



WINCHESTER  
COLLEGE



**HYBRID DUTY MANAGER &  
RECREATION  
ASSISTANT/LIFEGUARD  
CANDIDATE INFORMATION PACK**



CLOSING DATE FOR APPLICATIONS MIDNIGHT THURSDAY 10<sup>TH</sup> JUNE 2026

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

# PART ONE

## ABOUT THE ROLE

Winchester College has an exciting opportunity to appoint a Hybrid Duty Manager, Recreation Assistant & Lifeguard role, starting as soon as possible.

The Duty Manager (DM) will assist the Sports Centre Management Team to ensure all users have a fun, fruitful, and safe experience in the centre. You will set and instil in others the highest professional standards so that users benefit from a fun, healthy, rewarding, and sociable sporting and leisure experience. You will uphold without compromise the College's needs for safeguarding and safety.

The Hybrid Duty Manager, Recreation Assistant & Lifeguard (DM RA/LG) will assist the Sports Centre Management Team to ensure all users have a fun, fruitful, and safe experience in the centre. You will set and instil in others the highest professional standards so that users benefit from a fun, healthy, rewarding, and sociable sporting and leisure experience. You will uphold without compromise the College's needs for safeguarding and safety.





The DM RA/LG will maintain a positive, productive working relationship with all other team members, members of the school's sports department, and the wider community and work to create an environment where all members of staff can enjoy themselves whilst at work and make a real contribution to the success of the sports centre and school as a whole.

Main duties include supervision of the Sports Centre including the fitness suite, swimming pool, all-weather pitch as well as assisting with the sport programmes ran throughout the College. Maintaining a high standard of cleanliness around our centre and helping to deliver first-rate service to our customers. This position is required to supervise the reception, gym and swimming pool as a regular aspect of the role, undertake pool plant operators duties (training provided) and work within the guidelines of the centres operating procedures and emergency action plans.

# PART TWO

## RESPONSIBILITIES OF HYBRID DUTY MANAGER, RECREATION ASSISTANT & LIFEGUARD

This role is a dual role, where 50% of the time will be worked as a Duty Manager, the other 50% will be as a Recreation Assistant & Lifeguard

- To ensure that the centre's normal operating procedures and emergency action plans are followed, providing feedback to the Manager on duty when required.
- To notify the Sports Centre Management Team of any damage to the facility or equipment that needs repair or pool safety concerns.
- Adhere to the Winchester College workplace expectations; encompassing strong communication skills, reliability and initiative, safety, and accomplishment of work tasks and supervision.
- Assist with the set-up and take down of various sports apparatus, including poolside equipment to accommodate the activity programme within the sports centre, balancing the needs of the school with the opportunity for Winchester College Sports club members and other community users to access the facilities.
- To instruct gym users on the correct techniques and safe use of the fitness suite equipment, as well as plan & run weekly fitness classes (qualification dependant.)
- All staff are required to attend mandatory training sessions, including Lifeguard monthly 2hr pool training to ensure they are competent and compliant lifeguards to safely supervise the pool.
- Providing first aid in the event of an injury, rescuing swimmers in danger or distress and administering Cardiopulmonary Resuscitation (CPR) or artificial respiration, if necessary (qualification dependant.). Accident, incident & near-miss reporting.
- All Duty Managers are to attend the mandatory Pool Plant Operators course, so that they are able to complete regular pool water testing, safe chemical dosing, backwashing of the pool and any other trained pool maintenance to support the daily operational requirements and safety of the pool.
- Deliver high standards of customer service, responding appropriately to enquiries, comments, and concerns in a professional and timely manner.
- Maintain safeguarding standards within the sports centre, working closely with the Sports Facilities Management Team.
- Financial control of the sports centre, making sure that all facility users have paid for the appropriate use in advance of their session. Assist the Recreation Assistants Lifeguards (RAL) in the daily income takings reconciliation. Any payment issues or concerns are flagged with the Deputy Manager (DpM) and or Sports Management Team.
- Assist in the supervision and development of the RAL ensure that they are achieving their job roles, abiding to the staff etiquette, wearing the correct uniform etc. Have regular communication, supervise and monitor their workload and set responsibilities.

