

A photograph of a running track at Dulwich College. In the foreground, several male runners are in motion on a red track. The runner in the lead is wearing a blue and black singlet and black shorts. Behind him, other runners in blue and purple singlets are visible. In the background, there is a large green lawn with several people sitting or standing. Further back, a large brick building with a prominent clock tower and spire is visible under a blue sky with light clouds.

DULWICH COLLEGE
FOUNDED 1619

Sports Assistant

Information for Applicants

Welcome

Dear Potential Applicant

Thank you for applying to work at Dulwich College. I hope that you will find the prospectuses and web pages useful and feel that they provide a better understanding of our aims, values and ethos. I also hope this booklet makes you feel you might thrive here, would like to join us and make a great professional contribution.

At heart, the College's focus ensures the wellbeing, experience and achievements of our pupils. We want them to be happy, to flourish and to get the very best from their time here. These aims also allow us to have a positive relationship with our families, and uphold our reputation and strategic ambitions.

We have a large, diverse, dedicated and talented team of colleagues. It is a huge collective effort to achieve our annual and long-term goals, and we could not do this without everyone working together in a diligent and good humoured manner.

As well as rewarding and fun, being part of the College is demanding at times and we have high expectations of all our colleagues. There are, however, many advantages and opportunities, which are better explained in this booklet. Put simply, we wish to get the best from everyone and we will seek to invest in you and develop you during your time with us.

We recognise that many of our colleagues are professionally ambitious. We will certainly help you in your aims, through mentoring, professional development courses and career opportunities.

We are fortunate to have a large College community, with several career pathways and experiences available. We hope that you will enjoy working here, really understand the value and the commitment shown by everyone and wish to play your part in the exciting life of Dulwich.

Mr Robert Milne
Master





The College

Dulwich College is an academically selective independent school for boys in south east London, known for its inspired teaching, genuine scholarship and broad co-curricular life.

Our dedicated and increasingly diverse staff of approximately 250 teachers and 350 operational colleagues, support a pupil body of approximately 1,850 across the Senior and Junior Schools and DUCKS, our co-educational nursery and infant school.

Set within 70 acres of beautiful grounds, yet only 12 minutes by train from central London, the College offers an exceptional working environment — spacious, well-resourced and rich in heritage. The campus blends iconic listed buildings with award-winning new architecture, creating a dynamic and inspiring setting that values curiosity, creativity and collaboration among both pupils and staff.



Vision Values & EDI

Our Vision

to be an outstanding school that inspires every pupil to work, study and serve with purpose, developing the potential to make a positive difference in the world.

Our Values

purpose, kindness and joy – underpin a culture of curiosity, creativity, compassion and integrity. We promote collaboration, resilience and appreciation of the benefits of living and learning within a diverse, inclusive community.

Equity, Diversity and Inclusion

We celebrate the diversity of our pupils, staff, alumni and parents, recognising that varied backgrounds and experiences create a vibrant and forward-looking community. Dulwich College stands firmly against discrimination in all forms and is committed to advancing inclusion, social responsibility and the core British values of democracy, liberty, respect, tolerance and the rule of law.

Job description

Job title

Sports Assistant (Lifeguard)

Reporting to

Sports Club Duty Manager & Head of Aquatics

Period of employment

Permanent

Hours of work

Full time - 40 hours per week all year round

Salary

£30,909 per annum

Role Overview

This role straddles both College and Sports Club activities working on a rostered shift pattern to include evenings and weekends. Duties cover both swimming pool and dry side.

PE Department (Reporting to Head of Aquatics)

During term time the Sports Assistant is based mainly at the Swimming Pool, assisting the DC Aquatics Team in running the College programme (swimming, water polo and other activities), helping to set up and break down equipment, lifeguarding, cleaning and pool operational duties.

Sports Club (Reporting to Sports Club Duty Manager)

During evenings, weekends and College holidays the Sports Assistant will assist the Sports Club Duty Manager with the day-to-day running of the Sports Club, including lifeguarding in the swimming pool, setting up equipment, maintaining cleanliness and ensuring safety, security and the enjoyment of Sports Club clientele.

