



Job Description & Person Specification

Job Title: Pool Manager

Responsible to: Business Manager / Head of School

Salary: Grade 5– SCP 17- 24

Hours: Monday - 8.15am–5pm (fortnightly)

Tues/Wed/Thur – 8am to 3.30pm /Fri 8am to 3.30pm

Term Time Only

Location: Millstead Primary School- Everton Site

Purpose of the Role

This is a highly rewarding role where you'll help create a calm, safe and joyful environment for pupils during swimming and hydrotherapy sessions. You will manage the pool, respond to emergencies, maintain excellent water quality, and support children with complex needs in accessing meaningful water-based learning.

You will also lead and support swimming teaching for class groups, helping pupils develop confidence, key water skills, and positive relationships with swimming and movement. Every small step matters, and you will play an important part in celebrating and recording each pupil's progress.

Key Responsibilities

Pool Safety & Lifeguarding

- Supervise all pool sessions with vigilance, ensuring every child and adult feels safe and supported.
- Respond confidently to emergencies, carrying out rescues and first aid where needed.
- Adapt supervision to meet the needs of pupils with SLD, autism, physical disabilities or medical conditions.
- Support pupils using hoists, floats, and other mobility or therapy equipment safely.
- Build positive working relationships with teachers, therapists and support staff to enable smooth, enjoyable swimming sessions.



Pool Plant Operation & Maintenance

- Operate and monitor pool plant systems, ensuring water quality meets PWTAG and HSE guidance.
- Carry out regular water testing, recording results clearly and taking action when required.
- Handle and store pool chemicals safely and responsibly.
- Complete routine cleaning, backwashing and maintenance tasks to keep the water clean and safe.
- Report any issues or hazards promptly and work with external contractors when needed.

Swimming Teaching & Pupil Progress

- Lead swimming sessions where pupils are supported, encouraged and celebrated.
- Teach water-confidence and early swimming skills, adapting to each pupil's developmental needs.
- Support therapist-designed hydrotherapy programmes.
- Monitor and record pupil progress in a positive, meaningful way.
- Contribute to learning journals, assessment records and curriculum documentation.

Compliance & Health & Safety

- Follow policies and procedures relating to safeguarding, Health & Safety and risk management.
- Keep accurate logs of water testing, chemicals, incidents and servicing.
- Help update pool risk assessments and NOP/EAP.
- Ensure all pool equipment is safe, clean and ready to use.

Team & School Support

- Work collaboratively with colleagues to ensure every pupil can safely enjoy the pool.
- Offer guidance to staff and visitors about safe pool practice.



- Support wider school duties as part of being a valued member of the school community. This could include facilitation other physical development sessions and whole school curriculum sessions across the school.

Person Specification

Essential Qualifications & Training

- NPLQ or another recognised lifesaving qualification.
- Pool Plant Operators Certificate (Level 3 or equivalent) or willingness to train.
- First Aid at Work qualification or willingness to obtain.
- Swimming teacher qualification (STA/ASA Level 1 or 2).
- Evidence of continued professional development.
- Passionate about inclusion, with a genuine commitment to supporting children with complex needs
- Safety-focused, with a strong understanding of pool safety and safeguarding
- A team player, who enjoys working collaboratively within a supportive school community

Experience

- Experience working as a lifeguard or pool operator.
- Experience teaching or supporting swimming sessions.
- Experience supporting children or young people.
- Confidence in responding to emergencies.

Knowledge & Skills

- Knowledge of Health & Safety legislation linked to swimming pools.
- Understanding of safeguarding responsibilities.
- Basic understanding of swimming teaching and adapted aquatic learning.
- Kind, clear communication skills.



- Awareness of the needs of pupils with SLD, PMLD, autism, physical disabilities or medical conditions.
- Ability to adapt approaches to ensure safety, dignity and inclusion.

Personal Attributes

- Calm, caring and safety-focused.
- Resilient and able to stay steady under pressure.
- Patient, positive and supportive when working with vulnerable children.
- A flexible, proactive team player.
- Reliable, punctual and committed to doing the best for pupils.

Desirable

- Experience in a special school or SEND environment.
- Level 2 swimming teacher qualification.
- Training in moving & handling, medical awareness or behaviour support.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high-quality teaching and learning support across the school and the pastoral care of the children in their charge.

Please note:

This work requires emotional and physical resilience.

It involves supporting pupils in participation in all areas of learning, including academic studies, therapeutic specialist support, life skills development and community-based activities.

The work does involve sitting at low tables or on the floor and may involve lifting or restraint of pupils; there is training available.



The work is in a busy and, at times, noisy environment, with intensive interactions with pupils with communication and interaction difficulties.

Working with pupils who have severe learning difficulties requires a particular understanding and appreciation of the individual needs, such as physical limitations, learning, emotional, behavioural and language difficulties or problems with organisation.

The behaviour of such children is often extremely challenging and is therefore emotionally and physically demanding. In some cases, the nature of the pupils' special need may result in staff being verbally or physically assaulted.

The above list of job duties is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.