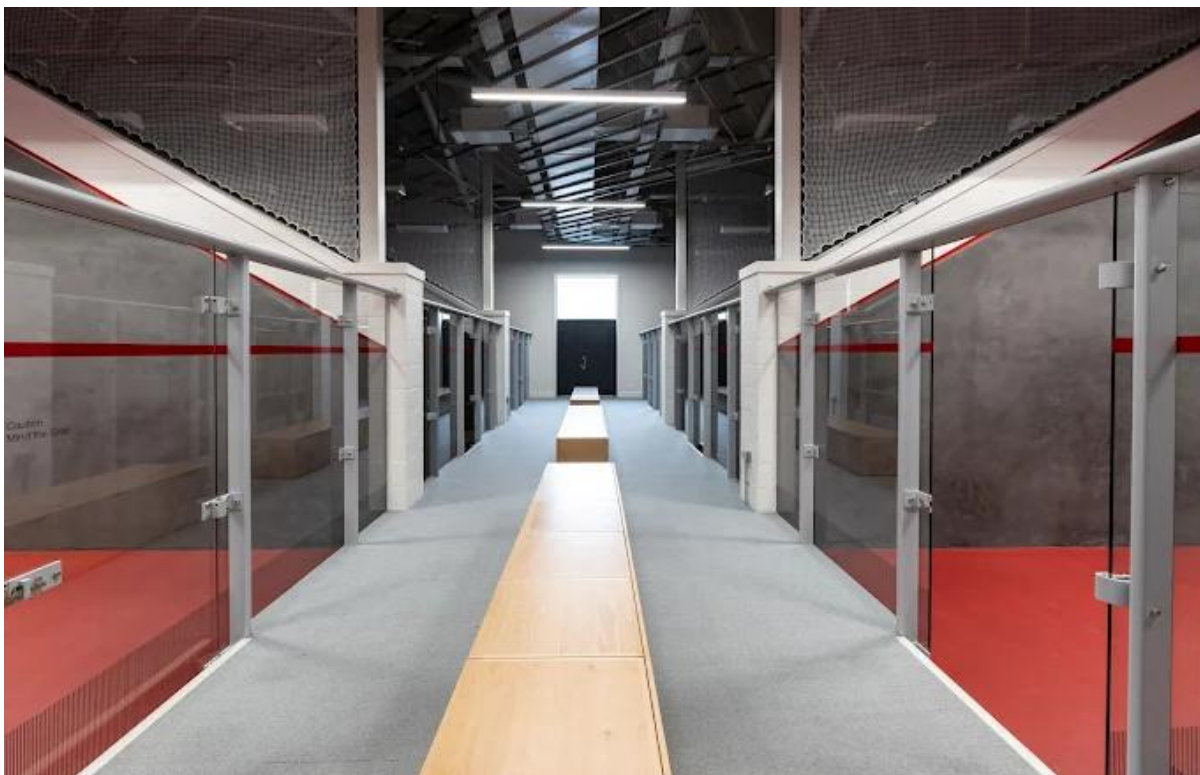
- Assist the Deputy Manager with the implementation and management of the TechnoGym and Gladstone software, maximising its usage potential by training the RAL's and customers of the benefits of using.
- To supervise the daily operation of the facilities and the delivery of activities, ensuring that the staff are aware of their daily activity set up / take down requirements and assist if needed.
- To initiate, plan and co-ordinate Gym challenges, exercise workshops, exercise incentives, so that the gym users have regular interaction with the RAL's who are qualified Gym Instructors.
- The role will require operating equipment such as sporting, swimming and gym equipment, as well as computer keyboard, cash register, debit machine and standard office equipment.
- Oversee the opening and closing of the facilities (including the pool and AWP), abiding to the opening and closing procedures, dependant on shift patterns.
- To work on other leisure related projects as necessary, commensurate with the grading and responsibility of the post.
- You will be required to be flexible in your approach to working patterns and availability, during holiday closures DMs will be on a shift rotation to complete the chemical level check in the pool plant room. Shift patterns are under review and subject to change, dependant on operational requirements.

Driving licence would also be an advantage but is not essential.

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## Reporting Lines

This role will report to the Sports General Centre General Manager.