This is **not** an office-based position. The Sports Assistant should be visible around the Sports Centre public areas at all times.





Role details

Key Responsibilities

- Perform swimming pool lifeguard duties as per NPLQ standards. Maintain NPLQ qualification with regular monthly training.
- Setting up areas and equipment as required for the College and Sports Club programmes. Assist with hirer club and special event set ups where necessary in consultation with the Duty Manager.
- Assist students and members with their general needs and enquiries while at the Sports Centre.
- Maintain the building and equipment according to current Health and Safety requirements.
- Maintain high standards of cleanliness and tidiness around the Sports Centre at all times. Carry out a thorough check of all facilities at the start of each shift making sure all areas are ready for use. Carry out a programme of regular weekly/monthly checklist tasks as agreed with the Duty Manager.
- When on dry side, monitor the use of the Cycling Studio, Studios, Fitness Rooms (in the absence of the Fitness Instructor) and Sports Hall ensuring that the rules of use displayed at the entrance are followed; particularly that equipment is used appropriately and put away after use.



Key Responsibilities

- Assist members with navigation of the access control system and ensure that only cardholders are accessing controlled areas.
- Monitor the car park from time-to-time and enforce parking regulations (including Pond Cottages).
- Assist the Pool Party Supervisors at weekends if required by the Duty Manager.
- Carry out swimming pool water tests during shifts, record results accurately and report any concerns or irregular readings to the Duty Manager or Head of Aquatics.
- Attend staff meetings, training sessions, and operational briefings as reasonably required. These may occasionally take place outside normal rostered shift times, with reasonable notice provided.
- Follow College safeguarding and child protection procedures at all times, reporting any concerns promptly in line with College policy.
- Respond appropriately to accidents, incidents, emergencies, and first aid situations, completing reports and escalating matters to the Duty Manager where required.
- Other duties as required by the Duty Manager or Head of Aquatics from time-to-time.

Role details



Person specification

	Essential	Desirable	Assessment
RLSS Lifeguard (NPLQ)	Y		Application form
Experience of working in a sports or leisure environment	Y		Application form Interview
Aquatic sport coaching qualification		Y	Application form
Educated to A Level or equivalent		Y	Application form
Fitness Instructor qualification		Y	Application form
First Aid at Work		Y	Application form
Pool Plant Operator		Y	Application form
Active participation in sports and fitness	Y		Application form Interview
Enthusiastic and hard-working	Y		Application form Interview
Ability to work unsupervised and carry out duties with a responsible attitude	Y		Application form Interview
Works collaboratively and positively as part of a team	Y		Application form Interview
Adaptable and flexible approach to duties	Y		Application form Interview
Willing and able to carry out regular cleaning tasks	Y		Application form Interview
Willing to promote the safeguarding and welfare of pupils	Y		Interview

College Community and benefits



Make your money go further

- Flexible pension/pay – Join TPS or choose the Group Pension for 10% employer contributions and a higher take-home pay. (Same total package).
- Lunches – Free lunch in the cafeteria or to take-away.
- Fee remission – Discounts on fees at Dulwich College, Allyn's Dulwich, JAGs Dulwich and DUCKS (admissions rules apply).
- High-street savings – Access to discounts on restaurants, food deliveries and shopping.

Help with your commute

- Bike to Work - Tax-efficient bike purchase.
- Onsite parking - Free parking on Campus.

Support for your wellbeing

- SimplyHealth plan - Cash back on routine medical expenses
- 24/7 GP access – Online consultations, advice and referrals.
- EAP – 24/7 emotional, financial and relationship support.
- Sports club – Free family membership.
- Eye tests & flu jabs – Free tests and seasonal vaccinations.

