



**TRURO  
HIGH SCHOOL**  
*Girls First*

**JOB DESCRIPTION**

**Lifeguard Supervisor**

**Responsible to:** Lettings & Operations Manager

**Rate of Pay:** £9 per hour Monday – Friday, £11.97 per hour Saturday & Sunday

**Duties:**

1. As supervisor you are expected to lead the team of lifeguards and work within the team leading by example, ensuring that the all health and safety legislations and codes of practise are adhered to at all times.
2. To co-operate with the Lettings & Operations Manager and Head of Co-Curricular Education in all issues of health and safety. Accept delegated responsibility for the health and safety and well-being of all staff and visitors to the pools under the provisions within the Health and Safety at Work Act 1974, Truro High School's 'Pool Safety Operating Procedures' (PSOP) and any other subsequent and/or relevant legislation or Code of Practice.
3. To operate on a shift basis as a member of team, incorporating evenings, weekends and Bank Holidays as required to effectively cover the Pool's operating hours.
4. To open and secure the facilities as required during your shift. Your shift times include 15 minutes prior to the first booked session and 15 minutes after the last session to allow for opening & locking up.
5. To accept delegated responsibility for the effective management and administration of the pools as agreed with the School.
6. To ensure that all equipment is erected and dismantled on time and in accordance with the manufacturers' recommendations and any approved codes of practice, and used properly by the hirers and visitors at all times.
7. To assist, where necessary, in the induction and training of staff in all operational procedures, codes of practice and health and safety, maintain records and update
8. Maintain the highest standards of customer care in all transactions.
9. To ensure that equal opportunities are offered to all staff, members and visitors to the Pools in accordance with School policy and all relevant legislation.
10. To hold and maintain a current, valid Royal Life Saving Society National Pool Lifeguard Qualification and First Aid at Work certificate.

11. To supervise the swimming pool to ensure the welfare of all pool users in accordance with the Pool's PSOP.
12. Any other duties that are appropriate to your role.
13. To provide cover for absence as required.

*The postholder'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 will be to adhere to and ensure compliance with the Schools Child Protection Policy statement at all times. 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 or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.*



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## Lifeguard Supervisor

### Supplementary Information:

The pool is operation for approximately 39 weeks per year, falling mainly (but not always) in line with state school term times.

Not all bookings made by external clients run for the full 39 weeks. Lifeguard supervisors will be required to fulfil their hours by a) covering in the event of absence of the other supervisor, b) working alongside the other supervisor where a junior lifeguard is unavailable or c) working an additional ad-hoc shift as booked by a client.

### Working Pattern

The shift patterns detailed below are for illustration purposes (based on current bookings) as actual times required depend on the external bookings made by clients. A number of Saturday afternoons and / or Sunday afternoons will also be required to cover ad-hoc bookings for pool parties.

#### Role 1

Sunday	9.15am – 11.45am
Monday	3.45pm – 9.45pm
Tuesday	6.00pm – 8.15pm

#### Role 2

Wednesday	4.45pm - 8.00pm
Thursday	5.45pm - 8.15pm
Friday	3.45pm – 9.00pm
Saturday	9.15am - 12.45pm

### Pay

The rates of pay are set annually by Governors of the School.

Monthly payment may be calculated in one of two ways:

Payment made for actual hours worked each month, by means of authorised timesheet, or

An estimation of the annual hours to be worked, paid in equal twelfths, adjusted in July and / or August to reflect actual hours worked.

### Holiday

It is expected that accrued paid holiday will be taken when the school pool is closed. Request for absence at any other time will need to be authorised in advance by the Lettings and Operations Manager and is subject to the availability of another Lifeguard Supervisor covering this period and will be taken as unpaid leave.