

Alleyn's

**ALLEYN'S SCHOOL**  
**Townley Road**

**Dulwich**

**London SE22 8SU**

*Co-educational Excellence*

# **Appointment of a Weekend and Evening Sports Assistant**

**Information for Applicants**



**CLOSING DATE:**

## **Introduction and School background**

Alleyn's is a friendly, caring, academically excellent, independent co-educational school for pupils aged 4-18. Alleyn's was the first major London school to become co-educational over 40 years ago and that philosophy is embedded across all aspects of school life. The Junior School is a member of IAPS, with pupils aged 4-11. The Senior School is an HMC school with pupils aged 11-18.

Alleyn's is a highly regarded school within the local community, across London and beyond. Both staff and pupils take great pride in this reputation. The commitment from all is evident in the continuing success and progress of the School.

Further details about the School, its activities and resources are given on the website [www.alleyns.org.uk](http://www.alleyns.org.uk).

## **Responsibilities of the Sports Assistant**

The aim of the Sports Assistant is to assist the Swimming Pool & Sports Facilities Manager, the Deputy Pool Manager and the Duty Events Managers with the day-to-day running of the Sports Facilities including life-guarding in the Swimming Pool, setting up equipment, maintaining cleanliness and ensuring safety, security and the enjoyment of users. In particular the Sports assistant shall:

- Perform Swimming Pool life-guard duties as per NPLQ standards. Maintain NPLQ qualification with regular monthly staff training.
- Setting up areas and equipment as required for the external programme hirers and the management of regular bookings that take place outside of the Sports Facilities. Assist with hirer and special event set ups where possible in consultation with the management team.
- Assist users with their general needs and enquiries around the Sports facilities.
- Maintain the building and equipment and ensure adherence to current Health and Safety requirements.
- Maintain high standards of cleanliness and tidiness around the Sports Facilities at all times. Carry out a thorough check of all facilities at the start of shift making sure all areas are ready for hirers to use. Carry out a programme of regular weekly/monthly checklist tasks as agreed with the Duty Events Managers.
- Carry out rescues/first aid (as required). Request emergency assistance and report any incidents.
- Be available to work out of hours to cover First Aid requirements for school events.

- Monitor the use of the facilities ensuring that the rules of use displayed at the entrance are followed; particularly that equipment is used appropriately and put away after use.
- Assist hirers to negotiate the access control system and ensure that only cardholders are accessing controlled areas.
- Be available to work evenings, weekends and during school holiday periods.
- Be aware of the School's Health & Safety Policy.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy, with particular consideration given to the safety of pupils at events and when external pool users are on site.

Any additional duties, as directed by the Swimming Pool & Sports Facilities Manager/Duty Manager or the Head of Commercial & Community Activities, which are within the reasonable capability and responsibility of the Sports Assistant.

### **Line Management**

The Sports Assistant is supervised on a day to day basis by the Sports Facilities Manager and Deputy Sports Facilities Manager and is ultimately responsible to the Bursar.

### **The Candidate**

#### **Essential Qualifications and Experience**

- RLSS Sports Assistant (NPLQ)
- First Aid at Work

#### **Desirable Qualifications and Experience**

- Educated to 'A' Level standard
- Swimming Teacher qualification
- Experience of working in a sports environment

#### **Personal Qualities**

- Active participation in sports and fitness
- Enthusiastic and hard-working
- Able to work unsupervised and carry out duties with responsible attitude
- Good team worker
- Adaptable and flexible approach to duties
- Willing and able to carry out regular cleaning tasks

## **Arrangements for the Appointment**

### *Applications*

Candidates should complete all sections of the enclosed application form which should be submitted together with a completed Equal Opportunities Monitoring Form, full Curriculum Vitae and covering letter (addressed to the Bursar, Stephen Born). Applications without a completed signed declaration on the final page will not be accepted. When completed, all documents should be emailed to **hradmin@alleyns.org.uk**

Alternatively they can be posted to:

HR Department  
Alleyn's School  
Townley Road  
Dulwich  
London SE22 8SU

### *Interviews*

Interviews will be conducted at the School. This will consist of an interview with the Sports Facilities Manager and the Head of Commercial & Community Activities. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

## **Terms and Conditions**

The post is a zero hours position. Exact working hours will vary depending on the needs of the School and the availability of the role holder. Hours will be on the weekend and weekday evenings and will vary depending on the needs of the department.

A competitive salary will be paid.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan. This plan provides for matching 5% contributions from the employer and employee and is currently run through Scottish Widows.

The School offers additional benefits to its staff, including the use of the School swimming pool and gym, subsidised yoga and Pilates classes, a holiday purchase scheme, access to the library, free tickets to School performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or at the completion of their due term of notice subject to any limitations regarding School opening.

## **Safeguarding**

Alleyn's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo safeguarding screening appropriate to the post including checks with past employers. The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and to a satisfactory medical screening. All employees of Alleyn's are required to submit to the checks undertaken by the Disclosure & Barring Service at the enhanced level of disclosure.

## **Equal Opportunities**

Alleyn's welcomes applications from all applicants who meet the requirements for the position, however we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

---

**December 2021**