



ST ALBANS  
SCHOOL



Sports Centre Duty Manager (part time)  
to start January 2025

## THE SCHOOL

**St Albans School is a multi-dimensional institution: academic excellence, intellectual development and strong pastoral care lie at the core of an exceptional holistic education, enabling us to identify and nurture each pupil's potential. Our fundamental and unremitting focus on our pupils' wellbeing gives them the self-confidence and self-belief to do, and to give of, their best. Inspirational teaching ensures strong intellectual development whilst outstanding provision and achievements in the wider curriculum enrich each pupil's experience. Our pupils develop important values, qualities and skills, as well as learning an awareness and understanding of the wider world as they determine the contribution they intend to make to it in their adult lives.**

We believe that a good education comprises so much more than just academic work and intellectual development. Significant emphasis is placed on wellbeing and pastoral care (organised by section and year group): the warmth and friendliness of the School community is one of its great strengths and most distinctive features. The School's vision is *to help each pupil flourish intellectually and personally, developing self-knowledge and self-confidence in order to find meaning and purpose in life*. Further information about the School's motto, ethos, aims, vision and values can be found [here](#).

The School has an excellent reputation for academic achievement, for success in university entrance and for achievement thereafter. Distinguished Old Albanian academics include Professor Lord Renfrew, formerly Master of Jesus College, Cambridge; the late Dr John Barber, formerly Vice Provost of King's College, Cambridge; and the late Professor Stephen Hawking. Academic standards are consistently very high: the five-year average of A Levels grades is A\* 35%, A\*-A 70% and A\*-B 90%. At (I)GCSE the five-year grade average is 70% 9-8 grades and 87% 9-7 grades. Further information about examination results can be found [here](#).

However, the School sees examination results as means to an end rather than an end in themselves and the importance of the learning journey is prioritised. The focus of teaching and learning is to ensure pupils are educated in the fullest sense so that they may be productive in their communities in the spirit of the School

motto (*non nobis nati* – born not for ourselves) and fulfil their potential. St Albans School pupils are holistic learners who take responsibility for their own education. We equip them, via our Learning to Learn (LTL) programme, with the theoretical, practical and creative skills to thrive in any environment, including in higher education and the workplace. Our teachers are subject specialists with a commitment to developing transferable skills as well as excellent subject knowledge; they are innovative and creative in their pedagogical approaches and have high expectations for their pupils. Support and training are provided by the Teaching and Learning Team who aim to develop and extend the professional community within and beyond the School.

All teachers are provided with a School laptop with WiFi connectivity to smart boards in classrooms. Whilst teaching and learning is not exclusively undertaken via digital means, teachers deploy a wide range of digital strategies and all classes utilise Microsoft Teams and OneNote notebooks.

The extensive co-curricular programme with over 200 clubs and activities plays a vital role in developing values, skills and qualities in preparation for adult life: drama, music, sport, CCF and the Duke of Edinburgh's Award Scheme are all thriving as is our extensive partnership scheme with 16 local state-maintained schools.

The vast majority of our leavers are successful in securing places on competitive courses at Russell Group universities. The most popular destinations in recent years have been Bath, Bristol, Birmingham, Cambridge, Durham, Exeter, Leeds, Manchester, Nottingham, Oxford, Warwick and York.

St Albans School is among the most ancient educational foundations in the world and can trace its history back to its foundation in 948AD. After the dissolution of the monasteries, the School's activities were temporarily suspended before its re-founding in 1570. This was made possible by Queen Elizabeth I's grant of the wine licences for the borough of St Albans to Sir Nicholas Bacon, Lord Verulam and Lord Keeper of the Great Seal, who used the income to pay the annual salary of the Master of the School. For 300 years the School flourished in the Lady Chapel of the Abbey, until in 1870 it moved to occupy the Great Gateway of the Abbey and the beautiful adjacent site overlooking the remains of the Roman City of Verulamium. The School has not, therefore, been a Church Foundation since the Reformation, but its historical links with the Abbey have naturally helped to shape its character, and the School still meets for assembly in the Abbey twice a week.

The School was, for much of the twentieth century, a

Direct Grant school, but is now fully independent. The present school roll is c.893 with a Sixth Form of about 320, and the teaching staff numbers some 110

Over the years, significant investments have been made in the School's facilities, including the development of extensive sports grounds, a Field Study Centre in the Brecon Beacons, and various campus upgrades like a new Music School and Science laboratories. Our Sports Centre is also fully equipped with a swimming pool, sports hall, fitness centre, dance studio and climbing wall, and we recently opened the £6.5m Corfield Building for Mathematics and CCF. There is a rolling programme of refurbishment: most recently, we refreshed the walls and floors of our Sports Grounds at Woollams.

At the last ISI Inspection in 2022 the School received the highest possible inspection grading with 'Excellent in all Areas'. The School also received a glowing review from The Good Schools Guide (February, 2024): *"A school that does exactly what it says on the tin – brilliantly. Academics are a given – it's the pastoral care, participative ethos and outstanding extracurricular offering that makes St Albans stand out."* A copy of the review can be found [here](#).

The School is heavily oversubscribed at all levels of entry. The main ages of entry are ages 11 and 13 for boys, and girls and boys are admitted into the Sixth Form. Scholarships are offered at all ages of entry, and the School is able to provide assistance to some families, in cases of proven need, from its own bursary fund. Entry at 11+ and 13+ is by competitive examination and interview. Many 13+ joiners secure their place through 12+ assessments in the Summer Term of Year 7. Entry into the Sixth Form is by interview and conditional upon GCSE results.

