



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Lifeguards & Sports Centre Assistants
Required from September 2026



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Lifeguards & Sports Centre Assistants

Required from September 2026

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Role

We are looking to recruit Lifeguards & Sports Centre Assistants to work as part of our collaborative team to supervise activities, maintain a safe and welcoming environment, and always ensure the wellbeing of all customers. The postholder will demonstrate strong teamwork and communication skills, working effectively with colleagues, customers, schools, clubs, and external users to deliver a consistently high standard of service. The role is responsible for upholding the highest standards of safety, customer care, and professionalism across the Swimming Pool and Sports Centre.

In addition to supporting the needs of Kimbolton School, our facilities are also available to the wider community. We welcome bookings from local schools, swimming clubs, sports teams, and community groups throughout the area.

At the heart of our offering is a 25-metre, five-lane swimming pool, complete with competition-standard starting blocks. The pool underwent a full refurbishment in Summer 2024, providing a modern, high-quality environment for both training and events.

From September 2026, we are delighted to expand our commercial facilities with the addition of the Sports Centre. This exciting development includes a brand-new gym, dedicated strength and conditioning suite, and a multipurpose classroom. These facilities complement our existing range of sports amenities, which includes a five-court sports hall, two squash courts, astro pitches, netball and tennis courts, and extensive outdoor pitches available for hire.

Main Duties

- Assist full-time staff in the safe and effective operation of the swimming pool and sports centre facilities.
- Maintain a high standard of customer service and professionalism when dealing with visitors and staff.
- Ensure the safe and appropriate use of all swimming pool and sports centre facilities by customers, promoting a positive and inclusive environment.
- Assist with facility changeovers, activity set-ups, and the preparation of equipment for swimming, fitness, sports, and recreational activities.
- Be familiar with all equipment, operating procedures, and emergency systems throughout the facilities.
- Supervise activities and respond appropriately to incidents, including assisting or rescuing swimmers in difficulty in accordance with RLSS/IQL guidelines.
- Administer First Aid and respond to emergency situations if required and qualified.
- Assist in ensuring all areas of the building are safe, secure, and ready for use or closure under the direction of the management team.
- Maintain high standards of cleanliness and presentation throughout the swimming pool, sports centre, changing areas, reception, and associated facilities in accordance with cleaning schedules and operating standards.
- Support reception operations by answering enquiries, processing admissions and payments, and providing information about activities and services.
- Attend regular training sessions, and professional development activities as required.
- Carry out any operational duties delegated by the Pool Manager, Duty Manager, Lifeguard Team Leader, or Sports Centre Management Team to support the safe and efficient running of the facility.
- Maintain the National Pool Lifeguard Qualification through continuous training and assessment where applicable.
- Be flexible and available to provide additional shift cover when required.
- Respond promptly to telephone, email, and other communications from the management team.
- Comply with all health and safety, safeguarding, and operational policies and procedures.
- Kimbolton School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Undertake any other duties that are reasonably required to support the successful operation of the swimming pool and sports centre from time to time.

Person Specification

Criteria	Essential	Desirable
Qualifications	National Pool Lifeguard Qualification (NPLQ)* <i>*Please note, and NPLQ qualification is essential if you wish to be considered for working across both sites, Pool & Sports Centre. If you wish to be considered for the sports hall assistant, it is not required.</i>	First Aid Certificate
Skills and Experience	- Excellent communication skills with the ability to communicate with both children and adults - Working as part of a team to deliver safe and enjoyable activities	
Personal Qualities	- Friendly, approachable, and enthusiastic about helping people - Professional attitude with a commitment to high standards of customer care. - Ability to remain calm under pressure	

Terms and Conditions

Reporting to:	Pool Managers
Accountable to:	Chief Operating Officer
Hours of Work:	This is a zero-hour contract role with variable hours, offering flexibility
Remuneration:	£13.00 per hour
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme

Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .
Referees:	The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **24th August 2026 at 9am**. Any late submissions will not be accepted.

Interviews will take place **on a yet unspecified date in the two weeks following the closing date**.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any

organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies