



‘Providing excellent facilities at the heart of the community’





Dear Applicant,

Thank you for showing an interest in Endeavour Community, part of the Endeavour Learning Trust family.

Endeavour Community was established to host West Lancashire Sport Partnership and to operate and develop the community network across the family of schools that comprise Endeavour Learning Trust.

West Lancashire Sport Partnership are dedicated to changing the lives of young people through the promotion, development and delivery of PE, School Sport and Physical Activity across a partnership of over 60 Primary, Secondary and Special Schools.

In addition, we provide the use of the schools' facilities for a wide range of groups, organisations and individuals at competitive rates. Our Extended Services Team create a thriving environment outside of the school day and we work with our schools to achieve this. We operate our own community programmes in schools which cater for families across the region.

We strongly believe in wider community involvement in the local area, for families and local people. We remain committed to ensuring that young people and their families access the very best, high quality provision, inspiring the next generation to be happy, health and active.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to providing excellent services for our communities then we would love to hear from you!

Yours faithfully,

Mr Mark Forster  
Director of Endeavour Community

**Job Title: Sports Attendant/Life Guard**

**Hourly Rate: £12.31 per hour (inclusive of holiday pay contribution)**

**Contract: Casual**

**Start Date: ASAP**

Endeavour Community are looking for enthusiastic, flexible Sports Attendants/Lifeguards to work as a team to ensure the opening, closing and smooth operations of our Extended Services based at a school or facility operated by Endeavour Community.

The successful applicants will be responsible for organising and directing members of the public and hire groups. Working within a committed and motivated team, you will provide outstanding customer service to a wide array of clubs and organisations and operate our school facilities during the evenings, weekends and school holiday periods.

The successful applicant will be an enthusiastic, positive, flexible and motivated individual with personal drive. You will be a self-starter, who can work with minimal supervision; proactive, with the ability to see what needs to be done and to prioritise work accordingly. You will have the ability to build strong working relationships with colleagues.

In return we can offer you:

- A truly supportive and encouraging team
- A fantastic pension scheme
- On-site parking
- 24/7 access to employee wellbeing package
- Encouragement of further training and professional development

We welcome staff who share our commitment to help children experience better days and better lives. Through ongoing development and training, we ensure our staff are well prepared for their jobs and given every opportunity to extend their skills.

Travel between sites is a possibility in this role (if desired) Lifeguard qualification only necessary for Tarleton applicants.

To apply, please follow the link to our vacancies page and complete a support staff application form and return to [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org)

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

**This post is subject to an enhanced DBS check**

**Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.**

## Job Description – Sports Attendant/Life Guard

JOB DESCRIPTION	
<b>Job title</b>	Sports Attendant/Life Guard
<b>Grade</b>	Grade 4 SCP 4
<b>Hourly Rate</b>	£12.31 per hour (inclusive of holiday pay contribution)
<b>Location</b>	Based at a School or Facility operated by Endeavour Community depending on the requirement. Requirements at Tarleton, Ormskirk & Banks. (On occasion it may be necessary to temporarily assign you to another site within the Partnership to meet operational needs)
<b>Hours per week</b>	Typically, 16:00 – 21:30 weekdays & 08:30 – 16:30 weekends. Hire periods may vary throughout the week
<b>Weeks per year</b>	Full year, minus 2 weeks at Christmas holidays and UK Bank Holidays as and when required
<b>Contract type</b>	Casual
<b>Responsible to</b>	Community Manager/Director of Endeavour Community
<p><b>This post is subject to an enhanced DBS check. Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</b></p>	
<b>Job Purpose</b>	
To work as a team led by the Extended Services Manager and other Sports Attendants to ensure the operational cover of all hours dedicated to Extended Services.	
<b>Main Activities</b>	
<ul style="list-style-type: none"> <li>• To be responsible for the general supervision and control of the Extended Service facilities and in the absence of the Community Manager, to follow procedures in dealing with public enquires and/or complaints.</li> <li>• Ensure the safe operation of the Extended Service facilities including the Swimming Pool (Tarleton only), Sports Hall and other facilities with adherence to organisational requirements, national guidelines and codes of practice for the industry.</li> <li>• Assist the Community Manager with all monitoring and reviewing of work practices, customer feedback and questionnaires and general facility usage.</li> <li>• To ensure that the facility is secured in accordance with the operational programme and in accordance with correct procedure.</li> <li>• To prevent misuse of facilities, furniture, flooring, fittings and equipment. To ensure all users adhere to the displayed Code of Conduct.</li> <li>• To undertake all daily cleaning and maintenance of facilities and equipment as outlined within each displayed daily Job List.</li> <li>• To promptly report any need for repairs to facility structure, furnishings, equipment or flooring following correct 'Fault Report' procedures.</li> <li>• 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.</li> <li>• To assist in the emergency cover of additional shifts due to holidays, sickness etc.</li> <li>• 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 Community Manager.</li> <li>• To carry out any required in-service vocational training as delivered by the Community Manager or other delegated trainer. To attend skill training and participate in personal/performance development as required.</li> </ul>	

