



ABINGDON

# JOB PACK

## Lifeguard

Closing Date: Monday 18 August 2014 (midday)

Interview Date: Wednesday 27 August 2014



From the Head: Miss O. F. S. Lusk, B.Mus

## Message from the Head, Felicity Lusk

Thank you for your interest in Abingdon School. I am delighted that you are considering our School and I hope that you will want to apply for this post once you have found out a little more about us.

I urge you to spend time looking at our website, [www.abingdon.org.uk](http://www.abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1200 boys, 960 at Abingdon School and 245 at Abingdon Preparatory School. Boarding houses are full with 133 boarders and there are 318 boys in the sixth form. We employ around 300 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School occupies a large and rather beautiful campus. Facilities are excellent, and we are now looking at future development with keen anticipation. We begin construction of our 21 laboratory science centre this year. We recently secured the lease for the Tilsley Park Sports Centre and from September 2014, will manage and develop this exciting facility for the School and the community. In due course, the whole School will benefit from refurbishment and redevelopment. These developments will add state-of-the-art facilities to an already well-resourced school.

We may be over 757 years old (!) but Abingdon is a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Felicity Lusk  
Head

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: 01235 521563 Fax: 01235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)



ABINGDON

## **JOB DESCRIPTION**

### **LIFEGUARD**

#### **THE SPORTS CENTRE**

Abingdon School opened a new sports centre in 2008, comprising of the following facilities:

- 4 badminton court sports hall
- 25m, 8 lane swimming pool
- Fitness suite
- 2 glass-backed squash courts
- Martial arts and fencing studio
- Rowing suite
- Rock and rope climbing area
- An entertainment suite and balcony

The primary use of the Sports Centre is to meet the requirements of the School. Outside of School use, facilities may be let to other organisations.

#### **REPORTING**

The Lifeguard will report to the Financial Controller.

#### **PURPOSE OF JOB**

The Lifeguard will work alongside the Sports Centre Staff to ensure the effective operation of the swimming pool. The Lifeguard will:

- ensure that swimmers using the pool are safe
- be constantly alert to prevent accidents
- assist with the maintenance of the swimming pool area
- be responsible for managing the rotas of all Lifeguards

#### **KEY TASKS**

- Bather observation, counting numbers and profiling swimmers
- Ensuring rescue equipment is in the right place and in working order
- Be aware of, and try to reduce potential hazards
- Assessing customers that are at risk
- Knowing and understanding pool rules
- To carry out PH and water temperature checks
- Set up and break down equipment required for swimming sessions
- To provide First Aid when required
- Attending and keeping a record of training
- Carry out daily maintenance checks

## **KEY REQUIREMENTS**

- National Pool Lifeguard Qualification (NPLQ)
- Attend monthly training sessions
- Effective communication with other Lifeguards and Sports Centre Staff to ensure that the pool is supervised at all times
- Following the Pool Safety Operating Procedures at all times
- Good communication and teamwork skills
- Good observation skills and the ability to maintain a high level of concentration in a busy environment
- Presenting a professional appearance and attitude at all times
- Having a positive and proactive attitude to work

## **TERMS AND CONDITIONS**

This is a full-time position working as part of a team on a shift pattern. Some evening and weekend work will be necessary.

The salary will be £16,360 per annum. Other benefits include the opportunity to join the School's contributory pension scheme, 6.4% being paid by the employee and 14.1% by the School and a free school lunch during term time.

## HOW TO APPLY

If you would like to apply for this position you will need to complete an application form. Our application form is available online from our website [www.abingdon.org.uk/vacancies](http://www.abingdon.org.uk/vacancies) or by contacting Sharon Spooner, HR Assistant on 01235 849136 or by email [hr.assistant@abingdon.org.uk](mailto:hr.assistant@abingdon.org.uk).

### Completing your application form

- Please read all the information provided before completing your application form.
- Please complete your form electronically (this is our preference) or, if handwritten, please use black ink : it is going to be photocopied and so needs to be legible.
- Please do not submit a CV: we need information about all applicants to be presented in a consistent format.
- Please complete all sections: do not leave any blanks; put N/A if not applicable and give as much information as you can.
- Please continue on a separate sheet if you require more space to complete any section.
- Please include a cover letter addressed to the Head outlining why you think you are suitable for the role.
- Please do not send testimonials, certificates or examples of work etc, unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you will contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your referees at any time.

### Submission of applications

Completed application forms should be returned with a cover letter addressed to the Head by midday on the closing date.

Electronic application forms: [hr.assistant@abingdon.org.uk](mailto:hr.assistant@abingdon.org.uk)

Postal application forms: The HR Assistant  
Abingdon School  
Park Road  
Abingdon  
Oxfordshire  
OX14 1DE

Applications received after the closing date may not be considered. All applications will be acknowledged and you will be contacted as soon as possible to let you know whether or not you have been shortlisted.

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after six months.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the DfE.

These checks include the requirement for an enhanced Disclosure and Barring Service (DBS) disclosure, previously known as Criminal Records Bureau (CRB). An application form together with a list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence together with counterpart licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application form

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

In the event that you are unsuccessful please be assured that your DBS application form and photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children.

### **Teaching Posts:**

You will be contacted again if you are invited to interview which will include teaching a lesson. The School will contact you about your lesson. You will have a number of interviews, tour the School and meet some colleagues.

### **Support Posts:**

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

### **Conditional Offer of Appointment**

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory enhanced Disclosure and Barring Service (DBS) disclosure;
- a check against the Barred List;
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

### **Safeguarding**

All adults working at the Abingdon Foundation should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional both inside and outside the school. This involves ensuring that pupils are protected from significant physical or emotional harm and having a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working in the Abingdon Foundation should be aware of, and when necessary, follow the school's Child Protection Guidelines, which are in line with the local Oxfordshire Safeguarding Children Board (OSCB's) practice and procedures.

The Abingdon Foundation has a Child Protection Policy, and guidelines to follow in the event of being told of, or becoming aware of child abuse. It is a mandatory requirement by the OSCB that all staff are trained in generalist safeguarding as part of their terms and conditions of employment.

### **Warning**

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

### **Queries**

If you have any queries at all about your application or the recruitment process generally, please contact the Foundation's HR Department on 01235 849136 or contact the HR Assistant at [hr.assistant@abingdon.org.uk](mailto:hr.assistant@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.