



DENNY HIGH SCHOOL



School Profile

Denny High School, situated in the town of Denny, serves an area of some twenty-five square miles. It has seven associated Primary Schools drawing pupils from the towns and villages of Denny, Dunipace, Dennyloanhead, Bonnybridge, Allandale, Longcroft, Hags and Banknock.

Denny High School is a non-denominational six-year comprehensive school. Its roll in August 2022 was 1408 pupils in mainstream and 36 in the ASC a facility located in Denny High School for pupils from the Falkirk Council area with Autistic Spectrum Disorder and/or Severe Communication Difficulties.

Senior Management Team comprises the Headteacher, 5 Depute Headteachers and 1 Resource Manager. There are 8 Principal Teachers with responsibilities for curricular management and 5 Heads of House with pastoral management. A further 2 Principal Teachers are responsible for managing the ASC and Universal Pupil Support Department. The Library and Resource Centre, currently staffed by a Chartered Librarian, supports the work of the school staff.

The school's work is further facilitated by office staff, technicians, janitors, school helpers, supervisory assistants, and a Medical Attendant. In addition, we benefit from the services of a Campus-based Police Officer, and a Community Learning and Development Worker.

Denny High School is a well-equipped school. The new building opened in February 2009. Besides the Library, it has a large assembly hall and an extensive range of sports facilities (games hall, 2 gymnasiums, swimming pool, dance studio, fitness room and playing fields). A wide variety of clubs, societies and sporting activities are available to pupils of all stages. There is a high usage of facilities by the local community outwith school hours and the school houses a very successful Wider Access to School Project which caters for over 500 adults on an annual basis.

All staff in Denny High School are expected to promote the aims and values of the school. Our main aim is to provide an excellent education in a safe, caring and happy environment for all our students so that they are prepared to take their place in the wider society as responsible citizens.

Pupils' and families' views are actively sought on a wide range of issues. The Denny High Parent Council is an active body which works closely with the Headteacher to achieve the aims of the school. Parents'/Carers' (Consultation) Evenings are arranged for all year groups and, in addition, there are Parents (Information) Evenings at important moments in the journey of our pupils. Like school productions and concerts, these events are well supported by parents.

A flavour of the school is available via a recently commissioned school video accessible on our school website.

FALKIRK COUNCIL

Job Description

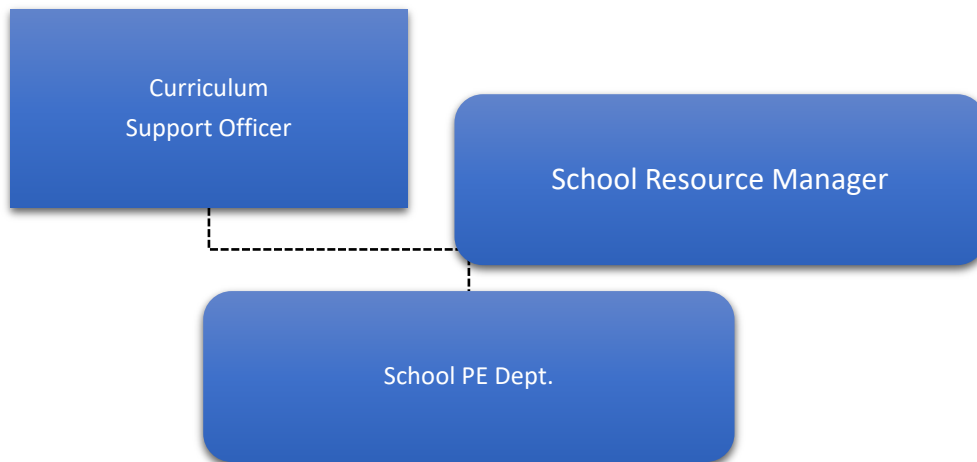
Section A: Job Definition

Job Title: School Leisure Assistant (Lifeguard)

Service: Children's Services

Grade: D

Section B: Organisational Relationship



Section C: Job purpose

To provide a good image of the facility ensuring all staff and customers are safe within the environment, that the equipment provided is safe and set up on time, that the pool is safely observed and that facilities are clean and well maintained.