# PART THREE

## PERSON SPECIFICATION AND KEY QUALITIES

### Qualifications and Experience

#### The postholder must have (essential):

- Significant experience within either/both of a school and commercial customer-facing environment.
- Experience of working within a sports environment and supervising a team.
- A relevant degree or industry recognised qualification.
- Current Lifeguard qualification (NPLQ) (with the recommended hours to gain qualification renewal, if required.)
- Strong Health and Safety and safeguarding knowledge.
- Commitment to promoting and embedding an inclusive culture, with equality of opportunity for all.

#### The postholder must also be:

- able to thrive in complex and fluid situations, maintaining a friendly, calm and approachable manner;
- committed to continuous improvement and inspired to explore new ideas and initiatives;
- a setter of high standards and attention to detail, particularly with regard to customer service.
- maintain an acceptable level of fitness to enable them to excel in their Lifeguard training and achieve the essential time trial swims.
- **A leader,**
  - With experience of managing and prioritising workloads to create a high performing, efficient team
  - Developing the RA LG's and installing those high standards in the whole Sports Centre team.
- **A coach,** as part of the wider Sports Centre Management Team, ensuring all staff embrace training and development and can pursue personal / career objectives.

#### The postholder should have (desirable):

- Pool Plant Operators Certificate
- Level 2 or equivalent fitness industry qualification
- Fitness Class Instructors Qualifications
- First Aid Certificate
- A good understanding of leisure industry software
- Computer literate



# PART FOUR

## BENEFITS, TERMS AND CONDITIONS AND APPLICATION

### Start Date

Flexible start date for the right candidate with preference for commencement as soon as possible

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### Hours of Work

This role will be contracted 40 hours per week, where the expectation will be to work a mixture of morning, evening and weekend shifts, covering sections of the opening hours below:

- Monday to Friday
  - Morning Shifts 06:45 – 14:45
  - Evening Shift 14:15 – 22:15
- Weekends
  - Morning Shift 8:00 – 16:00
  - Evening Shift 13:15 – 21:15

\* Please note, these shift patterns are under review and subject to change, depending on operational requirements.

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### Salary

Full Time salary is £28,496.00 (gross) per annum, Salary is paid monthly, in arrears, to a nominated bank account in 12 equal payments.

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### Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

## Pension and Life Cover

On employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

Initially, when joining the College's pension scheme, employees will become a member of the College's Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 4% and the employer 3%.

After 9 month's membership of the Tier 1 plan, employees may opt to join Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

