



# OLD BUCKENHAM HALL

*A leading co-educational preparatory school for children aged 2-13 years*



## APPOINTMENT OF LIFEGUARD

### OLD BUCKENHAM HALL

Brettenham Park, Nr. Lavenham,  
Suffolk, IP7 7PH  
01449 740252



## Context of Appointment

Set in 85 acres of Suffolk parkland, Old Buckenham Hall is one of the country's oldest and most beautiful preparatory schools. Since 1862, it has provided children with a rigorous curriculum and unparalleled co-curricular opportunities, all underpinned by an outstanding system of pastoral care. A co-educational school for children aged 2 to 13, OBH serves a boarding and day community that go on attend some of the most aspirational senior schools in the UK. Many of these pupils leave having achieved scholarships. Regular destinations include Eton, Harrow, Oundle, Uppingham and Rugby, as well schools in East Anglia.

James Large joined the school in September 2023 as its tenth Headmaster and now leads the school in its mission to deliver the premier boarding prep school education in the East of England. In June 2024, the school enjoyed a very successful Full Inspection from the Independent Schools Inspectorate (ISI), with inspectors noting "leaders' continual commitment to providing the best possible education and care for pupils results in a dynamic and forward-thinking school" alongside "a culture of trust, respect and aspiration within the school community."

We are looking to appoint staff who are committed to supporting the development of OBH, its pupils and who are motivated to be part of a busy rural boarding school. We value individuals who work hard and support others, but who are also able to have fun and embrace the joy of prep school education.

## KEY INFORMATION

£14.00 per hour including holiday allowance.

Contract Date: 8<sup>th</sup> July 2025 to 30<sup>th</sup> August 2025.

Working Pattern: Tuesday to Saturday, 10:00am – 5:00pm.

Pro-rated salary including holiday allowance: £3,262.

Deadline for applications: Friday 23<sup>rd</sup> May 2025.

In-person interview date: Week commencing Monday 2<sup>nd</sup> June 2025.

## JOB DESCRIPTION

Responsible for the day-to-day operation of the OBH swimming pool, delivering the very highest standards of service to users of the swimming to ensure a safe and welcoming environment.

## REPORTING TO

Director of Finance and Operations

## RESPONSIBILITIES

- To maintain vigilant watch of the swimming pool and poolside area in accordance with operating procedures, taking necessary action to ensure the safety of all pool users and staff.
- Welcoming users of the facilities and promoting a positive image of the facility and school by the provision of high-quality customer service.
- To comply with the pool operating and Health & Safety procedures at all times.
- Ensuring a high level of cleanliness and hygiene is maintained throughout the facility at all times.
- To ensure that lost property is handed-in and recorded.
- Regular inspection of pool safety equipment including rescue aids and alarms in accordance with operating procedures.
- To ensure that all pool equipment is stored safely and securely when not in use.
- To undertake any mandatory training as directed by the school.

## PERSON SPECIFICATION

Essential:

- NPLQ (National Pool Lifeguard Qualification) or equivalent
- Ability to work use own initiative as well as collaborating with other professionals/teams
- Excellent interpersonal skills, particularly the ability to relate to young people, parents, colleagues and external agencies
- Suitably physically fit to perform the duties of Lifeguard
- Understanding of child protection issues
- Knowledge and understanding of pool safety legislation.
- Up to date First Aid Qualification
- Reliable and punctual

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**At Old Buckenham Hall we are committed to safeguarding children and expect all staff and volunteers to share this commitment. All successful applicants are required to complete Disclosure Application Forms, which means providing criminal conviction information, and must be prepared to undergo checks as relevant to the post, including with the Disclosure and Barring Service.**