St Albans is a beautiful Cathedral city, with a lively cultural life, surrounded by countryside but only 20 minutes from London by train, with easy access to motorways and airports. It is a relatively affluent area on the edge of a densely populated conurbation with areas of affordable property within easy travelling distance.



# JOB DESCRIPTION

## Purpose of Position

The School's Sports Centre is a state-of-the-art performance and fitness facility comprising of a 25m pool, endless pool, sports hall, fitness suite, studio, climbing wall and classrooms. Duty Manager responsibilities include managing lifeguards, setting up of equipment, supervision of activity areas, overseeing the operation of the building including health & safety protocols and occasionally deputising for the Sports Centre Manager.

## Knowledge, Skills and Abilities

- Previous experience gained in a commercial sports facility desirable.
- Customer service experience.
- Good knowledge of MS Office Packages including Excel, Word and Outlook.
- Team/line management experience advantageous.
- Lifeguarding qualification (NPLQ) advantageous.
- First Aid at Work Certificate advantageous.
- Pool Plant Operators qualification advantageous.
- Level 2 or 3 Fitness Instruction qualification advantageous.
- Self-motivated, proactive with the ability to work autonomously as well as part of team.
- Excellent written and verbal communication skills.

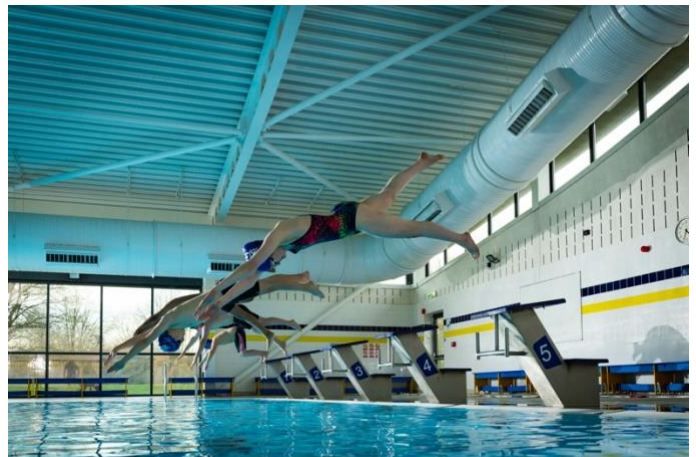
## Key Responsibilities & Accountabilities

- Lead the shift and maintain high standards for external hirers.
- Ensure users of the centre receive a high level of customer service, including dealing with complaints when required.
- Ensure appropriate standards are maintained in:
  - Building maintenance and presentation
  - Cleaning
  - Waste management
  - Health & Safety compliance
  - Security
- Ensure safe working practises are carried out both in Centre operation and sport activity programmes, including the correct level of supervision, with particular regard to safeguarding and child protection procedures.
- Conduct cleaning and maintenance tasks to maintain high standards across the Centre.
- Ensure pool plant is maintained adhering to industry guidance and regulations and that available equipment is safe and hygienic for use.
- Other Sports Centre related duties as requested by the Sports Centre Duty Manager.

- Report maintenance issues to the Sports Centre Manager.
- Deputise for the Sports Centre Manager when required.
- Supervision of lifeguards whilst on shift as required.
- Ensure lifeguards are aware of their relevant duties and responsibilities and undertake them as required.
- Ensure good communications are maintained with lifeguards, School staff and external members and hirers.

## Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will be to always adhere to and ensure compliance with the School's Safeguarding Policy and procedures. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School, they must report any concerns to the Headmaster or the Designated Safeguarding Lead (DSL).



## FURTHER INFORMATION

St Albans School is committed to securing equality of opportunity through the creation of an environment in which individuals are treated on the sole basis of their relevant skills and abilities. The School recognises the benefits of having a diverse community of staff and pupils who value one another and the different contributions everyone can make. All policies and practices conform to the principle of equal opportunities including recruitment, selection, training, promotion and career development. Staff are selected according to their suitability for the post, irrespective of background or protected characteristic.

Hours are 16.5 per week to be worked 5pm to 10pm on Tuesdays, 5pm to 10pm on Thursdays and 9.30am to 4.30pm on Saturdays. Additional hours may be available to cover for staff absences, including daytime and additional evening and weekend hours.

Full-time staff receive a remission of two-thirds of school fees for children educated at the School. This provision is subject to the availability of places and to the satisfying of the School's usual entry criteria.

In addition to life assurance of four times annual salary, support staff are auto enrolled into a contributory pension scheme operated by the Pensions Trust. Details of which include a 6% employer contribution rate and a 3% employee contribution rate. There is the option to increase contributions and the School will contribute double the employee contribution up to a maximum of 10%.

St Albans School offers many other non-contractual benefits including free onsite parking, free lunches during term time and free use of the onsite leisure facilities which include a swimming pool and gym. The School's Salary Extras online platform gives access to a range of lifestyle benefits and discounts as well as support and guidance with financial matters, health and wellbeing. There is a generous annual budget for staff training and development.

St Albans School is committed to safeguarding young people and promoting the welfare of children. Applicants must be willing to undergo child protection screening and safer recruitment checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service. All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Applications should be submitted by **6 December 2024** using the form available at [www.st-albans.herts.sch.uk/information/vacancies/](http://www.st-albans.herts.sch.uk/information/vacancies/).

A CV and a covering letter can be attached to this form. The School reserves the right to make an appointment before the closing date, so early applications are encouraged.

