



PEDMORE HIGH SCHOOL

Job Description

Job Title	Casual Lifeguard	Department	Children Services
Grade	Grade 4	Salary	£16,781 to £17,772 pro rata
Location	Pedmore High School	Weeks	As and when required
Reports To	Facilities Manager & Swimming Coordinator		
Responsible For			

Main Purpose of the Job:

To provide safe supervision to school pupils and customers within the swimming pool environment. Carry out duties for the efficient running of the Schools sports facilities.

In addition to the responsibilities listed below, all employees must be flexible in their approach to undertake such other duties, which are commensurate with the post holder's salary grade, to achieve the objectives of the post.

It is the responsibility of each employee to carry out their duties in line with the School's policies on equality (please refer to the policy statement), harassment and racial equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment.

Each employee should act as an exemplar on these issues and should also identify and monitor training for themselves and any employees they are responsible for in line with these policies and the equality standard.

All employees must carry out responsibilities with due regard to the health and safety regulations.

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Your duties are:

- Ensure all customers are provided with high customer care & a quality service
- Participate in relevant staff training
- Assist customers with any first-aid requirements
- Respond to and fully comply with Emergency Action Plan
- At all times work in accordance with the Normal Operating Procedure and Service Specification
- Complete incident, accident and general reports and assist in investigations as required
- Operate in accordance with statutory requirements and the schools Standing Orders, Financial Regulations and Accounting Instructions
- Clean poolside, surrounds, changing areas, cubical, toilets, sinks, showers and drainage channels
- Clean halls, activity rooms, function rooms/community rooms and any other related areas
- Supervise and assist all customers/users of the sports facilities in all areas of the school including swimming pools, sports halls and outside areas
- Assemble and dismantle sports, recreation and leisure equipment and move to various areas of the school
- Assemble and dismantle other equipment required to ensure the smooth and efficient running of the swimming pool as directed
- Attend to vending machines, lockers and clean such equipment as required.
- Maintain the external cleanliness and hygiene of the facilities and grounds
- Issue tickets, maintain records of sales/cash receipts and reconcile cash as and when required.
- To operate in accordance with the Schools Policies on Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role.
- To comply with and actively promote the arrangements in place in support of the Schools Smoke Free Workplace Policy.

Special Conditions;

The exact focus of the role will be decided at school level and will take account of the needs of the school and the development needs of the member of staff. Hours are to be worked on such days and times as directed by your manager including, evening and week-end working as required to meet the needs of the service.

Date; November 2018