Protection when you need it

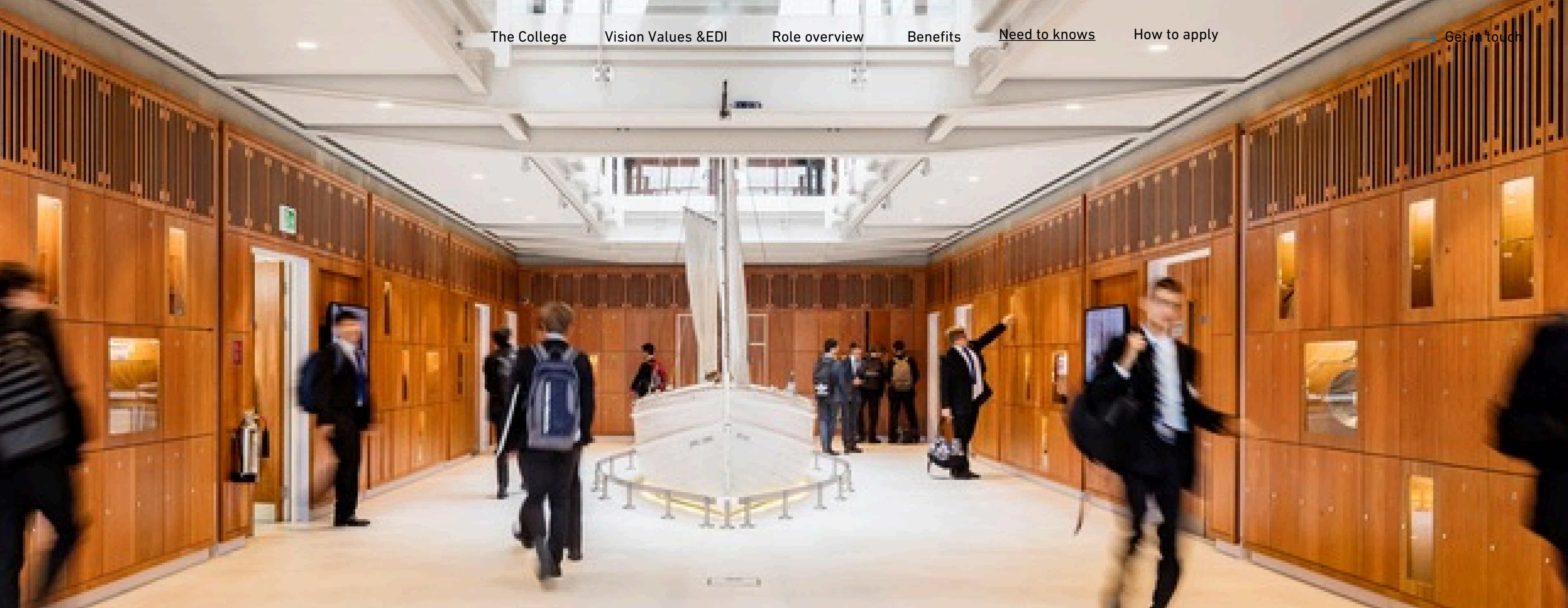
- Life insurance – Included with all pension schemes.
- Accident insurance – Cover for permanent disability or dental injury.

Support for life outside work

- Family leave – Enhanced leave for new arrivals
- New baby perk – Cash contribution from SimplyHealth.
- IVF leave – Up to 5 days for essential appointments.

Boost your social life

- Events & clubs – From Burns Night to book clubs and quizzes.
- Dulwich Picture Gallery – Free entry with staff pass.
- Dulwich Golf Club – Discounted 'Member's guest' rate.
- Private functions – Reduced rates for venue hire (subject to availability).



Important information

Safeguarding

All staff are responsible for safeguarding and promoting the welfare of children, completing the required training, and adhering to College safeguarding policies.

Health and Safety

Staff must also take reasonable care of their own health and safety and that of others, follow safety procedures, use equipment responsibly, and co-operate with managers on all health and safety matters.

Safer Recruitment

You will find our application form detailed — this ensures we meet the rigorous standards required when employing people to work with or around children and young people.

Vetting

All appointments are subject to pre-appointment vetting, as required by law, which will include satisfactory criminal record checks.

Get in touch

Queries should be sent to joinourteam@dulwich.org.uk



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