



<b>JOB DESCRIPTION</b>	
Job Title	Casual Lifeguard
Reports To	Fuller Life Fitness Centre Manager and/or Weekend Manager
Contract Type	Casual
Role	Non-Teaching
Working Pattern /Hours	Monday-Friday 7pm-10pm Saturday and Sunday 11am-2pm (Postholders MUST be available for a minimum of one shift)
Unpaid Breaks	Any breaks are unpaid
Hourly Rate (effective 1 <sup>st</sup> April 2024)	Age 16-17: £10.50 18-20: £13.30 21 plus: £13.30 23 and over: £13.30

### **Context of the post**

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

### **Job Purpose and Responsibilities**



Please note that it is mandatory to attend lifeguard training once a month. Lifeguards cannot legally be on poolside if they fail to attend two training sessions in a row.

**To ensure the safety of all swimmers using the pool at Fuller Life by:**

1. Look out for swimmers in difficulties
2. Stop behavior which could be dangerous
3. Use life-saving techniques in emergencies
4. Give first aid if able to or seek assistance as necessary
5. Set up equipment.
6. Always keep an eye on the swimmers and concentrate on what is going on in the pool and around it.
7. Walk around poolside at regular intervals

**Housekeeping Duties:**

**Before starting:**

1. Arrive at least 5 minutes before start of your shift.
2. Wear the correct uniform (Lifeguard shirt/shorts & swim wear underneath)
3. Check with the manager on the day what's going on in the pool (swimming school, life savers, and different hirers).
4. Collect 'Walkie Talkie' from reception.
5. When you get to the pool turn the lights on, check fire exits are not blocked and check for any rubbish, clothes, goggles, etc.
6. Make sure that Fuller Life swimmers get two full lanes.

**During:**

1. Greet Fuller Life members with a Smile as they enter the pool area and assist in anyway.
2. Collect any floats/ball from the cupboard that members may require.
3. Check the 'Walkie Talkie' is 'ON' and charged.
4. Check the First Aid kit is complete and all other lifesaving aids/equipment are in working order.
5. Once the hirers time is up go and tell person in charge to get people out of the pool (if they keep ignoring you call the manager on the day and he will come over and help you deal with them).
6. If there is no one in the pool check the changing area is clean, pick up any left items and rubbish. Check the toilets are clean. Then check with the manager if there are any other tasks that may need to be completed.

**After**

1. Make sure everyone gets out of the pool 15 minutes before closing time.
2. Put away the ropes; check all the doors are closed.
3. Pick up any left items, bin the rubbish, turn off the lights and lock up the pool door.
4. Check the changing area for any left items and rubbish.



5. Shut all the windows.
6. Bring the 'Walkie Talkie' back to the reception and ask the manager on the day to go and check.

**Other:**

No Mobile Phones, books etc... by the pool whilst on your Lifeguarding Duties.

**HEALTH AND SAFETY**

To be familiar and comply with the schools Health and safety policy and procedures and apply those procedures that are relevant to the job such as manual handling, lone working procedures and responsibilities

**EQUALITY**

Deals with all clients and work colleagues fairly regardless of race, colour, sex, disability, age or religious belief under guidance from Line Manager

**Organisation Structure**



**CONTACTS**

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.

**Notes**



- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
  - i. Treating students and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
  - ii. Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions as appropriate.
  - iii. Showing tolerance of and respect for the rights of others
  - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
  - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
  - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with students, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

***Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.***

Signed:

Date:

Headteacher



Signed:  
(Postholder)

Date: