



## Sports Centre Lifeguards

<b>Employment Status</b>	<b>Full Time • Permanent</b>
<b>Employment Location</b>	<b>Framlingham College Sports Centre (located at Framlingham College Senior School)</b>
<b>Application Closing Date</b>	<b>Applications will be reviewed on receipt. You are therefore advised to apply at your earliest convenience</b>
<b>Interviews Week Commencing</b>	<b>To be confirmed</b>

### IMPORTANT INFORMATION

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



FRAMLINGHAM COLLEGE  
FRAMLINGHAM  
SUFFOLK  
IP13 9EY

T: 01728 723789  
E: recruitment@framlinghamcollege.co.uk

[FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT](http://FRAMLINGHAMCOLLEGE.CO.UK/EMPLOYMENT)



**Framlingham**  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY





## Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Sports Centre Lifeguard at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

Framlingham College Sports Centre sits within the grounds of the Senior School campus and offers a wide range of classes, fitness, facilities and activities for people of all ages and abilities. It's used by our pupils, staff as well as external members from the wider community.

We are seeking to appoint qualified lifeguards to work in our busy sports centre to work on a casual and flexible basis. We are looking for someone who can cover both early morning shifts which start at 05:30 and end at 09:30, and afternoon/evening shifts which finish at 22:00.

As a lifeguard you will ensure the safety of all bathers by preventing and responding to emergencies, as well as providing great customer service, reception duties and general in house cleaning duties. Hours are flexible and on a rota basis these include mornings, evenings, and weekends, over 52 weeks of the year including some bank holidays.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.**

Sally Wood  
**DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE**



## How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications will be reviewed on receipt. You are therefore advised to apply at your earliest convenience. The interview date is yet to be confirmed but will be offered as applications are received. You will be notified of a date if you are shortlisted.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

## Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;

## Job Information

### Reports To

Sports Centre Manager & Duty Manager

### Job Location

Framlingham College Sports Centre (Framlingham College Senior School)

### Hours

Flexible: Mornings, evenings and weekends,

### Weeks

52 weeks a year including some bank holidays.

## Job Description

### JOB PURPOSE

A lifeguard must ensure the safety of all bathers of Framlingham College swimming pool by preventing and responding to emergencies.

### KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary

- Maintains constant surveillance of bathers in the facility; acts immediately and appropriately to secure safety of bathers in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Performs various safety equipment/maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate documentation for each session.
- Ensures cleanliness of pool and changing areas, reporting problems as necessary.
- Completes cleaning checklist at the end of each shift.
- Performs miscellaneous job-related duties as assigned.

It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding 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 s/he must report any concerns to the school's Designated Safeguarding Lead.

*This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.*

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

	E	D
National Pool Lifeguard Qualification	✓	

## PROFESSIONAL EXPERIENCE

	E	D
Previous lifeguard experience.	✓	
Experience gained working with children.		✓

## PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Skill in the application of lifeguarding surveillance and rescue techniques.	✓	
Ability to react calmly and effectively in emergency situations.	✓	
Ability to prepare routine administrative paperwork.	✓	
Strong domestic skills, or willingness to gain these.	✓	
Knowledge of customer service standards and procedures.		✓
High level of computer literacy.		✓

## PERSONAL ATTRIBUTES

	E	D
A passion for working with people.	✓	
Effective organisational skills.	✓	
Ability to prioritise, plan, monitor and evaluate.	✓	
Enthusiastic and friendly nature.	✓	
Effective interpersonal skills, positive and approachable.	✓	
Availability to attend monthly update training.	✓	
Self-motivated with the ability to work alone and complete tasks set.	✓	
Ability to follow routine verbal and written instructions.	✓	

## SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.		✓





## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.