

An aerial photograph of the Warwick Independent Schools campus. The image shows a large, modern school complex with multiple buildings, including a prominent circular building with a glass facade. The campus is surrounded by green fields, trees, and a parking lot. In the background, there are more green fields and a line of trees under a hazy sky.

## APPLICATION PACK FOR THE POST OF LEISURE ASSISTANTS

Required as soon as possible

WARWICK INDEPENDENT  
SCHOOLS FOUNDATION

Independent • Co-educational 3 to 7 • Single-sex from 7-18 years





## Contents

- 03 Welcome from the Foundation Principal
- 04 About Warwick Independent Schools Foundation
- 05 Organisational structure
- 06 Our Facilities
- 07 Warwick & Surrounding Area
- 08 Job Description
- 10 Person Specification
- 12 Remuneration
- 12 How to Apply

# Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Leisure Assistant.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

We are looking for Leisure Assistants to assist in the high-quality running of the day-to-day operational efficiency of the Sports Centre and associated sports facilities.

The successful candidate will also assist in supervising the use of the sports hall, squash courts and other facilities of hire within the sports centre and grounds.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**  
Foundation Principal



# About Warwick Independent Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys. These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In a new and exciting development for the Foundation, we are delighted to have welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7). Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

[www.warwickprep.com](http://www.warwickprep.com)

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.warwick-school.org](http://www.warwick-school.org)

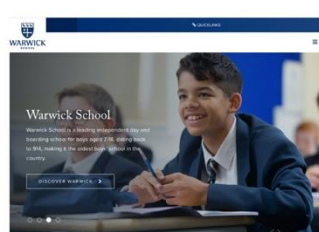
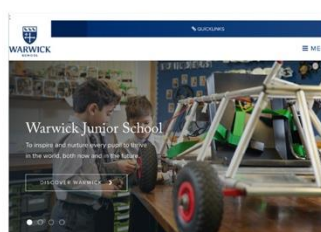
[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

Some of the work of the schools during the recent lockdowns may be found on the following website:

[www.foundationathome.co.uk](http://www.foundationathome.co.uk)

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISBA





# Organisational Structure

September 2020 saw the introduction of a new structure for the Foundation. For the first time in its long history, a Foundation Principal acts as CEO with direct accountability to the Board for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson, who was previously the Head Master of King's High School.



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3-18, the 55-acre campus boasts outstanding and cutting-edge facilities for all our pupils.

The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – has seen the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

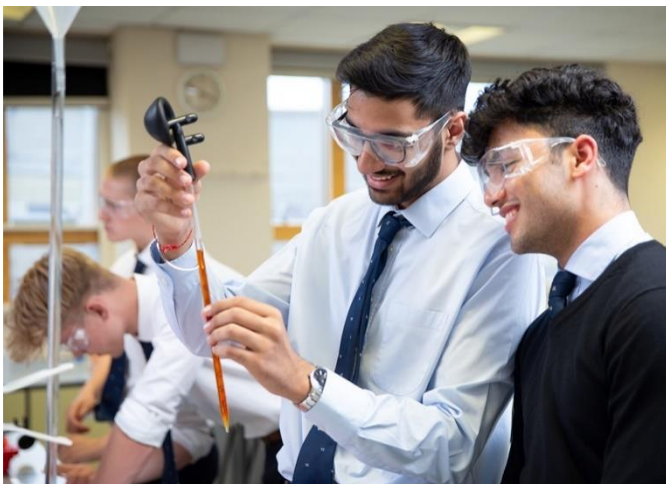
- A new home for the pupils of King’s High School.
- A new shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, four netball and five tennis courts.

- A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.
- Improved play-space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- New parking facilities and enhanced traffic management.
- New landscaping, creating a series of pedestrianised Quads.

## Leamington Campus

The Kingsley School is home to over 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. 12 acres of playing fields are just a few minutes’ drive away, and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the sixth form centre.





# Warwick & Surrounding area

Warwick itself is a charming, historic town, famous for its impressive castle whose soaring turrets dominate the town centre. Steeped in medieval history and a popular tourist destination, Warwick boasts a thriving social scene with many boutique shops and excellent bars and restaurants.

The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining and nightlife.

The area has excellent transport links. Leamington and Warwick both have mainline railway stations. Birmingham International Airport is just 25 minutes' drive.



