



The Royal School

Wolverhampton



**CANDIDATE INFORMATION PACK  
LEARN TO SWIM COORDINATOR  
THE ROYAL SCHOOL WOLVERHAMPTON  
START DATE APRIL 2026**



# WELCOME MESSAGE FROM OUR PRINCIPAL



Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton. We are keen to make sure you have a clear sense of our journey so far, and the direction we are heading, as you consider whether this is the right school for you.

The Royal is shaped by a distinctive heritage; a long-standing commitment to academic excellence and character education; and a strong civic mission rooted in inclusion and opportunity. Our work is values-led and purpose-driven: widening access, strengthening belonging, and enabling every young person to thrive and achieve their best.

The Royal School, Wolverhampton is a non-selective, co-educational, all-through day and state boarding school for pupils aged 4–19, serving Wolverhampton and the surrounding area. Through our boarding provision, pupils also join us from across the world, bringing a wider national and international perspective that enriches school life for everyone. Alongside a strong academic curriculum, we place real emphasis on wider learning—sport, music, the arts, clubs, leadership and service—so that pupils develop confidence, character, and the ambition to succeed locally, nationally and internationally.

We are privileged to have the support of our Patron, HRH The Duke of Edinburgh, and we are entering an exciting phase of development, including planned redevelopment of all of our facilities and learning environment starting later this year.

We welcome your application to be part of our community and would be delighted to invite you to visit and see the school in action, or to call us to talk the role through.



A handwritten signature in blue ink, appearing to read 'Tom Macdonald'.

Mr Tom Macdonald  
Principal

## Job Description:



<b>Job Title:</b>	<b>Learn to Swim Coordinator</b>
<b>Accountable to:</b>	<b>Community Facilities Manager</b>
<b>Terms of employment:</b>	<b>Permanent, part time, 15.5 hours per week, 46 weeks per year with stipulated holiday periods. Including Evenings &amp; Weekends (Fixed Rota) - Job Share</b>
<b>Start Date:</b>	<b>April 2026</b>
<b>Salary:</b>	<b>Grade 5 £15.08 – £16.10 per hour. £10,752-£11,479 annum.</b>

The Royal School is offering an exciting opportunity for a learn to swim coordinator to coordinate and supervise the day to day running of The Royal School Learn to Swim Centre working closely with the LTS Coordinator (1) and Community Facilities Manager.

The successful candidate will play a full part in the life of the school Community Use programme.

### Purpose of the role

- To coordinate and supervise the day to day running of The Royal School Learn to Swim Centre working closely with LTS Coordinator (1) and Community Facilities Manager.
- To play a full part in the life of the school Community Use programme. To support its distinctive mission and ethos and to encourage staff and swimmers to follow this example.
- To model the school's vision and values through implementation of agreed policy, practices and procedures.
- To motivate swimmers, staff and volunteers.
- To maintain The Royal School's high-quality standards for teaching swimming and wellbeing expectations.



## Key Responsibilities

- To provide operational leadership and day-to-day management for the school's finance function, under the strategic direction of the CFO.
- To be professionally and managerially responsible for the school estate and health and safety, working in partnership with the Estates & Facilities Lead and relevant external providers.
- To act as the school's Data Protection Officer (DPO), overseeing information governance and data protection compliance.
- To lead identified procurement processes and contract management for key non-teaching services, securing value for money and robust supplier performance, in conjunction with the CFO.
- To supervise and coordinate our external service providers (including Catering and IT providers) and ensure high quality service ensuring that they meet the school's needs
  - To supervise and coordinate the School's HR operations and HR staff, ensuring compliance with the Trust's Employment Manual and relevant legislation under the strategic direction of the CEO.
- To provide high-quality business and compliance reports for the Principal/CEO, CFO, Trustees and relevant committees as required.



## Main Responsibilities

- Responsible for the day-to-day smooth operation of the LTS Centre.
- Ensure swimming lessons are delivered to the highest standard in a professional and positive environment.
- Maintain an up-to-date knowledge of the STA swim centre criteria and structure ensuring swim teachers deliver high quality swimming lessons.
- Work closely with swim teachers and administration team over swimmer queries, information to be fed to parents and updates to progress and lesson structure.
- Lead the admin team with excellent customer service skills for customer queries and complaints.
- Support volunteer staff, offering guidance and allowing them to gain a good level of experience within a swimming environment.
- Working with the LTS Coordinator(1) – prepare and deliver training and staff CPD's termly.
- Stock control and raising purchase orders for LTS badges and certificates, first aid equipment and wet stores.
- Responsible for correct staffing ratios and arranging cover as required.
- Oversee time management of all staff and lesson changeovers.
- Logging and reporting to the Estates team and Community Facilities Manager any repairs/ cleaning/ maintenance job requests.
- Fault reporting to the school's IT provider and Fitronics and resolving issues.
- Notice board management for LTS staff updates, checking weekly that staff are up to date with school and centre communication.
- Attend weekly meetings with LTS and Community Facilities Manager to discuss staffing and programme feedback. And attend whole LTS Centre meetings when required.
- Facebook/ twitter updates
- Centre mobile phone holder
- Report any changes within the swim programme to the Community Facilities Manager to ensure the PSOP and Risk Assessments are updated and shared with staff.
- Ensure safe supervision of the pool and the health and safety of customers and staff at all times.
- Promoting and safeguarding the welfare of children and young people for whom you are responsible and with whom you come into contact with in the LTS Centre.
- Demonstrate professionalism, leadership, positive attitude and supportive behaviour to your team and other colleagues at all times
- Undertake such duties as required by the Community Facilities Manager to maintain the cohesive nature of the institution.



