



**ENDEAVOUR**  
LEARNING TRUST



**Sports Attendant /  
Life Guard**

Dear Applicant,

**Thankyou for showing an interest in Endeavour Learning Trust.**

Endeavour Learning Trust is a small but steadily growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have two secondary schools and two primary schools formally in the Trust, a Teaching School Alliance and a Teacher Training unit (SCITT). We also run two further secondary schools that will hopefully convert into our Trust in the near future.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are open to welcoming other schools into our Trust and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

**Our work is driven by our Trust values:**

- **Truly Collaborative** - We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of everyone in our Trust, our families and the communities we serve
- **People Centred** - We foster authentic, positive relationships which are based on the foundations of respect, listening, kindness, support and constructive challenge. We are approachable, open and honest
- **Inclusive** - Equity of opportunity is central to our practice, and we will invest time, training and resources so that everyone is included and has the best chance to be their very best
- **Unique** - We are firmly committed to recognising, celebrating and investing in the individuality of all our children and young people, each staff member across the Trust and the distinct ethos and identity of each of our schools
- **Aspirational** - We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual best potential

We hope you will show an interest in this exciting role,

Yours faithfully,

*Mrs LA Gwinnett*

CEO – Endeavour Learning Trust

## Job Description – Sports Attendant/Lifeguard

<b>Job Purpose:</b>	To work as a team with the Director of Endeavour Community, Community Manager and other Sports Attendants and Lifeguards to ensure the operational cover of all hours dedicated to extended services.
<b>Responsible to:</b>	Community Manager / Director of Endeavour Community
<b>Internal Working Relationships:</b>	CEO, COO, Academy Heads, Senior Leadership Teams, Community Manager, Director of Endeavour Community, Trust Staff and Learners.
<b>External Working Relationships:</b>	Parents and Carers Lettings Groups Members of the public
<b>Hours of Work:</b>	Typically, 16:00-21:30 weekdays, 8.30-16.30 weekends. Hire periods vary throughout the week
<b>Working Weeks:</b>	Full year, minus 2 weeks at Christmas holidays and UK Bank Holidays as and when required
<b>Contract Type:</b>	Casual
<b>Grade and Range of Post:</b>	National Minimum Wage – Age Adjusted
<b>Current Base:</b>	Based at a school or facility operated by Endeavour Community depending on the requirement. On occasion it may be necessary to temporarily assign you to another site within the Partnership to meet operational needs.
<b>Disclosure Level:</b>	This post is subject to an enhanced DBS check
<b>Main / Core Duties:</b>	<ol style="list-style-type: none"> <li>1. 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>2. 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>3. Assist the Community Manager with all monitoring and reviewing of work practices, customer feedback and questionnaires and general facility usage.</li> <li>4. To ensure that the facility is secured in accordance with the operational programme and in accordance with correct procedure.</li> <li>5. To prevent misuse of facilities, furniture, flooring, fittings and equipment. To ensure all users adhere to the displayed Code of Conduct.</li> </ol>

	<ol style="list-style-type: none"> <li>6. To undertake all daily cleaning and maintenance of facilities and equipment as outlined within each displayed daily Job List.</li> <li>7. To promptly report any need for repairs to facility structure, furnishings, equipment or flooring following correct 'Fault Report' procedures.</li> <li>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.</li> <li>9. To assist in the emergency cover of additional shifts due to holidays, sickness etc.</li> <li>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 Community Manager.</li> <li>11. 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> <li>12. To ensure a high level of customer care at all times.</li> <li>13. To have a flexible approach to working hours, maintaining availability for a variety of shift patterns, predominantly evenings, weekends and school holidays.</li> <li>14. 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.</li> <li>15. To undertake any other such duties deemed to commensurate with the post, as requested by the Head of School.</li> <li>16. To work within school policies and procedures.</li> <li>17. To contribute to the provision of an effective Extended Services facility.</li> <li>18. To communicate effectively within a team.</li> <li>19. To take care of their own and other people's health and safety.</li> <li>20. To be aware of the confidential nature of issues.</li> </ol> <p>Note: In addition other duties at no higher level of responsibility may be interchanged with/added to this list as required.</p>
<p><b>Operational Planning:</b></p>	<p>To prioritise workload efficiently and show resourcefulness when dealing with competing priorities.</p> <p>To manage own workload to ensure timely, accurate and consistent provision of management information is maintained to support key decision-making processes.</p>
<p><b>Service Provision:</b></p>	<p>- Arriving on site in good time, in appropriate uniform</p>