# Job Description

## Reporting Lines

Reporting to Sports Centre Manager

## Responsibilities

1. To provide a high quality of customer care and services to all users.
2. To ensure correct use and set up and taking down of sports hall equipment and store correctly.
3. To ensure that all facilities and equipment are tidy and clean, monitored for safe condition and repaired and maintained as necessary.
4. To assist in ensuring that the facilities complies with current Health and Safety codes of Practice.
5. Assist in monitoring the swimming pool water (PH and Chlorine levels).
6. Checking and controlling the authenticity of members using the sports centre.
7. To assist in the handling of customer complaints and deal with them in a professional and positive manner.
8. To undertake some reception duties, including bookings, cash handling, dealing with members and courses.
9. Be competent in the use of computers and some operating systems.
10. To assist in other areas within the Department, when required, to include the Bridge Sports Centre.
11. To carry out lifeguard duties, ensuring safety by the poolside at all times.
12. Respond and react accordingly in the event of an emergency and provide First Aid.
13. Arrive in good time before shift start time to ensure that the correct equipment and admin is ready in place for a prompt start.

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.



### Health and Safety:

As an employee you are expected to:

1. to take reasonable care of your own health and safety
2. to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
3. to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
4. not to interfere with or misuse anything that's been provided for your health, safety or welfare
5. to report any injuries, strains or illnesses you suffer as a result of doing your job
6. to tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
7. if you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

Particular H&S issues for this post include:

1. A basic level of physical fitness is required to set up and take down and clear away sports equipment at different sites
2. Prolonged period of standing or sitting when on poolside
3. Some use of VDU equipment

### CIMSPA (Recognition & Registration)

Warwick School Sports Centre is an employer partner with CIMSPA (The sports and leisure industries recognised professional development body). After your probationary period and as part of your ongoing development and training with us, we will affiliate you with CIMSPA at which point you will be encouraged to complete several 'e-learning' courses to progress your career and further opportunities that can be offered.



# Person Specification

	Essential Criteria	Desirable Criteria
Qualification Experience/ Knowledge	<ul style="list-style-type: none"> <li>• Successfully completed RLSS Pool Lifeguard training.</li> <li>• Previous experience of holding a post that requires excellent customer service, trustworthiness and punctuality.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant First Aid at Work Certificate or willing to successfully complete this qualification</li> <li>• Working in a Sports or Leisure Centre or in a similar environment</li> <li>• General knowledge of health and safety, lifeguard and first aid preferred.</li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Skill akin to those required in Sports &amp; Leisure environment or similar and Swimming Teaching and Lifeguard Training.</li> <li>• Basic IT skills / willingness to learn</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of the operation of sports/leisure centres.</li> </ul>
Aptitude	<ul style="list-style-type: none"> <li>• Naturally demonstrate a 'can do' helpful attitude always considering the needs of the customer first and able to deal with complaints effectively</li> <li>• Confident to act on own initiative and be self-motivated</li> <li>• Trustworthy and punctual</li> <li>• Willingness to learn and develop and turn hand to varying tasks within a leisure centre setting</li> <li>• A pleasant manner and the ability to get on with work colleagues and school staff is a vital element of the job.</li> <li>• Be able to offer flexibility and work unsociable hours if required.</li> <li>• Flexible about taking annual leave outside of the main times of when swim school operates ensuring that cover is in place for any absences</li> <li>• Accept that some annual leave will be pre-determined by shutdown periods of the swim school and school use of the Sports Centre.</li> </ul>	<ul style="list-style-type: none"> <li>• The ability to cope with pressure (on occasions) is important</li> </ul>



Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

# Remuneration

**Mid-week evenings 5.30pm – 10.30pm**

**Saturday 7am – 6pm**

**Sunday 8am – 6pm**

Please state your availability on your application.

**Support Staff Point 11 - £11.58 per hour**

Other benefits:

- Competitive contributory pension scheme.
- Staff Fee remission at our Warwick Campus.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.



# How to apply

Should you wish to apply for this position, please visit the vacancies page on either the Warwick School, King's High School or Warwick Preparatory School Websites, where you will find an application form.

[www.warwickprep.com/job-vacancies](http://www.warwickprep.com/job-vacancies)

[www.kingshighwarwick.co.uk/vacancies](http://www.kingshighwarwick.co.uk/vacancies)

[www.warickschool.org/employment-opportunities](http://www.warickschool.org/employment-opportunities)

Completed applications should be submitted to [hr@warickschools.co.uk](mailto:hr@warickschools.co.uk)

Deadline for submissions:

**Ongoing**

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## Equality, Diversity and Inclusion

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position you will actively support an environment and culture that values diversity and inclusion.