



STAMFORD

Senior Leisure Assistant Applicant Pack





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Role Specific Supporting Information

Senior Leisure Assistant

The Stamford Endowed Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The SES Sports Centre opened its doors to students, staff and affiliated groups in April 2012.

The £6.1 million facility includes a state of the art fitness suite, 25m indoor swimming pool, gymnasium and a hospitality area. There is also a large south facing spectator terrace covered by an overhanging roof, giving supporters of sports teams a prime view of the main sports pitches.

The fitness suite houses 19 pieces of Pulse equipment, 3 Concept 2 rowers, 2 Watt bikes and Signature Strength and Hammer Strength equipment.

The Duty Team at the Sports Centre comprises of four members of full time staff who are responsible for the operational running of the facilities and have responsibility for the safety and management of the cleaners, lifeguards, swim teachers as well as coaching staff.

The School runs a successful and popular Swim School which has recently moved to the main Sports Centre from the Junior School site.





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Working for the Stamford Endowed Schools

Hours of Work	37.5 hours per week, with the opportunity for overtime.
Remuneration	£18,500
Working Arrangements	52 weeks per year
Annual Leave	<p>25 days annual leave rising to 28 days after 5 years' service, 10 bank holidays which includes 2 additional SES holiday days.</p> <p>During the Christmas break the school will be closed for a period during which 2 or 3 compulsory annual leave is to be taken - confirmed dates will be advised each year. All annual leave should be taken during the school holiday periods without exception.</p>
Other Arrangements	<p>We also offer:</p> <ul style="list-style-type: none"> • Excellent working conditions • A free school lunch during term time periods* • Support for training and development and an annual review programme • Access to an Employee Assistance Programme for staff. 24:7:365 advisory telephone advice service and telephone counselling. • Contributory Pension Scheme with employer contributions • Access to SES car parking facilities • A programme of Stamford Lectures and other staff social events. <p>*Non contractual arrangement</p>



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Job Description

Job Title: Senior Leisure Assistant

Reporting to: Sports and Leisure Facilities Manager

Responsible for: No direct reports

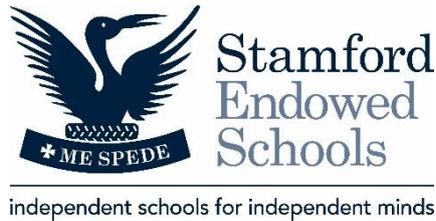
Key Responsibilities

- To be responsible to the Duty Managers as appropriate for the general observation of bathers to prevent dangerous or unacceptable behaviour.
- To cover the Duty Managers holidays when taken.
- When covering Duty Manager shifts, undertake the day to day supervision of staff, dealing with immediate operational issues arising from absences, recording attendance, ensuring that the facilities have appropriate staffing for safe operational activity.
- To report maintenance requirements as necessary to the maintenance team (advising the Sports and Leisure Facilities Manager and Duty Manager if applicable) ensuring these are logged and completed with minimum disruption to the service
- To be responsible for the security of the facility whilst on duty.
- To control the behaviour of pool users in accordance with the procedures outlined in the pool's Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) and to take appropriate action to deal with inappropriate behaviour.
- To ensure proper use of the pool, its facilities and equipment.
- To contribute to the development of the service through planning and other processes.
- To assist in the organisation and supervision of the programme of activities, our users and equipment.
- To respond quickly and efficiently to any problems arising and, when necessary, respond to emergencies and take appropriate lifesaving action in accordance with the EAP and the SES Health and Safety policy and procedures.

- To carry out cleaning duties throughout the premises as directed by the shift supervisor and to ensure these are completed to the appropriate standards.
- To regularly inspect the changing rooms and all other areas of responsibility to ensure they are maintained to a clean and tidy state.
- To assist in the reception area as required. This may include answering calls, cash handling, general administration duties
- To attend mandatory staff training sessions and to keep to the required number of training hours set in the NOP to ensure the NPLQ training hours are maintained
- To establish a good professional relationship with pool users and to deal with any complaints/queries without becoming distracted from the main task of providing safe supervision.
- To ensure that a very high standard in customer service is maintained at all times.
- To ensure that Stamford Endowed Schools' equal opportunity policy is strictly adhered to at all times in all aspects of the post's duties and responsibilities.
- Contributing to the smooth operation of the facility or facilities by advising members of the management team of circumstances or suggestions that might highlight problems and inconsistencies which impinge upon the quality of the service.
- To be able to recognise and react to poor water clarity following the procedures set out in the NOP and EAP.
- To wear the correct uniform as provided and maintain a professional and smart look at all times.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> National Pool Lifeguard Qualified 	<ul style="list-style-type: none"> First Aid Certificate Fitness Instructor Level 2 Pool Plant Operators
Knowledge & Experience	<ul style="list-style-type: none"> Good understanding of swimming pool rules, first aid and health and safety. Demonstrate the ability to follow safe operating procedures. Experience of working with adults, young people and disadvantaged members of the public. Understands why equality and diversity is important and can apply this in the workplace (for all staff) Understands health and safety in the workplace 	<ul style="list-style-type: none"> Understanding and commitment to staff development Understands all aspects of manual handling
Key Skills	<ul style="list-style-type: none"> Good communication and interpersonal skills when dealing with fellow colleagues and members of the public. Ability to remain calm under pressure and carry out lifeguarding duties to a high standard. Conscientious, reliable and honest. Performance monitoring Team working Implementing equalities and diversity in the workplace 	
Other Attributes	<ul style="list-style-type: none"> To be self-motivated and have the ability to motivate others. Flexible attitude towards working arrangements with the ability to follow a shift pattern including evening and weekends. Commitment to customer service Commitment to continuous improvement of self, of staff, of service Hold satisfactory DBS clearance at an advanced level 	



Candidate Information about Stamford Endowed Schools

Comprised of Stamford School, Stamford High School and Stamford Junior School, the Stamford Endowed Schools offer continuity of education for girls and boys aged 2-18. Under our 'diamond structure', teaching is co-educational at the junior level and in the Sixth Form, but single-sex in the GCSE years. This allows us to tailor the curriculum to best suit our pupils, and allows boys and girls to be themselves in the classroom.

The Schools have a history of academic success. We want our pupils to develop a lifelong love of learning, which is reflected in the 'Independent Learning, Intellectual Curiosity' ethos that is woven into all elements of the curriculum. Academic life is complemented by a rich extra-curricular provision which gives pupils the chance to pursue their interests across a diverse and extensive range of activities.

Boarding at the Schools was rated as 'outstanding' in the last inspection and 10% of our pupils enjoy life in our five boarding houses. The high quality provision is indicative of the commitment to pastoral care throughout our three Schools.

The town of Stamford was recently voted 'Britain's Best Place to Live' by the Sunday Times and provides a wonderful place in which to work. The Schools are an integral part of the town community and have educated its children since 1532. Transport links are excellent and London can be reached by rail or road in just over an hour.

Further details can be found on the Schools' website (www.stamfordschools.org.uk)

This information should be read in conjunction with the Application Form Explanatory Notes enclosed with this pack.