- To ensure a high level of customer care at all times.
- To have a flexible approach to working hours, maintaining availability for a variety of shift patterns, predominantly evenings, weekends and school holidays.
- To liaise with the Community Manager in relation to the Extended Services bookings system through School Hire, reporting any discrepancies, amendments or cancellations to the Community Manager in accordance with procedure guidelines.

### **Service Provision**

- Ensure that the online School Hire/School Activity calendar has been checked before arrival and is worked to throughout the shift
- Follow correct opening up protocol, including setting up facilities, cleaning, testing, disabling of any alarms and checking in with other Community staff on site (if appropriate)
- Organise and direct members of the public/hire groups as appropriate
- Communicate any issues on site to the Community Manager who will liaise to resolve and contact further members of staff if appropriate
- Maintain accurate testing measures of swimming pool (at Tarleton facility) which training will be provided for
- Be an active presence across the site, ensuring that user groups know where you will be located on site (if not in their immediate vicinity) during their hire period
- Assist in providing a safe environment for the users, by regular building checks during patrol of the facility, reporting any concerns to the Community Manager
- Secure the site at the conclusion of the shift and monitor the site throughout the hire periods to ensure no unauthorised access is gained by the public

### **Quality Assurance**

- To maintain an understanding of ESFA educational policy, procedure and regulatory guidance.

### **Communications**

- To ensure all communications with service users and stakeholders reflect the culture and values of Endeavour Learning Trust.

### **Marketing and Liaison**

- Develop, nurture and maintain the positive image of Endeavour Learning Trust.

### **Management of Resources**

- To take responsibility for the safe use and safe keeping of all resources provided.
- To constantly strive for value for money and greater efficiency in the use of public and charitable funds and donations.

### **Corporate Responsibility**

- To abide by and implement all policies and procedures of Endeavour Learning Trust, including being aware of and responsible corporately and individually for Health and Safety.

### **Other Specific Responsibilities**

- To contribute to the overall aims and objectives of Endeavour Learning Trust by ensuring the core values are exemplified in your attitude, language and behaviour.
- To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.

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

**Agreed by: Director of Endeavour Community**

## Person Specification – Sports Attendant/Life Guard

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	D	AF
First Aid Qualification	D	AF
National Pool Lifeguard Qualification (NPLQ)	E (for Tarleton Academy)	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Successful experience and competency of working as a Sports Attendant / Lifeguard	D	AF/I/T
Successful experience of dealing with challenging customers	D	AF/I
Successful experience of working accurately and according to financial procedures	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate that they are able to prioritise their workload with conflicting deadlines, whilst maintaining an attention to detail	E	AF/I
Demonstrate effective numeracy and literacy skills	E	AF/I
Problem solve and create innovative solutions	E	AF/I
Demonstrate sound administrative skills, including the ability to make effective use of ICT	E	AF/I
Relate well to children and young people whilst forming effective and appropriate working relationships/boundaries	E	AF/I
Demonstrate confidence, assertiveness and helpfulness	E	I
Demonstrate a knowledge of the concept of confidentiality	E	I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I
A calm and organised nature	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I

The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to seek Enhanced DBS clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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