alarm sounds, take appropriate action. • Check pool water temperature regularly. • Ensure that changing rooms and the areas around poolside are checked regularly and are clean in accordance with the cleaning schedule. • Regularly empty litter bins in changing rooms. • Ensure wet floor signs and all safety measures are taken where appropriate. • Keep lifeguard workstation clean and presentable. • Ensure that the lock up procedure has been followed should you be required to lock up after a shift, including turning off all lights, locking all entrances and main doors to the pool, closing all windows and locking the keys in the safe. • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. • Undertake such other comparable duties as the Headmaster requires from time to time.
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Reed's School Person Specification
SENIOR LIFEGUARD

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	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> NPLQ 	<ul style="list-style-type: none"> GCSE level. First Aid. Pool Plant Training. 2 yrs + Lifeguarding Experience.
Personal competencies and qualities:	<ul style="list-style-type: none"> Must be able to work during the School day. To be reliable, effective, efficient and take ownership. Team player with a positive and adaptable 'can do' approach to work including the ability to be flexible in approach to change in working hours. Ability to stay calm and diplomatic under pressure. Committed to the safeguarding and welfare of all pupils. 	