

# THE Leys

## Role Profile: The Leys School

<b>Role Title:</b>	Lifeguard
<b>Location:</b>	The Leys School
<b>Responsible to:</b>	Sports Facilities Manager

### Main Purpose of the role

- To ensure the safety of all swimmers or users of the Swimming Pool / Sports Complex during designated sessions.
- To be responsible for supervising, controlling and ensuring the safety of customers at all times.
- To provide the highest standards of customer service to all users of the Complex.

### Key Tasks

- To maintain a high degree of customer care whilst dealing with the public and staff at all times.
- To supervise controlled wet and dry side sessions for all user groups.
- To ensure correct behaviour and use by customers of all activity and ancillary areas.
- To be responsible for the safety of all bathers and act accordingly.
- To control the setting-up and clearing-down of various sporting activities. To be familiar with all equipment and the associated setting-up and clearing-down procedure.
- To ensure the safe handling and transportation of Sports Complex equipment.
- To ensure a high standard of cleanliness is maintained throughout the Swimming Pool / Sports Complex in accordance with existing cleaning schedules and detailed standards.
- To assist in maintaining the safety and welfare of all customers throughout the Complex.
- To draw attention to any unsafe practices / situations within the Complex as may come to his / her attention.
- To ensure that all parts of the building are made secure when not in use.
- To undertake appropriate action in emergency situations, in line with the Normal Operating Procedures and Emergency Action Plans.
- To work within a shift system covering a seven-day period to include evenings and weekends. In addition, to be flexible and able to work at short notice.
- To be punctual and correctly and smartly dressed in the uniform provided at all times whilst on duty.
- To carry out any other general duties as specified by the Duty Manager, to ensure the smooth and functional operation of services offered at all times.

### General Tasks

- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of the Data Protection Act 2018, understand and be mindful of the School email / internet policy / code.
- To work at all times within the policies, procedures and ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Sports Facilities Manager, Bursar or other senior member of SMT as appropriate.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School code of conduct and confidentiality.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.