

Tarleton Academy Extended Services

JOB DESCRIPTION	
JOB TITLE:	Sports Attendant / Lifeguard
GRADE:	Hourly rate: National Minimum Wage – Age Adjusted
RESPONSIBLE TO:	Head of School / Director of West Lancashire Sport Partnership
JOB PURPOSE:	The main objectives to be achieved by the Postholder
To work as a team with the Director of West Lancashire Sport Partnership, Programme Development Officer and other Sports Attendants and Lifeguards to ensure the operational cover of all hours dedicated to Extended Services.	
Tarleton Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	

Main Duties And Responsibilities:

1. To be responsible for the general supervision and control of the Extended Service facilities, and in the absence of the Director of WLSP and Programme Development Officer, to follow procedures in dealing with public enquiries and/or complaints.
2. Ensure the safe operation of the Extended Service facilities including the Swimming Pool and Sports Hall with adherence to organisational requirements, national guidelines and codes of practice for the industry.
3. Assist the Programme Development Officer with all monitoring and reviewing of work practices, customer feedback and questionnaires and general facility usage.
4. To ensure that the facility is secured in accordance with the operational programme and in accordance with correct procedure.
5. To prevent misuse of facilities, furniture, flooring, fittings and equipment. To ensure all users adhere to the displayed Code of Conduct.
6. To undertake all daily cleaning and maintenance of facilities and equipment as outlined within each displayed daily Job List.
7. To promptly report any need for repairs to facility structure, furnishings, equipment or flooring following correct 'Fault Report' procedures.
8. To ensure any accidental injuries and incidents occurring within the premises are attended to promptly including the summoning of Emergency Services when necessary. To follow the correct Accident/Incident recording procedures in accordance with organisational and national requirements.
9. To assist in the emergency cover of additional shifts due to holidays, sickness etc.

10. To be responsible for the general Health and Safety of employees and the public, ensuring compliance with organisational policies and procedures, under the direction of the Director of WLSP.
11. To carry out any required in service vocational training as delivered by the Programme Development Officer or other delegated trainer. To attend skill training and participate in personal/performance development as required.
12. To ensure a high level of customer care at all times.
13. To have a flexible approach to working hours, maintaining availability for a variety of shift patterns, predominantly evenings, weekends and school holidays.
14. To ensure the efficient collection and security of all monies taken for Extended Services including via the Sports Hall and Swimming Pool till systems, adhering to organisational requirements.
15. To liaise with the Programme Development Officer in relation to the Extended Services bookings system including the Sports Hall and Swimming Pool, reporting any discrepancies, amendments or cancellations to the Programme Development Officer in accordance with procedure guidelines.
16. To undertake any other such duties deemed to commensurate with the post, as requested by the Head of School.
17. To work within school policies and procedures.
18. To contribute to the provision of an effective Extended Services facility.
19. To communicate effectively within a team.
20. To take care of their own and other peoples' health and safety.
21. To be aware of the confidential nature of issues.

Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.

Other		
Disclosure and Barring Service clearance	E	Clearance required before confirmation of appointment
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	Interview
Compliance and adherence to the document 'Guidance for Conduct'	E	Interview
A keen interest in the Sports or Leisure Industry	E	Interview
Commitment to undertake further training and professional development	E	Interview

Training will be provided where appropriate

Date: 01/04/2019

Closing date: Not applicable

Please save your completed application form as your name_position applied for (e.g. A Baker_Admin Officer)

Please submit your application by email to vacancies@endeavourlearning.org