## General Responsibilities

- To adhere to the policies and procedures of the Royal School.
- To share in the corporate responsibility for the development and well-being of all LTS customers.
- Make a positive contribution to the wider life and ethos of the swim centre and school;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community use programme based on mutual respect between swimmers, staff and parents
- To take reasonable care of one's own health and safety and that of others and inform the Community Facilities Manager and Estates Manager of any concerns with regards to health and safety
- Undertake such duties as may from time to time be reasonably assigned by the Community Facilities Manager and School Principal.



**THE ROYAL SCHOOL LEARN TO SWIM CENTRE  
Fixed Rota**

**SWIM CENTRE COORDINATOR – WORKING PATTERN (1)**

**Monday 4.30pm – 8.00pm**

**Tuesday OFF**

**Wednesday 4.30pm – 9.30pm**

**Thursday CENTRE CLOSED**

**Friday OFF**

**Saturday 08.30 – 4.00pm**

**TOTAL 15.5**

**SWIM CENTRE COORDINATOR – WORKING PATTERN (2)**

**Monday TEAMS MEETING 1 hour: time to be confirmed.**

**Tuesday 4.30pm – 8.00pm**

**Wednesday OFF**

**Thursday CENTRE CLOSED**

**Friday 4.30pm – 9.30pm**

**Sunday 08.30am – 2.00pm**

**Admin inc. staff cover (flexi) 0.5**

**TOTAL 15.5**

# Learn to Swim Coordinaor Person Specification



## Education, Qualifications & Experience

Attribute	Essential	Desirable
Level 2 certificate in swimming teaching with Swim England (ASA) or STA Award accreditation		✓
Good general standard of Education	✓	
NVQ 2 or equivalent in Administration/Customer service	✓	
First Aid at work qualification		✓
NPLQ		✓



Skills and Experience

Attribute	Essential	Desirable
Strong listener and communicator who can effectively convey information at an appropriate level	✓	
Excellent standard of computer literacy in Microsoft Office applications (Word, Excel, PowerPoint, Teams)	✓	
Ability to work in a pressurised environment and manage competing priorities whilst delivering on a broad range of tasks and adapting to changing circumstances and priorities	✓	
<b>Excellent time management skills and the ability to work as part of a team or undertake work on an individual basis</b>	✓	
Excellent interpersonal skills for dealing with colleagues	✓	
Innovative problem-solver who can generate workable solutions: resolve concerns and complaints, through effective use of own initiative.	✓	



Knowledge and Skills

Attribute	Essential	Desirable
Experience in managing people	✓	
Experience of working with confidential information	✓	
<b>Specialist Knowledge</b>		
Knowledge of Safeguarding children and young people and Child Protection		✓



Personal Attributes

Attribute	Essential	Desirable
Excellent communication skills both verbal and written	✓	
Enthusiasm and Approachability – able to put customers at ease	✓	
Have a flexible approach to work and be adaptable	✓	
Positive attitude to work	✓	
Ability to take extreme pride in all tasks undertaken	✓	
Ability to work in a highly confidential manner	✓	



## Ethos



- A values-led culture that blends the Royal’s heritage with a modern, outward-facing ambition: to help every young person and adult in our community to “Be Extraordinary.”
- Excellence and breadth across the curriculum, with strong opportunities to flourish in the arts, sport, STEM and academic study, so that pupils can find and develop their individual strengths.
- A rich co-curricular and enrichment offer, delivered through our extended day and wider experiences programme—sport, music, performance, clubs, leadership and service—building cultural capital, confidence and life skills that strengthen academic success.
- An inclusive all-through community (4–19) with vertical House structures and strong pastoral and wraparound care, ensuring pupils joining at any phase are known well, supported thoughtfully and challenged to meet ambitious, personalised goals.
- A distinctive day and state boarding community that strengthens belonging, independence and personal responsibility, supported by positive relationships, alumni connection and meaningful engagement with Wolverhampton and the wider region.
- A shared belief—staff, pupils and families—that learning and character development open doors, and that education is most powerful when it combines knowledge with wisdom, purpose and service.
- A commitment to staff wellbeing and morale, with a culture that supports sustainable workload, encourages colleagues to take a “family first” approach, and values kindness, teamwork and professional trust.
- A unique setting in the heart of Wolverhampton—rooted in the city and serving local families—while our boarding dimension brings a wider national and international perspective that enriches school life for all.



## RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.

## TRUST

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

## COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

## INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

## RISK

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.





We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

*Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.*



We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.



## **Our Boarding dimension helps us to:**

- **Enrich to our school and local community.**
- **Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).**
- **This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.**



## **This leads to:**

- **Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.**
- **Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.**
  - **Being able to address the urgent demand for more local pupil places, at both primary and secondary.**
  - **Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.**
- **Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.**



# Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Staff laptop
- Cycle to work scheme
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

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# Application process

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Application Deadline	9am Friday 20th March
Interviews	Week commencing 27 <sup>th</sup> March 2026
Enquiries	LTS@theroyal.school
Completed applications to:	HR lcallaway@theroyal.school

### How to find The Royal School

By Car: Postcode WV3 0EG  
By Rail: Wolverhampton Train Station is located at WV1 1LE.

### The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.



THE ROYAL SCHOOL WOLVERHAMPTON |



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Wolverhampton

