

## **JOB DESCRIPTION**

### **Swimming School Manager**

**Promote and exemplify the School Mission:**

‘To inspire each child with a love of learning and prepare them for a fulfilling future.’

**Promote the School Values:**

- A warm family atmosphere
- The pursuit of excellence
- A generosity of heart
- A robust vitality

**1. Purpose of the job**

- To develop and administer the Sports Centre’s Swimming School;
- To play a key role in the successful operation and delivery of the Sports Centre functions;
- To act as a Sports Centre Duty Manager;
- To provide an excellent customer service experience.

**2. Relationships (including accountability)**

- The post holder reports to the Director of Sport.
- The post holder works in close collaboration with the wider Sports Centre team and seeks to establish and maintain positive and productive professional relationships.
- The post holder establishes and maintains productive relationships with teaching staff, administration, ICT, maintenance and domestic staff.
- The post holder oversees and co-ordinates the management and leadership of the Swimming School teachers/instructors.
- The post holder seeks to develop harmonious and warm relationships with pupils, parents and visitors to the Sports Centre, and is sensitive to the needs of the Swimming School members.
- Able to forge links with the local community.
- Participate in arrangements for appraisal and professional development as appropriate.

**3. Duties & responsibilities**

**(a) Swim Scheme Management:**

- To be responsible for the successful running of the Swimming School. This will involve all administration including enrolment and class programming.
- To be responsible for teacher recruitment for the Swimming School, in accordance with the School’s Safer Recruitment Policy and in conjunction with the HR Manager.
- To line manage the Swimming School team including training and development, as well as responsibility for organising staff rotas.

- To be responsible for ensuring an excellent level of teaching is delivered to members; that is exciting and engaging activities and lessons are being delivered at all times by leading the Swimming School team to achieve a high standard.
- To be responsible for developing creative and innovative classes following the ASA National Swim Plan for teaching swimming.
- Provide a safe and enjoyable environment for all members within the pool and surrounding areas.
- To be able to develop and implement successful methods of communication across the wider Sports Centre team and between your team members and parents.
- In conjunction with the Marketing Manager, develop internal and external marketing strategies for the swim school.
- To administer and run swimming teachers courses in conjunction with the ASA.
- Manage the Swimming School budget, ensuring all financial targets are achieved, as agreed with the Director of Sport.
- Ensure that all equipment and supplies are in safe working order at all times and that adequate quantities available.

**(b) Duty Management/Lifeguarding and Administration:**

- Provide a safe and secure environment for customers, colleagues and others.
- Understand, and apply whenever necessary, the Sports Centre Emergency Action Plan, including procedures in respect of COSHH, RIDDOR, accidents/incidents and evacuation.
- Carry out regular pool water testing, recording and any necessary remedial action.
- Adhere to on-going Sports Centre policies, procedures and systems.
- To work as part of the Sport & Leisure Department team.
- To form part of the duty management team, including evening and weekend working.
- To assist with supervisory duties on a day to day basis.
- Ensure that a high level of customer service is maintained at all times.
- Demonstrate and develop an attitude of positive customer relations.
- Promote, wherever possible and to all potential customers, the facilities and activities of the Sports Centre.
- To handle cash as required, ensuring security and accurate records are maintained;
- To take responsibility of the security of the Sports Centre, including opening and locking up of the premises if required.
- To attend mandatory staff training once a month (Monday evenings from 7-9pm). If training is missed, then a 'Back to Work' test must be completed, arranged by the Sports Centre Management.

**(e) General:**

- To carry out other reasonable duties as requested by the Director of Sport.
- To contribute collaboratively as directed by the Director of Sport to support the workload of the Sports Centre, including providing cover, as appropriate, for colleagues.
- To attend INSET days and participate in training and other learning activities as required.
- To ensure punctuality and example in attitude and dress of at all times.
- To be familiar with, and work within, the required Health and Safety standards as laid out in the School's policy and administered through the Bursar (Health and Safety Officer).
- To support and uphold the School's policies, in particular relating to health and safety, data protection and safer recruitment.
- To foster the School's ethos.

#### **4. Safeguarding Children**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Child Protection Officers or to the Headmaster.

This job description is not intended to be all embracing and the post holder shall be required to carry out other duties as necessary and required, commensurate with training and experience.

*AM 12.17*