



**MALVERN ST JAMES**  
Girls' School

**POST OF**

**Lifeguard**

**Zero Hour Contract**

## **MALVERN ST JAMES LTD**

Malvern St James is a leading boarding and day School for girls between the ages of 4 and 18. There are approximately 400 pupils split equally between boarders and day girls.

The School is located in the heart of Malvern in Worcestershire, only two hours from London and one hour from Birmingham the School has excellent transport links, with Great Malvern station situated just opposite the main School building. The MSJ bus service covers five counties to pick up and return girls each day.

Aspiration, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. Our aim is to promote excellence and innovation in teaching and learning throughout the School. Our commitment is to provide each girl with the challenges and support offered by a bespoke education which will allow her to develop her talents, character and academic abilities to the full. We prepare girls for the most competitive UK and international universities and pathways. In addition, we aim to foster and encourage a wide range of extra-curricular interests. This individual emphasis is complemented with teamwork and a sense of collective responsibility.

We offer pupils full, weekly and flexible boarding and day places, allowing both parents and daughters to choose the option that is right for them. Senior girls remain in School until 6.10pm each day and participate in the busy activities programme or supervised homework sessions.

Girls benefit from first class facilities which include an award-winning Science and Mathematics Centre which has been expanded to provide greater laboratory space and Mathematics teaching space, a Drama Studio, four ICT suites and a multi-media Language Laboratory. Our Sports Hall continues to expand both its facilities and services offered to the girls and staff for personal training and fitness. The School has a dedicated Sixth Form Centre for Day Girls and Boarders featuring a lively Café Culture recreational area.

## **MALVERN ST JAMES ENTERPRISES LTD**

Malvern St James Enterprises Ltd is wholly owned and run by Malvern St James Ltd.

It was established in 2008 to develop non-fee income to support new initiatives for the School. The organisation's development team promotes the lettings of School facilities to the public and the community and also runs a variety of summer/holiday School lettings and functions.

**Further details are available on our website: [www.malvernstjames.co.uk](http://www.malvernstjames.co.uk)**

## **JOB DESCRIPTION**

**Job Title:** Lifeguard

**Reporting To:** Sports Centre Manager

**Hours of work:** Zero Hour Contract

### **Main Purpose of the Role**

To supervise the security and safety of all users and carry out rescues as required. You will need to be reliable and committed to every session.

### **Key Responsibilities & Accountabilities**

- Dress accordingly for the role using uniform supplied by MSJE.
- To complete opening and closing procedures of the facility as required.
- Welcome members, parents, and all users of the swimming pool on arrival, promoting a positive image of the facility. Also wish visitors farewell on departure.
- To comply with Pool Safe Operating Procedures (PSOP) and be always alert.
- To maintain a vigilant watch of the swimming pool area in accordance with the Normal Operating Procedures (NOP) and take necessary action to ensure the safety of all users.
- To comply with the Emergency Action Plan (EAP) when required.
- Complete on-site lifeguard training once a month and attend any other relevant training courses as required by MSJE.
- To carry out cleaning duties within the swimming pool if required.
- Report any damage or malfunction of equipment or the pool building to the duty supervisor.
- Report any maintenance issues and pass on any customer complaints to the duty supervisor.
- To ensure that any lost property is returned to the main Sports Centre building.
- To read and respond to communications and information which is disseminated by the Sports Centre Team.
- Undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the Sports Centre Manager.

### **All School staff are expected to:**

- a. work towards and support the School vision and the current School objectives outlined in the School Development Plan;
- b. support and contribute to the School's responsibility for safeguarding students;
- c. regularly review own practice, set personal development targets and take responsibility for own continuous professional development;
- d. work within the School's Health and Safety Policy to ensure a safe working environment for staff, students and visitors;
- e. work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective;
- f. maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues;
- g. engage actively in the performance review process;

- h. adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations;
- i. undertake other reasonable duties related to the job purpose required from time to time;
- j. adhere to School Safeguarding and Child Protection Policies.

## **GENERAL REQUIREMENTS**

Malvern St James is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the post holder.

## **APPLICATIONS**

The completed application form, which must include all dates of previous employment and give reasons for any gaps in employment, should be returned to the HR Department, by post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or by email to [recruitment@malvernstjames.co.uk](mailto:recruitment@malvernstjames.co.uk)

References of shortlisted candidates will normally be taken up before interview. Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory DBS checking.

## **BENEFITS OF WORKING AT MALVERN ST JAMES GIRLS' SCHOOL**

Malvern St James Girls' School prides itself on its warm, friendly, and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

### **Pay**

We offer a competitive salary, taking into account previous experience and relative skills and abilities.

### **Pension Scheme**

After completing three months' employment with Malvern St James, Support Staff will automatically be enrolled into our Pension scheme, to which the School also contributes, this is subject to satisfying certain eligibility criteria and subject to the rules of such scheme as amended from time to time.

### **Sport**

MSJ Sports & Fitness Centre promotes flexibility as a key attribute to create fitter, healthier employees. Discounted membership for staff includes gym and swim and a wide range of classes. Membership contributions are taken by direct debit.

The Sports Club provides many activities for members. These include a wide range of sports, organised tours and regular competitions.

**Other benefits include:**

- **Fee remission**
- **Lunch provided**
- **Access to Massage**
- **Access to Reflexology**