Sports Complex Lifeguard

November 2026



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Boarding School of the Year
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Haileybury

Candidate Information

Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and purpose.

Haileybury was recently selected as one of the 100 best private schools in the world and our last inspection was outstanding. Interest in the School from prospective families is as strong as ever.

We are a dynamic, outward-looking and future-oriented school. We offer a 21st Century relevant curriculum and our pupils leave school with the values, skills and credentials they will need to thrive.

Through our team of dedicated staff and as a result of exceptional facilities across our remarkable campus, we are able to offer our pupils an extraordinary range of opportunities.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of the relationships across our community.

If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master

Haileybury



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed here.

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, kindness and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All Senior School pupils are boarders or day pupils in one of the 12 senior Houses. There is also boarding House in our vibrant Lower School. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.







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The role

The post of Sports Complex Lifeguard is a casual position within the Sports Complex and involves working as and when required, which will include working late evenings during the week and at weekends.

As a large multi-purpose Sports Complex, with extensive wet and dry side activity, elements of the role are wide ranging. The main functions primarily involve the supervision of the swimming pool and the timely setting up/down of equipment.

The health and safety of all swimmers and visitors in the swimming pool is paramount at all times. The successful candidate should understand the importance of their responsibilities and work with attention to detail and due care.

The post-holder must hold a RLSS National Pool Lifeguard Qualification.

The Lifeguard will report to the Sports Complex Manager.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.





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Responsibilities

- Ensure the health and safety of persons using and visiting the Sports Complex.
- Complete lifeguard duties on poolside as directed by the Sports Complex management team.
- Ensure that all Sports Complex areas are cleaned and maintained to the highest standard.
- Immediately inform the Sports Complex management team of any issues which might affect the operation and smooth running of the department.
- Ensure at all times the proper use of wet and dry areas used by Haileybury students and members of the public.
- Undertake facility monitoring to ensure that agreed tasks are completed in the correct manner and to the required standard.
- Ensure that at all times all sports equipment is safe, clean and in excellent and usable condition and to report defects to the Sports Complex Management team as necessary in line with operating procedures.
- Complete pool water tests as detailed on the Swimming Pool Water Testing Report Form and report any irregularities to the Supervisor and/or Operations Manager immediately.
- Assist in the implementation of the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1992, ensuring personal compliance at all times, and to specifically ensure compliance with key health and safety regulations including COSHH, Risk Assessments, PPE, EAP's and NOP's, Manual Handling and other relevant legislation. To keep up to date with changing health and safety legislation and new systems of work.
- Under the direction of the Sports Complex Management team, to patrol facility areas ensuring that adequate security is provided throughout each shift ensuring that there is a staff presence at all times.
- Have a full working knowledge and understanding of the requirements of Health and Safety in Swimming Pools (HSE 179) and to operate at all times within these guidelines.
- By checking on the computerised booking system and through communication with all other staff, to ensure at all times that the facilities are correctly set up in advance for all bookings and events.
- To efficiently carry out Reception duties. This will involve using a computerised till and booking system.
- To establish and maintain effective communication channels and efficient/ effective working relationships with other members of the Sports Complex team, school personnel, and school customers.
- To keep the management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- You are required at all times to carry out your duties in a safe manner, so as not to endanger yourself and/ or the Sports Complex Operations Management team.
- Make use of appropriate computer software, equipment and facilities in order to to complete duties in the most efficient and effective way including word processing packages, Google Drive, spreadsheets, databases etc.
- Undertake appropriate ongoing training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role.

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Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

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Person specification

Qualifications, Knowledge, Skills & Experience

Essential

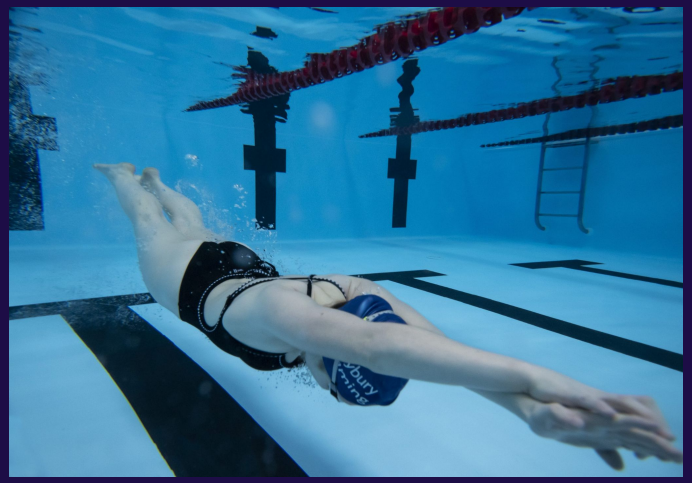
- RLSS National Pool Lifeguard Qualification
- Good level of education to GCSE, or equivalent
- Good numeracy and literacy skills

Desirable

- First Aid at Work Certificate
- Experience of working within a wet and dry leisure facility for the public and private sector
- Understanding of working in a school environment

Personal Attributes

- Ability to work as part of a team
- Willingness to work flexibly when required, and an ability to adapt to the needs of the role
- Proactive, self-motivated, enthusiastic and resourceful
- Conscientious, trustworthy and reliable





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Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, tennis centre, and swimming pool, at certain times.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include cycle to work scheme, EV scheme, pension, and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.