Section D: Key responsibilities

- Building & maintaining a strong working relationship with the onsite PE department team to ensure the effectiveness of the post within the schools structure on a day to day basis.
- Set up and take down all equipment as required by the school timetable ensuring it is safe for customer use.
- Clean and maintain areas as agreed with school & Duty Officer
- Provide a high level of customer care by being available as and when required for assistance, information and instruction.
- Take delivery of goods, move to the appropriate store.

Section D: Key responsibilities (cont)

- Security of the building including ensuring that all exits are clear and windows are closed.
- Pool observation and customer safety.
- Ensure customers are not abusing property and equipment, highlighting any issues to the school PE department in the first instance.
- Take an active and positive part in the activities of the school team. Use any complementary skills to enhance the customers experience and support the PE departments timetable.

Section E: Accountability

- Ensure all equipment is in good working order.
- Deliver great service to all customers and continuously seek to improve the service delivered.
- Overall supervision of the facility and will use own discretion within laid down guidelines.
- Providing advice to customers on safe use of equipment.
- The post holder will work with minimal supervision and will be expected to work in partnership with and take guidance from the PE department team on a day to day basis. Overall responsible to the Duty Officer.
- Positively represent Falkirk Council if issues arise
- To take reasonable care for their own health and safety and that of others whilst at work. To co-operate with Managers in order to comply with safety regulations and the Corporate and Service Health and Safety Policy.

Section F: Knowledge, Skills and Experience

Essential

- RLSS or STA Pool Lifeguard qualification is essential.
- Demonstrate good customer care skills.
- Flexibility and able to take a multi skills approach to the workload required.
- Have an awareness of customer needs.
- Good communication skills.
- A high degree of motivation and initiative.
- Being able to work with minimum supervision.

Desirable

- The post holder will ideally possess a current recognised first aid qualification.
- Previous experience of associated leisure industry work

Section G: Demands

Understanding

- Will be aware of all matters regarding their health and safety and that of those around them.
- Will be aware of COSHH regulations, Risk assessments and Quality Assurance.
- Will be required to consult timetable to ensure timeous setting up of equipment for customers.
- Will be required to ensure the safety of customers whilst in the building.
- Ensure the cleanliness of the facilities at all times and take appropriate action.
- To ensure the equipment required is safe, maintained and clean.

Problem Analysis

- Dealing with minor customer comments and sharing outcomes
- Dealing with customer enquiries.
- Communicating situations to the PE department in the first instance or duty officer that cannot be dealt with immediately or require a policy decision.

Anticipatory Thinking

- Requires to be accurate with information offered to customers.
- Ensuring all equipment is in good working order and safe to use for forthcoming programmes, classes and events.

Judgement

- Will communicate verbally with PE department to ensure equipment is set up as required.
- Will require to use experienced judgement to ensure all customer needs are met.
- Will use own initiative to ensure there is no detriment to the service and be confident and positive in the way that duties are carried out.

Creativity

- Will communicate regularly with the PE department and duty officer to offer suggestions to increase efficiency.
- Working as part of teams to ensure the smooth running of the facility.

Thinking Parameters

- The ability to prioritise tasks.
- Effective communication with all users.

Section H: Communications and contacts

The post holder will present a professional high profile image. They will be a point of contact for customers using the facility and will set the tone for that visit, therefore a high level of customer care is essential.

Internal

- Team Leader Sport & Leisure
- Duty Officers

Section H: Communications and contacts (cont.)

External

Speak to customers and school staff in a friendly, welcoming, positive, caring and helpful manner

- Customers
- School staff (especially PE department team)
- Faculty Head

Section I: Environment

The post holder will have the ability to multi task; one-minute cleaning an area, the next presenting a professional image of the school and themselves to customers therefore a high level of hygiene and cleanliness is required.

The post holder will need to be aware of health and safety implications when leaving one area to deal with another. When carrying out cleaning duties the post holder will be expected to consider the implications of any associated manual handling, use potentially hazardous chemicals for which protective clothing will be issued, and using ladders. The post holder will carry out any other reasonable duties delegated by your line manager.