



## Job Description

**Job Title:** Sports Complex Lifeguard  
**Department:** Sports Complex  
**Responsible to:** Sports Complex Manager  
**Last reviewed:** February 2025

### Job Outline

The post of Sports Complex Lifeguard is a casual position within the Sports Complex and involves working as and when required, which will include working late evenings during the week and at weekends. As a large multi-purpose Sports Complex with extensive wet and dry side activity areas the Sports Complex Lifeguard role is wide ranging. The main functions carried out primarily involve the supervision of the swimming pool area and the timely setting up/down of equipment.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- Ensure the health and safety of all persons using and visiting the Sports Complex.
- Carry out efficiently and effectively lifeguard duties on poolside on a rotation basis as directed by the Sports Complex management team.
- Ensure that all Sports Complex areas are cleaned and maintained to the highest standard.
- Immediately inform the Sports Complex management team of any issues/problems which might affect the operation and smooth running of the Sports Complex.
- Ensure at all times the proper use of the wet and dry areas used by Haileybury students and members of the public.
- Undertake facility monitoring to ensure that agreed tasks are completed in the correct manner and to the required standard.
- Ensure that at all times all sports equipment is safe, clean and in excellent and usable condition and to report defects to the Sports Complex Management team as necessary in line with operating procedures (health and safety is paramount at all times).

- Efficiently and effectively carry out pool water tests as detailed on the Swimming Pool Water Testing Report Form and report all problems/irregularities to the Supervisor and/or Operations Manager immediately (the health and safety of all swimmers and visitors in the swimming pool is paramount at all times).
- Assist in the implementation of the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, ensuring personal compliance at all times, and to specifically ensure compliance with key health and safety regulations including COSHH, Risk Assessments, PPE, EAP's and NOP's, Manual Handling and other relevant legislation. To keep up to date with changing health and safety legislation and new systems of work.
- Under the direction of the Sports Complex Management team, to patrol facility areas ensuring that adequate security is provided throughout each shift ensuring that there is a staff presence in evidence at all times.
- Have a full working knowledge and understanding of the requirements of Health and Safety in Swimming Pools (HSE 179) and to operate at all times within these guidelines.
- Undertake other areas of responsibilities as directed by the Sports Complex Management team.
- Proactively monitor, control and patrol the swimming pool during all operational hours.
- By checking on the computerised booking system and through communication with all other staff, to ensure at all times that all facilities are correctly set up "in advance" for all commercial/school bookings and events.
- To efficiently and appropriately carry out Reception duties. This will involve using a computerised till and booking system.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Sports Complex team, school personnel, and school customers.
- To keep the management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- You are required at all times to carry out your duties in a safe manner, so as not to endanger yourself and/or the Sports Complex Operations Management team.
- Make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, Google Drive, spreadsheets, databases, etc.
- Undertake appropriate ongoing training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality and Diversity*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Sports Complex Lifeguard Person Specification

	Essential	Desirable
<b>Qualifications</b>		
RLSS National Pool Lifeguard Qualification	✓	
First Aid at Work Certificate		✓
Good level of education to GCSE, or equivalent	✓	
<b>Knowledge, Skills and Experience</b>		
Experience of working within a wet and dry leisure facility for the public and private sector		✓
Ability to swim 50 metres in under 60 seconds	✓	
Understanding of working in a school environment	✓	
Good numeracy and literacy skills	✓	
<b>Personal Attributes</b>		
Ability to work well as part of a team	✓	
Willingness to work flexibly when required, and an ability to adapt to the needs of the role	✓	
Proactive, self-motivated, enthusiastic and resourceful	✓	
Conscientious, trustworthy and reliable	✓	