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Application process

To apply for either of the above positions, please complete the application form in full, with reference to the job description, and return it to **recruitment@haileybury.com** by **12 noon** on **27 November 2026.**

Please clearly indicate on your application form which of the two vacancies you are applying for.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

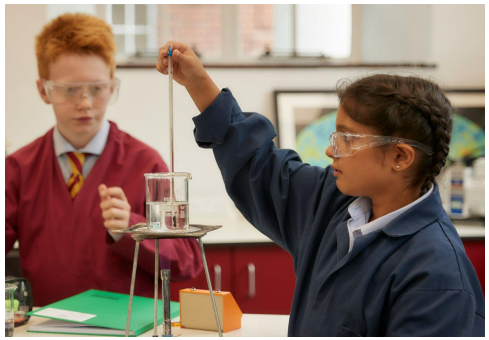
The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

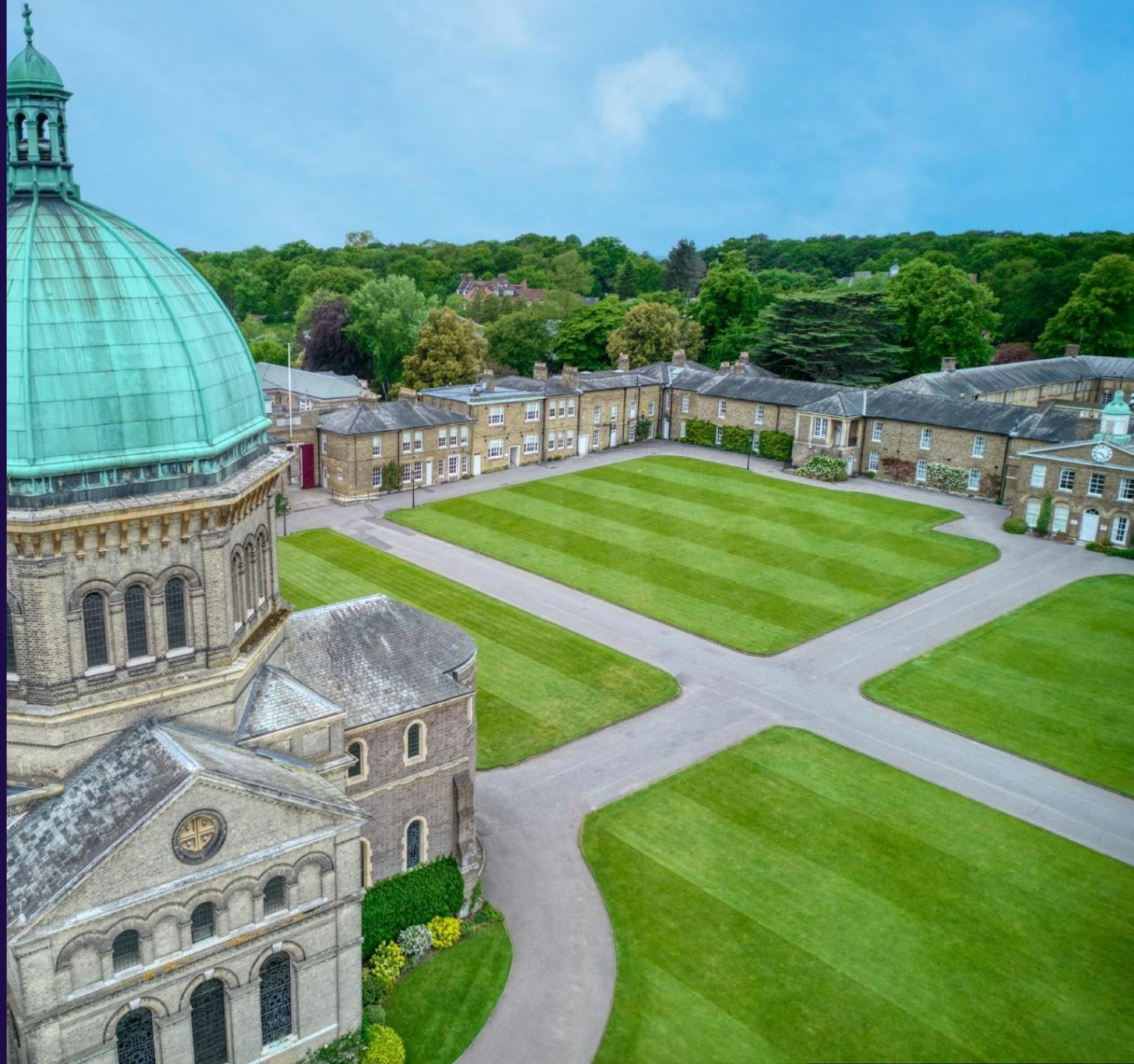
Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.







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