



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

SWIMMING CO-ORDINATOR

| | | | |
|------------------------|---------------------------|-----------------------|---|
| Section: | Sports Department | Salary Range: | £17,000pa - £19,000 pa (dependent upon qualification & experience) |
| Responsible to: | Sports Facilities Manager | Hours of Work: | 35 hours per week, (Shift pattern including evening and weekend working) |
| Status: | Permanent, Full Time | Holidays: | 28 days plus bank holidays |

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Human Resources Manager, Financial Controller, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

2. MAIN PURPOSE OF ROLE

The Swimming Co-ordinator will be called upon to undertake duties in delivery and supervision of activities in the pool area, with particular responsibility to the Shrewsbury School Swimming Academy.

3. LEVEL OF POSITION

The post holder will be directly responsible to the Sports Facilities Manager who is responsible for the day-to-day Line Management responsibility to include appraisal, training and development and health and safety.

The post holder will provide daily supervision to the team of Swimming Instructors and responsibility for appraisals, training and development and health and safety.

4. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Main Responsibilities:

- To effectively communicate and provide regular updates to the Sports Facilities Manager and Duty Managers of the Sports Department.
- To oversee the work of the swimming teaching staff and offer help and support to maintain the high standards of the Shrewsbury School Swimming Academy.
- To oversee public activities and ensure the effective operation and safety in the pool environment.
- To maintain safety around the pool through preventive lifeguarding and ensuring the pool users comply with health and safety regulations.
- To use own initiative and maintain a professional manner always promoting a high public profile and customer care image on behalf of Shrewsbury School.
- To oversee the teaching delivery of the Shrewsbury School Swimming Academy, creating a positive and fun environment to motivate and encourage pupils to participate. Compliance with Swim England's policies and best practices.
- To take a lead role in the design, operation and organisation of the Shrewsbury School Swimming Academy.
- To ensure the swimming lessons operate within the Shrewsbury School Pool Safety Operating Procedures and lessons start and finish at the correct times.
- To oversee the operation of standards within the group lessons. This involves ensuring children are in the correct class to match their standard. It may mean that help is provided to relocate pupils to classes of an appropriate standard.

- To identify and re-classify any class operating at a different standard to the original classification.
- To assist and engage with all staff to identify individual children's needs and ensure these needs are met.
- To liaise with parents and pupils to ensure communications have been received and understood.
- To be of assistance in dealing with questions, queries and complaints escalating to the Sports Facilities Manager when required.
- To record the progress of all swimmers on a weekly basis in accordance with Shrewsbury School's procedures to include the smooth transfer of a pupil from one class to another ensuring all achievement records go with the pupil.
- To co-ordinate the termly re-enrolment and distance week processes.
- To complete the appraisals of swimming teachers on an annual basis alongside providing regular support and mentorship.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

5. TERMS AND CONDITIONS

| | |
|------------------------|---|
| SALARY: | The salary will be between £17,000 to £19,000 per annum, dependent upon qualifications and experience. |
| HOURS: | <p>This is a permanent, full-time role working 35 hours per week, all year round. The hours are work are based on a shift pattern and the post holder must be able to show a degree of flexibility as there will be a requirement to work evenings and weekends.</p> <p>The working hours for this post will alter during school holidays but this will be confirmed by the Sports Facilities Manager in advance.</p> <p>Please see separate shift pattern at Section 6 of this document.</p> |
| HOLIDAYS: | Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays. New members of staff will receive a pro-rata entitlement in this leave year if employment commences part way through the year. |
| PENSION: | All support employees are eligible for join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%). |
| SICKNESS: | All support staff employees will be entitled to 6 weeks at full pay, followed by 6 weeks at half pay, after the first six months of employment. |
| INSURANCE: | You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary. |
| OTHER BENEFITS: | All employees may enjoy the benefits of a free lunch in KH when the kitchens are in operation together with the use of the school's sports facilities when not in use by pupils. |

6. **SHIFT PATTERN FOR SWIMMING CO-ORDINATOR**

This is a full-time position based 35 hours per week, and includes a 1 hour break on weekdays and a 30 minute lunch at weekends.

(Please note the working hours for the post holder will alter during school holidays and this will be confirmed in advance with the post holder by the Sports Facilities Manager).

Week 1

| Day | Start Time | Finish Time | Total Hours |
|-----------|------------|-------------|-------------|
| Monday | 10:00 | 18:00 | 7.0 |
| Tuesday | 11:00 | 21:00 | 9 |
| Wednesday | 11:00 | 18:30 | 6.5 |
| Thursday | - | - | - |
| Friday | 10:00 | 19:30 | 8.5 |
| Saturday | 09:30 | 14:00 | 4 |
| Sunday | - | - | - |

Week 2

| Day | Start Time | Finish Time | Total Hours |
|-----------|------------|-------------|-------------|
| Monday | 10:00 | 18:00 | 7.0 |
| Tuesday | 11:00 | 21:00 | 9 |
| Wednesday | 11:00 | 18:30 | 6.5 |
| Thursday | - | - | - |
| Friday | 10:00 | 19:30 | 8.5 |
| Saturday | - | - | - |
| Sunday | 09:30 | 14:00 | 4 |



Person Specification Swimming Co-ordinator

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

| Description | Essential | Desirable | Method used |
|---|------------------|------------------|--------------------|
| Qualifications | | | |
| A good standard of Education | | ✓ | A / D |
| Pool Lifeguard qualification (NPLQ) | ✓ | | A / D |
| A Level 2 ASA Qualification in teaching swimming | ✓ | | A / D |
| First Aid Certificate | | ✓ | A / D |
| Work Experience | | | |
| At least 3 years experience working as a swim teacher with young children at all abilities | ✓ | | A / I |
| Must be a strong swimmer | ✓ | | T |
| Must have experience of being a Lifeguard for at least 1 year | | ✓ | A / D |
| Previous experience working with members of the public and good administration skills | ✓ | | A / I |
| Previous experience of supervising team members | ✓ | | D / I |
| Experienced in understanding and enforcing pool rules and regulations to ensure the safety of customers | ✓ | | D / I |
| Ability to deal with customers of all age groups and levels of ability | ✓ | | A / I |
| Specialist Knowledge | | | |
| An understanding of Health & Safety | | | I |

| Description | | Essential | Desirable | Method used |
|---|---|------------------|------------------|--------------------|
| Personal Attributes | | | | |
| | Excellent customer service skills with an open honest and confident personality. | ✓ | | D / I |
| | To be flexible in approach | ✓ | | I |
| | A team player with excellent communication and organisational skills | ✓ | | D |
| | Able to problem solve and manage time effectively | ✓ | | I |
| Other / Special Working conditions | | | | |
| | Must be over 18 years of age, due to supervising young people up to the age of 17 (exempt from age discrimination act). | ✓ | | D |
| | Willing to undertake training and development when required | ✓ | | A / D |
| | Able to work evenings and weekends in accordance with business requirements | ✓ | | A / I |

