

## SENIOR LEISURE ASSISTANT

### Permanent role

Thank you for showing an interest in this post. We hope that the following information about St Helen's and description of the school and role will help you to decide that this is an application which you wish to pursue.



## WELCOME TO ST HELEN'S

St Helen's is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with a calm, inner resolve, and a sense of fun; that she is ready to go out into the world and make a difference. St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. Our GCSE results put us very securely into the top 50 independent schools in the country each year (28<sup>th</sup> in 2022), and we are ranked 30<sup>th</sup> for A Level's in the Telegraph League Table of UK Independent schools 2022. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our co-curricular programme is rich and varied, and our pastoral care ensures that every girl is valued and cared for.

Within easy reach of central London, our school is set in 21 acres of lovely grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested over £20 million in a building programme over the last five years and have plans to do more.

St Helen's has a warm and lively atmosphere that makes it a really exciting place to work. Our staff and our girls look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey and I look forward to receiving your application.

**Alice Lucas, Headmistress**



## THE SCHOOL

St Helen's is an academically selective independent girls' day school of more than 1100 students aged 3-18, set in beautiful green space in Northwood, North-West London.

It draws pupils from a wide area of north-west London, Buckinghamshire and Hertfordshire with easy access by Underground from central London.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence;
- To provide our students with the personal skills, emotional resilience and the confidence to achieve their full potential through a varied, rich and challenging co-curricular programme;
- To know, value and respect all girls as individuals so as to best support them on their journey through the school;
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The School is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.

## THE POST

The St Helen's Sports Centre is a purpose-built centre which was completed July 2004. This stunning centre is open to club members outside school hours and during school holidays. The Sports Centre includes a Sports Hall, Dance Studio, Gym, and Swimming Pool.

The Senior Leisure Assistant support the day to day running of the facilities, services, and lettings. Ensuring the environment is safe and secure for users, staff, and contractors.

## REPORTING

All Senior Leisure Assistants report to the Head of Enterprises and are supervised on a day-to-day basis by the Assistant Sports Centre Manager or Duty Manager.

## KEY RESPONSIBILITIES

- Operate the building and facilities in accordance with Normal Operating Procedures, Emergency Action Plans, and the Health and Safety policy to provide a safe environment for all.
- Act as a key holder and open and close facility ensuring building/equipment checks are carried out as stipulated in the daily log and security of the building is always maintained.
- Ensure pool water is safe to swim in accordance with normal operating guidelines
- Assist with administration as required as directed by the Head of Enterprises, Assistant Sports Centre Manager or Duty Manager
- Act as receptionist for all Sports Centre users
- Promote a customer-focused environment, generating excellent public relations and customer care
- Support members in the gym including member inductions and programmes
- Ensure all relevant qualifications are kept up to date, and attend/undertake any training as required.
- Provide on shift cover for sports/leisure activities where appropriate
- Act as lifeguard as required
- Ensure appropriate equipment is set out and prepared for users in a timely manner and put away after use
- Participate in cleaning duties to ensure high standards of cleanliness, hygiene and customer service are delivered at all times.
- Promote and safeguard the welfare of children and young people and adhere to and ensure compliance with the school's child protection policy.
- Undertake any other reasonable tasks which may be allocated by the Head of Enterprises, Assistant Manager or Duty Manager.



## THE PERSON

	Essential	Desirable
Physical	Fit enough to perform pool rescues and work 10-hour shifts (with breaks)  Able to lift to 25 kg	
Qualifications	NPLQ	Reps 2/3 or equivalent fitness qualification  ASA swim teacher L1/L2  Pool plant qualification
Skills	Good organisational/administrative skills  Excellent interpersonal and communication skills  To be able to work with a high level of initiative  To be able to work independently  To be able to prioritise a wide range of operational duties, whilst under pressure and have good time management skills  Strong swimmer	
Knowledge	Wet and dry side operations  Health & Safety awareness	Dual use facility  Basic knowledge of St Helen's school

Experience	Minimum of 1 years' experience working in a leisure facility as leisure assistant or lifeguard	
Personal characteristics	Flexible (able to work shifts and across 7 days)  Resilient and well organised  Determination to achieve high standards of customer service  Confident  Affable and able to create good rapport with staff, pupils, clients and contractors  Calm under pressure  Committed  Problem solving ability	



## HOURS

This is a full time, all year-round role. The successful applicant will work an average of 40 hours per week over five days, Monday to Sunday.

Shift times may be subject to minor variation to support Sports Centre operations and School events:

Early 05.45-14.15

Late 13/1400-22.15

Variety of middle shifts depending on the school timetable

Saturday 07.45-18.15

Sunday 08.30-18.30

You may be required to work on Bank holidays 07.45-17.15

**SALARY:** £24,000 per annum

## BENEFITS

- Membership of a workplace pension scheme with up to 10% employer contributions
- 50% fee remission for staff children subject to spaces and entry examinations (pro-rated benefit for part time staff)
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunches and refreshments (Monday to Friday)
- Generous occupational sick pay
- A commitment to professional development
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.

## APPLICATION PROCESS

Closing date: **8am on Friday 26<sup>th</sup> May 2023.**

**To apply: please complete our online application form found on our School Website: [Work for Us - St Helen's School \(sthelens.london\)](https://www.sthelens.london)**

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

## THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Assistant Sports Centre Manager and Head of Enterprises, be shown the site and meet other members of the team.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at: [recruitment@sthelens.london](mailto:recruitment@sthelens.london)

