



# TONBRIDGE SCHOOL

## SENIOR RECREATION ASSISTANT



Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected internationally.

The school aims to provide a caring and enlightened environment in which the talents of each individual flourish. We encourage boys to be creative, tolerant and to strive for academic, sporting and cultural excellence. Respect for tradition and an openness to innovation are equally valued.

A well-established house system at the heart of the school fosters a strong sense of belonging.



Tonbridge seeks to celebrate its distinctive mixture of boarders and day boys; this helps to create a unique broadening and deepening of opportunity. We want boys to enjoy their time here, but also to be made aware of their social and moral responsibilities.

Tonbridgians should enter into the adult world with the knowledge and self-belief to fulfil their own potential and to become leaders in their chosen field. Equally, we hope to foster a life-long empathy for the needs and views of others; in the words of the great novelist and Old Tonbridgian E.M. Forster: 'Only Connect'.



# Tonbridge School

## JOB DESCRIPTION

<b>Job Title</b>	<b>Senior Recreation Assistant</b>
<b>Reporting to</b>	<b>Operations Manager</b>
<b>Main Purpose</b>	<b>To work as part of the Tonbridge School Centre team to deliver exceptional customer service, including lifeguarding, duty management, facility operations and health and safety.</b>

### SUMMARY OF RESPONSIBILITIES AND DUTIES

- To undertake lifeguard duties to ensure the safety of users at all times. To attend staff training as part of the National Pool Lifeguard Qualification. To administer first aid and implement life guarding procedures in accordance with that training. To maintain any related training requirements.
- In the absence of the Operations Manager, to supervise the Recreation Assistants and casual staff, as required.
- To undertake Duty Manager duties, as required, in managing the day-to-day operations of the Centre.
- To assist in the training of staff in the setting up and breaking down of equipment and safe storage, as required.
- To implement the centre's Normal Operating Procedures and Emergency Action Plan as required. To ensure the centre's Operational Procedures are adhered to at all times, ensuring that regular checks are being undertaken.
- To carry out regular Health & Safety/Building inspections as required and notify senior staff of any irregularities and update record keeping.
- To assist the Operations Manager and Duty Managers with operational responsibilities which could include, check sheet management, vending, rota cover, time sheet checks, staff quality control and others as directed.
- To manage RA daily, weekly and monthly check sheets.
- To assist with sports coaching both for the school and courses as required.
- To ensure the highest possible customer service standards are implemented for all users and visitors to the centre.
- To work on other leisure related projects as necessary, commensurate with the grading and responsibility of the post.



## **CONFIDENTIALITY**

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

## **PERSON SPECIFICATION**

### **SKILLS & ABILITIES**

- A motivated individual able to work on own initiative.
- Ability to lead and also work as part of a team.
- The ability to provide exceptional customer service at all times.
- Willingness to undertake relevant training and sports coaching awards.
- A reliable and enthusiastic individual with a flexible approach to work.
- Good verbal and written communication skills.

### **EXPERIENCE**

- **Desirable:** Experience of working as a Lifeguard/Recreation Assistant.
- **Desirable:** Full First Aid at Work qualification.

### **QUALIFICATIONS**

- National Pool Lifeguard Qualification (NPLQ).

### **SPECIAL REQUIREMENTS**

- Regular Lifeguard Training after qualification carried out in house at no cost on shift as part of work pattern.
- Post involves working shifts as part of the necessary duties, including evenings and weekends.

### **REMUNERATION and BENEFITS**

- An annual salary of £22,170 subject to appropriate experience and qualifications
- Defined Contribution Pension Scheme
- Four weeks holiday (rising to five weeks after five years' service) plus bank holidays
- Free lunch in term-time
- Fees Remission (after three years' service)
- Sports Centre membership (staff rates)



The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report any concerns to the School's Designated Safeguarding Lead or to the Headmaster.

## Application Process

**Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.**

An application form and the Job Description can be found at:

<https://www.tonbridge-school.co.uk/about/employment-opportunities>

Completed Application Forms to:

**HR Department, Tonbridge School, High Street, Tonbridge, TN9 1JP**

**Tel : 01732 365555**

[hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

**Closing date: 24<sup>th</sup> January 2022**

