



HIGHGATE SCHOOL

Highgate School is a large and flourishing coeducational independent school which is situated next to Hampstead Heath, a few miles from the centre of London. There are three schools in the Foundation: the Senior School for pupils aged 11-18; the Junior School for pupils aged 7-11 and the Pre-Preparatory School for pupils aged 3-7. There are currently some 1,460 pupils in the Foundation. The School employs approximately 400 full-time or part-time teaching and support staff.

The Governors consider the development of excellence in the education offered to pupils to be the underlying purpose of all activities undertaken by support staff.

Highgate School is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Criminal Records Bureau.

THE MALLINSON SPORTS CENTRE

Sport has traditionally held a significant place in the life of Highgate School, and the sports facilities are excellent. The School has extensive playing fields covering some 20 acres with squash, tennis and Eton Fives courts. The Mallinson Sports Centre consists of a large sports hall, a cricket hall, a 25m swimming pool, squash courts and a weights suite together with a social area, ancillary offices and changing accommodation. The Sports Centre services the needs of the extended school family and the local community as well as those of pupils. During term time the Centre is used exclusively by the School between 8am and 6pm and outside these times and at weekends the community use of the Centre is extensive.

JOB DESCRIPTION RECREATION ASSISTANT

REPORTING TO: Sports Centre Manager.

RESPONSIBLE TO: The Bursar.

THE ROLE:

To provide all-round support at the Sports Centre including customer care, life-guarding, coaching, overseeing sports equipment, cleaning, and administration.

MAIN RESPONSIBILITIES:

- Be familiar with the Centre's risk assessment for each activity.
- Follow the Centre's risk assessments in respect of health and safety at all times.
- In accordance with the risk assessments, assist with the setting up and safe removal of all equipment used.

- In accordance with health and safety protocols, report all situations involving first aid to the main reception area.
- Maintain good staff working relationships.
- Act as Duty Manager on evenings and at weekends in the absence of senior staff.
- Take responsibility for the day to day supervision of the Centre.
- Maintain high standards of cleanliness in and around the Centre.
- Take responsibility for the safety of all users whilst in the Centre.
- Maintain the building according to current health and safety regulations and report and/or action repair of any faults.
- Take responsibility for building security including opening and locking up.
- Ensure all aspects of poolside safety are adhered to.
- Maintain regular checks on pool water quality, taking action when necessary.
- Life-guarding duties.
- Dealing with situations requiring first aid.
- Undertake coaching and or supervision of PE related activities as necessary.
- Safe supervision and running of birthday party activities.
- Set up and/or dismantle sports equipment and report and/or action repair of any faults.
- In the absence of senior staff, take responsibility for the Centre within designated guidelines.
- Deal with enquiries and provide a high level of customer care.
- Take bookings and payments in line with office and financial protocols.
- Assist with the promotion of the Sports Centre's facilities and activities.
- Attend meetings and/or staff training sessions to ensure the smooth running of the Centre.
- Take responsibility for stock control and purchase ordering as necessary.
- Carry out any other duties as may reasonably be required by the Centre Manager.

PERSON SPECIFICATION RECREATION ASSISTANT

	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
Qualifications	<ul style="list-style-type: none"> • 5 GCSE's or equivalent • Hold, or demonstrate the ability to acquire, the RLSS lifeguard qualification. 	<ul style="list-style-type: none"> • An ISRM Pool Lifeguard qualification or equivalent. • Sports coaching qualifications. • A First Aid qualification
Experience	<ul style="list-style-type: none"> • Experience working or volunteering in a sports related environment. • Experience of working in a customer care environment. • Basic understanding of Health and Safety and risk assessments. 	<ul style="list-style-type: none"> • Lifeguarding experience. • Experience working with children. • Experience of working in the education sector. • Knowledge of child protection and safeguarding policies. • Basic First Aid experience. • Duty Management experience. • Stock control experience.
Ability / skills	<ul style="list-style-type: none"> • Capable of working on his/her own initiative. • Physically fit. • Ability to work calmly under pressure and multi-task. • Ability to maintain high standard of workplace cleanliness. • Ability to work well as a member of a team. 	<ul style="list-style-type: none"> • Basic IT skills.

	<ul style="list-style-type: none"> • Ability to communicate effectively with visitors to the centre, pupils, teaching and support staff. 	
Personal Attributes	<ul style="list-style-type: none"> • Confident and personable. • High degree of personal drive and motivation. • A team player with a flexible 'can do' approach. • A responsible and conscientious approach, especially with regard to health and safety matters. • A polite and friendly manner. • A willingness to work flexible hours. • An exemplary attendance record in past and present employment. • An exemplary attendance record in past and present employment. • Ability to understand and adapt to the culture of an independent day school. 	

CHILD PROTECTION

All members of staff must comply with the School's Safeguarding & Welfare Policy which is posted on the staff intranet. If in the course of carrying out the duties of the post the postholder becomes aware of any actual or potential risks to the safety and welfare of our pupils, these concerns must be reported immediately in accordance with the policy.

TERMS & CONDITIONS

The terms and conditions below do not form part of a contract and are for information only. Should you be offered and accept employment with Highgate School you will receive a contract setting out in full your terms and conditions. All offers of employment are subject to the receipt of references satisfactory to us, proof of eligibility to work in the UK and CRB checks.

Salary

Salary will be circa £16,000.00 p.a. dependent on qualifications and experience.

Hours of Work

The Centre operates on a shift system totaling 120 hours in a three-week period. Early shifts start at 6.15am and finish at 3.15pm. Late shifts start at 1.30pm and finish at 10.30pm. Weekends start at 8.45am and finish at 6.45pm.

Lunch Period

There is a lunch break of one hour to be taken at times agreed with the Centre Manager. A complimentary lunch is available in the Dining Hall.

Probationary Period

This appointment will be subject to the completion of a probationary period of six months to the satisfaction of the Governors.

Holidays

25 days' paid holiday entitlement plus public holidays to be taken at times agreed with the Centre Manager and the Bursar.

Pension

The School provides a defined benefit pension whereby staff can earn a pension benefit of 1/80 of final salary for each year of membership for which the staff contribution rate is currently 6%.

Confidentiality

The need for absolute confidentiality and discretion, both within the School and the wider community, must be understood.

Dress Code

Teachers and support staff are expected to set an example to pupils and should dress appropriately at all times. Uniform for those working at the Mallinson Sports Centre is supplied by the School.

Smoking

Highgate School operates a no smoking policy and smoking is not permitted on any part of the campus.

Health & Safety

The School takes its obligations under the Health & Safety at Work Act seriously and the postholder will be required to comply with all aspects of the School's Health & Safety policy, particularly in relation to safe working practices. All staff must keep up to date with the School's health and safety policies which are regularly updated and posted on the staff intranet.

Equality and Diversity

The School is committed to being an equal opportunities employer. To enable us to make any reasonable adjustments please let us know at application stage if you have any special requirements.

Job descriptions may be updated by the Bursar from time to time to accommodate the changing needs of the School.

January 2012

HOW TO APPLY

Applicants are required to write a covering letter outlining their suitability for the post which should be accompanied by the following:

- A completed copy of the School's application form. (Please note that this is a PDF document and must be completed by hand. Scanned emailed copies will be accepted in the first instance provided a signed hard copy is sent in the post).
- A full curriculum vitae.
- Copies of any qualifications and certificates mentioned in the application.
- Details of two referees. (Please note that references will be taken up for shortlisted candidates).

Applications should be sent to:

The Human Resources Manager, Highgate School, North Road, Highgate, London N6 4AY.

Closing date: 27 February 2012