

Godstowe

Job Description

Swimming Pool Manager

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Introduction

The School has invested significantly in the provision of Sport in recent years, culminating in the building of a new 25m pool with viewing gallery and changing rooms. The School wishes to derive the maximum benefit from the new pool facility, primarily to existing pupils but may also, in partnership with external providers and organisations, look to make the facility available to the wider public in due course.

Main Activities

The main activities of the post are to ensure, in liaison with the Finance Director, the Director of Sport and other members of staff, the smooth day-to-day operation of the swimming pool. The Swimming Pool Manager will oversee the day-to-day running and security of the pool, oversee all safety aspects of the pool building usage, and will oversee the marketing and running of extra-curricular swimming pool use, both in term time and in school holidays. There may be further opportunity to help with coaching of the children during lesson time and for extra-curricular activities.

Management

The Swimming Pool Manager will report to The Finance Director for pool and plant maintenance and cleaning and extra-curricular swimming pool use. The Swimming Pool Manager will also work closely with the Director of Sport and the PE Department for school operational usage of the pool.

Duties and Responsibilities

1. Daily Management:

- Maintaining the operating systems of the pool on a day-to-day basis, including chemical levels, plant room duties, restocking chemical products, clearing of spillages, cleaning of equipment etc.
- Responsibility for the cleanliness of the pool and surrounding areas and actively applying good housekeeping principles
- Responsibility for liaising with external contractors to ensure planned and reactive maintenance is in place and scheduled at appropriate times
- Recognising and planning for pool needs in conjunction with the Director of Sport and Finance Director
- Maximising the use of the facilities through galas and extra-curricular clubs and activities;
- Lifeguarding as required: duties will include school sessions, swimming lessons, staff/parent recreational sessions, etc.;
- Maintaining written records pertinent to the operational aspects of the pool.
- Ensuring that all swimming sessions have the correct safety cover at all times;
- Staffing the pool reception as required; answering phones; screening, meeting and greeting visitors; and dealing with day-to-day enquiries;

- Contributing to the marketing of the facility in conjunction with the Director of Sport and the Finance Director
- Undertaking any other specific tasks as determined by the Finance Director;
- Organising a holiday programme of activities at the swimming pool.

2. Pool Safety and Security:

- Ensuring the requirements of 'Health & Safety in Swimming Pools – HSG179', published by the Health & Safety Executive, together with other relevant Health & Safety at Work and child protection legislation are applied to all pool usage;
- Ensuring that the facility is opened and closed in accordance with School procedures and monitoring the security of the building during opening hours;
- Inspecting and monitoring the facility throughout the day to ensure standards are maintained;
- Writing, implementing and updating risk assessments;
- Writing, implementing and maintaining updates of Pool Safety Operating Procedures (PSOPs);
- Ensuring and regularly reviewing compliance with statutory requirements, emergency action plans, and School policies and procedures such as First Aid and Health & Safety;
- Ensuring first aid kits are correctly stocked and administered when required.

3. Personnel Duties:

- Providing information, instruction, induction and training to operational pool staff to ensure they fulfil their roles in an efficient and safe manner;
- Providing INSET pool training to general teaching staff at the beginning of each term as required;
- Working with the Finance Director and Director of Sport to oversee the hiring of additional lifeguarding and swimming instructor staff to support any additional needs;
- Committing to training sessions, at least monthly, to maintain personal lifeguard and pool management certification and to work towards the National Pool Management Qualification.

Required Qualifications and Experience

Essential:

- Royal Life Saving Society - National Pool Lifeguard Qualification;
- First Aid at Work Certificate;
- Institute of Swimming – National Pool Plant Operator Certificate or similar
- Competence and confidence in using and maintaining computerised records on Microsoft Office or similar
- Experience of facility/leisure management at a supervisory level and confidence in dealing with the public;
- Experience in writing and implementing risk assessments and PSOPs.

Desirable:

- Royal Life Saving Society - National Pool Management Qualification;
- Level 2 Swim Teacher Qualification or Level 2 Coaching Qualification;
- Assessor/Trainer level for National Pool Lifeguard Qualification

Dependent on timing, there may be the opportunity to acquire certain necessary qualifications once in post.

Review

The job description will be reviewed annually and may be subject to amendment after consultation.

The above is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post.

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for safeguarding and/or the Headmistress.

January 2020