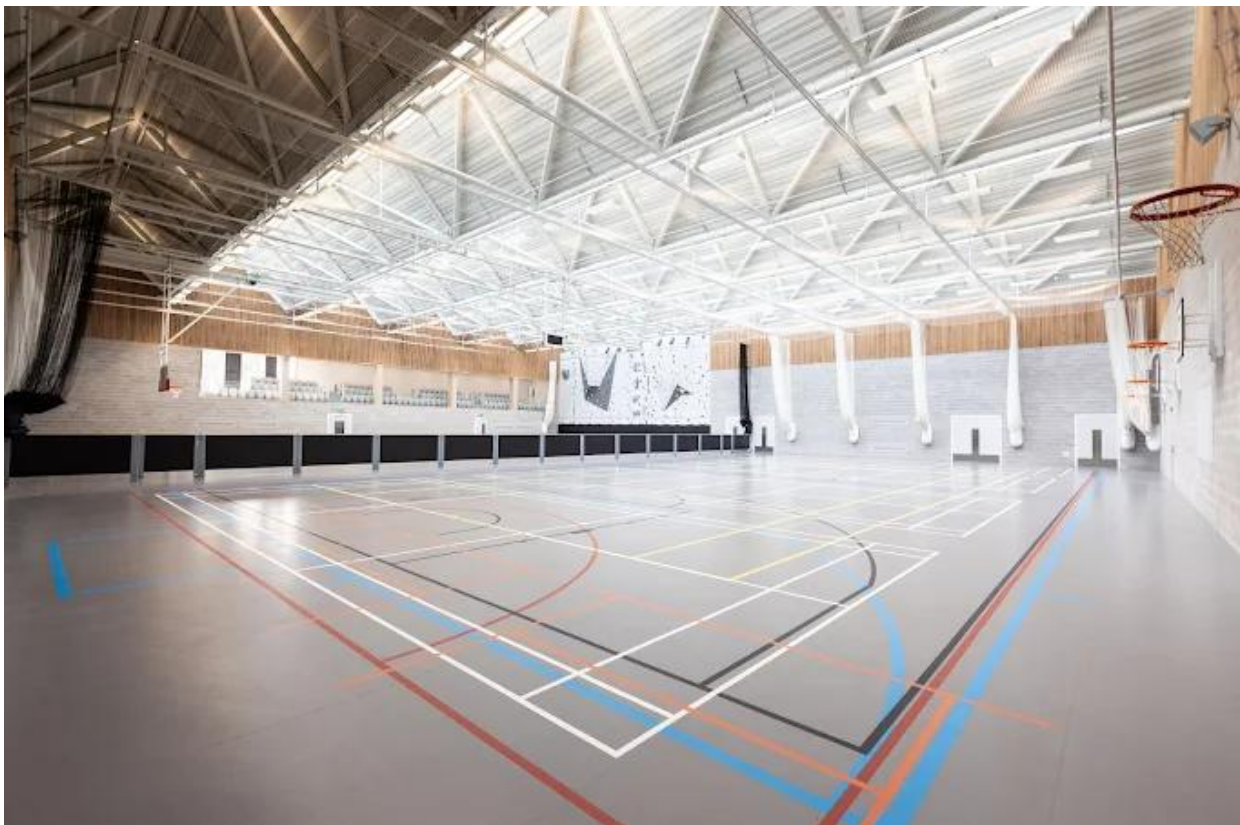
Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2, Life Cover changes to 4 times salary.

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## Annual Leave

The College leave year runs from 1 September to 31 August. This position will be entitled to 28 days holiday annually, which includes the usual Public Bank Holidays. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All leave must be taken by prior arrangement and must be taken outside of the school's term times.

Subject to the discretion of the school's Bursar, a gift may also be given of extra time off during the Christmas period.





## Wider Benefits

- Free staff lunches during term time.
- Free use of some sports facilities and discounted hire charges for others
- Tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events.
- Cycle to work scheme.
- Free access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events.
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions).
- Free Library membership with access to a range of online journals and magazines.
- Reduced green fee rates for local golf course.

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## Probation, Notice Periods

The first **four months** of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one week. Once employment is confirmed, the notice period will be one month.

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## Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's **Child Protection and Safeguarding Policy** at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the **Department for Education's Keeping Children Safe in Education**. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

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## References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.



## HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

**Closing date for applications: Midnight Wednesday 10<sup>th</sup> June 2026**

If you have any questions about this vacancy or the recruitment process, please email [recruitment@wincoll.ac.uk](mailto:recruitment@wincoll.ac.uk).

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## APPLY HERE

### Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

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### Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: [dataprotection@wincoll.ac.uk](mailto:dataprotection@wincoll.ac.uk) or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



# PART FIVE

## ABOUT WINCHESTER COLLEGE

Winchester College was founded in 1382 by a radical educational reformer and has since been shaped by centuries of tradition.

Today, the School has 735 pupils. Over time, the School plans to admit up to 40 day pupils into the Sixth Form each year (around half of whom will be girls) and up to 60 girl boarders. This will bring the total School population to around 900 pupils, similar in size to Rugby and Harrow, but smaller than Sevenoaks, Oundle, Wellington and Eton. The number of boys boarding at 13+ will remain the same.

A recent milestone in Winchester's history is the merger with The Pilgrims' School, one of the leading academic prep schools for boys. The merger strengthens the historical ties between the two schools, ensuring that we both continue to provide an education of exceptional quality and breadth, while also creating new opportunities for increased collaboration and innovation.

The College has also recently completed a brand review and refresh, designed to provide prospective families with a clearer, more distinctive impression of what makes Winchester unique, and to sharpen the way we communicate our core values and messages.

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Find out more

**WHY WINCHESTER COLLEGE?** 

**EMPLOYMENT** 



ORIGINAL  
THINKING

SINCE 1382

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