	<ul style="list-style-type: none"> <li>- Ensure that the online School Hire/School Activity calendar has been checked before arrival and is worked to throughout the shift</li> <li>- Follow correct opening up protocol, including setting up facilities, cleaning, testing, disabling of any alarms and checking in with other Community staff on site</li> <li>- Organise and direct members of the public/hire groups as appropriate</li> <li>- Communicate any issues on site to the Community Manager who will liaise to resolve and contact further members of staff if appropriate</li> <li>- Oversee changeover periods between different groups, ensuring smooth continuity of sessions in multiple facilities</li> <li>- Maintain accurate testing measures of swimming pool (at Tarleton facility) which training will be provided for</li> <li>- 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</li> <li>- Contribute to maintaining adherence to all healthy and safety legislation and guidance – procedures must be carried out as detailed in the Emergency Action Plan (EAP) and Normal Operating Procedures (NOP) and other policies and procedures</li> <li>- 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</li> <li>- Ensure that no building is left open and unattended for any longer than is needed due to the openness of certain sites at evenings and weekends as necessary for user group access</li> <li>- When the user groups have left site, begin the locking up process as learnt during shadow shift period, learning from other members of staff (or the Community Manager) on initial site walks</li> <li>- Secure the site before leaving, ensuring no other vehicles or people remain on site when doing so</li> </ul>
<p><b>Service Development:</b></p>	<p>Regular feedback to the Community Manager is encouraged on group hires, cleaning arrangements and any other facets of the role. Recommendations on how to provide an improved service are welcome and will be implemented if approved through consultation with the Community Manager and Director of Endeavour Community.</p>
<p><b>Staffing and Staffing Development:</b></p>	<p>To regularly attend scheduled training sessions, whether that be initial on-site training with the Community Manager to identify roles and responsibilities or team training (specifically NPLQ training at Tarleton).</p>
<p><b>Recruitment / Deployment of Staff:</b></p>	<p>Not Applicable</p>

<b>Quality Assurance:</b>	<p>To maintain an understanding of ESFA educational policy, procedure and regulatory guidance.</p> <p>To maintain an understanding of Academy and Trust procedures.</p> <p>To identify and highlight any breach of the Trusts policies and procedures and legislative requirements/obligations.</p> <p>Ensuring compliance with statutory returns and requirements</p>
<b>Management Information and Administration:</b>	<p>To maintain the confidentiality of all personal and financial information relating to the activities of the Trust and related parties (commercial and non-commercial).</p> <p>Ensure compliance with the requirements of GDPR and the Data Protection Act 2018.</p>
<b>Communications:</b>	<p>To ensure all communications with service users and stakeholders reflect the culture and values of Endeavour Learning Trust.</p>
<b>Marketing and Liaison:</b>	<p>Develop, nurture and maintain the positive image of Endeavour Learning Trust.</p> <p>Attend all functions and meetings as directed by the CEO to support the delivery of the role and promote the values of Endeavour Learning Trust.</p>
<b>Management of Resources (Other than People):</b>	<p>To take responsibility for the safe use and safe keeping of all resources provided.</p> <p>To constantly strive for value for money and greater efficiency in the use of public and charitable funds and donations.</p>
<b>Corporate Responsibility:</b>	<p>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.</p>
<b>Other Specific Responsibilities:</b>	<p>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.</p> <p>To continue personal development in areas relevant to your role and to participate in staff performance management and appraisal reviews.</p>
<b>General Statement:</b>	<p>This job description sets out the main duties and responsibilities of this post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder.</p>

<b>Safeguarding:</b>	<b>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>
<b>Date:</b>	September 2021

## Person Specification – Sports Attendant/Lifeguard

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	E	AF
First Aid Qualification	E	AF
National Pool Lifeguard Qualification (NPLQ)	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Successful experience and competency of working as a Sports Attendant / Lifeguard	E	AF/I/T
Successful experience of dealing with challenging customers	E	AF/I
Successful experience of working accurately and according to financial procedures	E	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

Date: September 2021