

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Post Title: Lifeguard

Responsible to: Co-Curriculum Manager

Responsible for: All matters relating to the duty of care of all participants taking part in the respective activity. To support the Activity Instructor with the safe running of the session.

Duties: -

- To be responsible to the Co Curriculum manager for the care, welfare and behaviour of pupils taking part in the relevant activity, liaising with co curriculum team to ensure this overall duty of care is fulfilled. You are required to maintain good order and discipline among the students and safeguard their health and safety.
- To maintain vigilant supervision of pool users in accordance with the operating procedures and take necessary action to ensure their safety at all times. Students must not be left unattended without adequate supervision. To follow RAAS guidelines with regards behaviour management and report issues to be followed up accordingly.
- To administer first aid, effect pool rescues and apply resuscitation as necessary.
- To comply with the school's Health and safety procedures at all times in accordance with the Pool Safety operating Procedures. To take scheduled breaks as required.
- To assist with taking a register at the beginning of each scheduled activity and return completed registers to co curriculum staff, to ensure that we can account for all students.
- To deal with pool users in a friendly and professional manner.
- To carry out emergency procedures in accordance with the pool Emergency Action Plan and take a register – informing the Senior Member of staff of any students who are not accounted for.
- To attend meetings within co curriculum and to work as part of the team of such in the school. To complete in house or external training as required such as Child Protection.
- To report any matter of concern to the co curriculum manager immediately.

- To be responsible for Health and Safety procedures and regulations within the Activity. To report any action needed in relation to the inspection & maintenance of major equipment to Maintenance or Co Curriculum Manager.
- To be responsible for personal health and safety by following safe systems at work, and by meeting the requirements of the Foundation's Health and Safety Policy.
- To carry out cleaning duties as necessary.
- To adhere to school security. RAAS ID badges and staff badges should be worn at all times whilst on site. Lock up venue when you have finished or when you leave the room.
- To assist with putting on and taking off the pool cover.
- To ensure that all lifesaving equipment is stored in its correct place and that it's in good order. And equipment is stored safely & securely when not in use.
- To complete any training as required by Professional Bodies and to update the Co-Curriculum Manager of this as and when necessary.
- To be on time and inform the cocurriculum team if you are going to be late. Punctuality is important without lifeguards we cannot open the pool.
- To complete time sheets on a regular basis (at least half termly) and provide receipts for any equipment purchased on behalf of the school and with prior approval.
- To return all RAAS equipment at the end of your term of service.
- The Royal Alexandra & Albert School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.