Job Description
Leisure Attendant (and Lifeguard)

The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA.

About 350 pupils board in the seven boarding houses, including the Girls’ International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over 40 countries. There are over 300 teaching and support staff.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

The Sennocke Centre

The Sennocke Centre is a multi-million pound sports venue, which was opened in 2005 by Dame Kelly Holmes DBE. It offers the following facilities:

- Multi-purpose sports hall with specialist cushioned surface, accommodating two full-size basketball courts, eight badminton courts, eight cricket lanes with 1000 lux capabilities, plus floor markings for many other activities
- 25m six-lane swimming pool with UV filtration system
- Dance and aerobics studio with cushioned floor and variable lighting
- Three glass-backed squash courts with accessible viewing
- Spacious and well-equipped Fitness Suite
- Extensive indoor tennis courts
- Climbing wall with competition and ropes course, covering approx 265sqm
- Multiple changing and shower rooms with fully accessible amenities
- Flexible social and refreshment areas
- Equipped multimedia and audiovisual conference area
The primary use of the Sports Centre is to meet the requirements of the school. Outside of school use, facilities are used by other organisations.

The Role

Reporting
The Leisure Attendant will report to the Duty Manager or Team Leader, as appropriate.

Purpose of Job
To carry out leisure attendant duties for the Sports Centre including assisting with the day-to-day running. To work as part of a team delivering an effective and efficient service for both school and external users, thereby enhancing the experience of sport and leisure on the campus.

Main Responsibilities
- Preparing facilities in support of the programme requirements for both the school and external users in accordance with Centre policies and procedures.
- Life guarding pool sessions as required.
- Ensuring that the Centre’s safety and security processes are upheld.
- Customer liaison, including deputising reception duties as and when required, including telephone communication and IT systems.
- Assisting in the delivery of activities as determined by individual capabilities.
- Implementing cleaning, housekeeping and general replenishments.
- Monitoring and recording of statistical information.
- Communicating (in the absence of a direct line manager) outcomes & occurrences.
- Reporting all faults, incidents, accidents and dangerous occurrences.
- Upholding the safety, security and welfare of yourself, school pupils, external users and your colleagues in accordance with all Centre procedures and H&S legislation and raising any concerns regarding this issue with the Sports Centre Manager.
- Complying with the Centre’s Emergency Action Procedures and drills as required.
- Any other duties as required by the Centre Manager (or Duty Manager).
- Attending from time to time (outside of normal working pattern) meetings and further training.

Qualities
The school is looking for reliable and adaptable staff with an interest in health and fitness to ensure a high standard of delivery to school pupils, staff and external users. Applicants must be dedicated to working as a team, with a flexible approach to shifts thereby ensuring continuity of service in the absence of a colleague through sickness or holiday. They should have a pleasant and approachable manner, be well presented at all times and be able to work with minimal supervision, following Centre procedures.

Duties
To attend regular training, as required to support the post, including personal development.
**Personnel matters**
The successful applicant will be required to complete the Criminal Records Bureau Disclosure Process at the enhanced level and will be required to undergo a medical examination.

**Confidentiality**
You must not make any unauthorised disclosure of information concerning customers; pupils; their parents or staff or the school; nor utilise customer records for any purpose other than that directly related to your duties and business of Sennocke Services Ltd.

**Hours**
The Centre operates throughout the year (i.e. not just in term time) with normal operating hours being 06:45 to 22:30 Mon to Sun. Shifts may include evening and weekend working. You are not permitted to carry out any activity or use any part of the campus for the purpose of private enterprise or voluntary service without prior written permission from your line manager.