SYLVESTRIAN
LEISURE CENTRE

FOREST
LONDON

JOB DESCRIPTION	
JOB TITLE	Senior Lifeguard
DEPARTMENT	Leisure Centre
LINE MANAGER	Leisure Facilities Manager

SAFEGUARDING

Forest School is committed to Safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to:

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

JOB SUMMARY

The Senior Lifeguard is responsible for overseeing the day-to-day pool environment at Sylvestrian Leisure Centre, located within Forest School. The role is to maintain a safe, welcoming and professional environment for students, staff and external visitors, ensuring that all users receive a high standard of care and service.

During term time, the Senior Lifeguard will oversee poolside safety, ensuring that students entering the water are appropriately supervised and that all relevant safety procedures are followed. Outside of swimming lessons, they will undertake daily operational duties, including cleaning, stock checks, administration and pool water testing, to maintain high standards of hygiene, water quality and facility presentation. During school holidays, the Senior Lifeguard will take on additional team leadership responsibilities, supporting the day-to-day management of the lifeguard team and ensuring that appropriate lifeguard-to-bather ratios are maintained. They will provide guidance and support to team members, promote confidence and professionalism, and promptly escalate any operational concerns to the Duty Manager.

The Senior Lifeguard will also receive training to undertake Relief Duty Manager responsibilities, providing management cover during periods of staff absence when required. This will involve developing the skills and knowledge necessary to support the wider operation of the leisure centre, oversee staff and daily activities, address operational issues and maintain the required standards of health, safety and customer service.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

TM 10/2026

The position requires strong organisational, communication and leadership skills, alongside a proactive approach to health and safety. The Senior Lifeguard will play an important role in supporting the smooth running of the leisure centre, maintaining operational standards and delivering a consistently high-quality service to the school community and the wider public.

KEY RESPONSIBILITIES

Main Duties:

- Maintain constant and effective surveillance of the swimming pools and surrounding areas to ensure the safety of all pool users.
- Respond promptly and effectively to emergencies, carrying out rescues, first aid and emergency procedures as required.
- Conduct daily pool water tests, accurately record results and report any readings outside the required parameters.
- Ensure pool water quality, cleanliness and hygiene standards are maintained in accordance with relevant health and safety requirements.
- Set up and dismantle equipment for swimming lessons, activities and holiday programmes, ensuring facilities are safe and presentable.
- Support cleaning and general housekeeping duties throughout the leisure centre, including poolside areas, changing rooms and public spaces.
- Carry out routine inspections of equipment and facilities, reporting defects and ensuring hazards are addressed promptly.
- Provide excellent customer service, responding professionally to enquiries and assisting students, staff, parents, external hirers and visitors.
- Ensure all relevant policies, procedures, risk assessments and safe systems of work are followed.
- Follow the centre's Pool Safety Operating Procedures (PSOP), Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).
- Educate pool users on safety rules and appropriate facility use, providing clear instructions to help prevent accidents.
- Proactively identify and address potential hazards, taking appropriate action to prevent accidents and injuries.
- Monitor poolside staffing levels and ensure appropriate lifeguard coverage and supervision ratios are maintained.
- Complete daily, monthly and annual operational and maintenance tasks as directed by management.
- Attend monthly lifeguard training sessions and maintain the practical competencies required for the role.
- Maintain a high standard of personal presentation, conduct and professionalism, acting as a positive ambassador for Sylvestrian Leisure Centre.

Administration/Finance:

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

TM 10/2026

- Complete daily checklists, pool water test records, cleaning schedules and other operational documentation accurately and within required timescales.
- Conduct regular stock checks and report shortages of cleaning chemicals and operational equipment to the Duty Manager.
- Record and report accidents, incidents, near misses, equipment defects and maintenance concerns in accordance with centre procedures.
- Ensure operational records are maintained appropriately and made available to management when required.
- Communicate relevant operational information, outstanding tasks and safety concerns during staff handovers.
- Maintain awareness of current policies, procedures, risk assessments and safeguarding requirements.

Relief Duty Manager:

- Undertake appropriate training to develop the knowledge and skills required to provide Relief Duty Manager cover during management absences.
- Provide management cover when required, subject to appropriate training, competency and authorisation.
- Assist with the day-to-day running of the leisure centre, ensuring activities, bookings and staffing arrangements operate efficiently.
- Support the allocation of duties and deployment of staff, ensuring appropriate staffing levels and lifeguard coverage are maintained.
- Provide guidance and support to the lifeguard team, promoting confidence, accountability and high professional standards.
- Monitor staff compliance with operational procedures, health and safety requirements and customer service expectations.
- Respond to customer enquiries and complaints, resolving issues where appropriate and escalating matters beyond their authority.
- Assist with the management of incidents, emergencies and operational disruptions in accordance with centre procedures.
- Ensure relevant health and safety, safeguarding and emergency procedures are implemented consistently.
- Communicate significant operational concerns to the Leisure Facilities Manager and complete handovers or reports as required.

Additional Responsibilities

- Support the Duty Manager in maintaining a safe, organised and welcoming working environment.
- Assist with the induction, training and development of lifeguards, where appropriate.
- Encourage effective teamwork, positive communication and professional conduct throughout the lifeguard team.
- Support school swimming lessons, holiday activities, external bookings and other leisure centre operations as required.
- Identify opportunities to improve facility standards, operational efficiency and customer experience.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

TM 10/2026

- Maintain professional working relationships with colleagues, school staff, students, parents, external hirers and members of the public.
- Attend and complete all mandatory training, refresher courses and competency assessments as directed by management.
- Maintain all qualifications and certifications required to undertake the duties of the role.
- Comply with safeguarding procedures and report any concerns through the appropriate channels.
- Provide First Aid when required, in accordance with training and the centre's health and safety procedures.
- Assist with the organisation of changing room allocations and school lesson schedules to ensure smooth transitions between classes and safe use of facilities.
- Undertake any other reasonable duties as requested by the Duty Manager or Leisure Facilities Manager in line with the scope of the role.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described above. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child. Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure. No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager.

TERMS OF EMPLOYMENT

Contract Type:	Full Time
Working Hours:	09:00 to 17:00
Working Days:	Monday to Friday
Holiday Entitlement:	The post holder will be entitled to 30 days annual leave per annum.
Additional Details:	- Support Staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, based on length of service. - Free lunches during term time and when working during the school holidays (except for weekends) - Employer death in service benefit - Support with extensive CPD opportunities.

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

TM 10/2026