Job Description
Galleon Leisure Assistant

George Watson’s College is seeking to recruit a number of Galleon Leisure Assistants to join our team in our Centre for Sport on a permanent and part-time basis.

THE SCHOOL

George Watson’s College is renowned as a large, inclusive and vibrant co-educational school offering all-through education for children from 3-18. Despite its size, everyone remarks that it has a small-school ‘feel’: the close-knit and friendly relationships amongst all its constituents are a hallmark of the School. Its motto – *ex corde caritas* (Love from the Heart) – is central to its values as it seeks to sustain what is described as ‘The Watson’s Family’.

This tangible sense of togetherness is significantly enhanced by everyone being on one purpose-built site, which is located in the attractive residential district of Morningside, to the South West of the centre of Edinburgh. Edinburgh itself is the second strongest city economy in the UK, outside of London, with the highest percentage of graduates and professionally qualified adults in the UK and over 25% of school age children attending fee-paying schools. Watson’s is proud of its independent status and, whilst remaining true to its Scottish roots, seeks to sustain and develop an international perspective. The curriculum is adapting to the innovations inherent in Scotland’s new Curriculum for Excellence and the new Scottish National Qualifications. In addition, the School offers its older pupils the opportunity to take the International Baccalaureate Diploma programme. Watson’s is the only school to offer this alternative alongside Scottish qualifications.

The School welcomes a wide range of academic ability, and has very high academic standards, with 90% of pupils going on to Higher Education and a large proportion of pupils achieving outstanding success. Watson’s also has excellent facilities, and offers a huge range of courses as well as extra-curricular activities. In addition, it has particular strengths in Sport, Music, Drama, Outdoor Education, Technology and in Support for Learning. The School is very well resourced with a campus-wide IT network.

The current Principal, Mr Melvyn Roffe took up his post in August 2014.

THE GALLEON CENTRE OF SPORT

The Centre of Sport is used for the sport curriculum plus private members out of School hours. Facilities
include the well-equipped Pentland Fitness Suite, a bright and warm swimming pool and studios in which fitness programmes are delivered.

**JOB PURPOSE**

Responsible for delivering an excellent service to all our customers and ensuring the safety of all people within the Centre for Sport.

**KEY DUTIES/RESPONSIBILITIES**

Tasks will typically include the following, although this list is not exhaustive:

- Lifeguarding of the swimming pool ensuring the safety of pool users at all times
- Continue personal development by attending continuous staff training at least once per month.
- Follow and adhere to the centres Pool Safety Operating Procedure.
- Maintain constant surveillance of customers in the facility and the Pentland Fitness Suite.
- Provide emergency care and treatment as required until the arrival of emergency medical services.
- Ensure the venue and surrounding areas are kept clean at all times.
- Ensure equipment is set up correctly and satisfactory to the customers’ needs.
- Keep check that all aspects of the building are operating and working correctly.
- Cover for colleague’s absence as required.
- Acknowledge and respond to every person who comes into the venue with a smile.
- Interact with customers in a positive and helpful manner at all times.
- Use of the Xn Leisure System (payment till) on an ad-hoc basis.
- Have an awareness of potential health and safety issues and escalate to line manager or take appropriate corrective action e.g. clear up spillages to prevent slips.
- Any other reasonable duties requested by your line manager or members of the management team.

**QUALIFICATIONS/EXPERIENCE AND SKILLS REQUIRED**

**Qualifications & Experience**

**Essential**
National Pool Lifeguard Qualification (NPLQ)

**Desirable**
Level 2 gym qualification
Previous experience as a lifeguard, leisure assistant or gym instructor.
Previous experience of working in a School/working with children.
Skills/Other Competences

Essential
Able to provide emergency care and treatment as required in a calm and effective manner
Able to work as part of a team and independently if required
Able to follow directions (verbal and written)
Professional demeanour
Excellent time management

Desirable
Understanding of child protection regulations (trained in house)

DISCLOSURE SCOTLAND - PROTECTION OF VULNERABLE GROUPS SCHEME

All staff must be prepared to undergo screening to confirm their suitability to work with children and young people.

CONTINUING PROFESSIONAL DEVELOPMENT / PROFESSIONAL REVIEW

All staff are required to participate in appropriate programmes of continuing professional development and undergo professional review as set out in the School’s policy.

APPLICATION PROCESS

Applications should be made using our Application Form and Diversity Monitoring Form and sent by email to Jane Robinson, Head of Human Resources (vacancies@gwc.org.uk). A detailed job description is available on our website. The closing date for completed applications is noon on 29 July 2018.

Shortlisted candidates will be invited to attend for interview week commencing 6 August 2018.