

# Job Description

## Swimming Pool and Swim School Manager



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<b>Job title:</b>	Swimming Pool and Swim School Manager	<b>Ealing GLPC Grade:</b>	Scale 9
<b>School:</b>	Horsenden Primary School	<b>Supervisory responsibility:</b>	Swimming instructors
<b>Line manager:</b>	School Business Manager		
<b>Hours:</b>	35 hpw, Term Time Only (39 weeks)		

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### Main Purposes of the Job

- To lead the operational management, compliance and development of the school's swimming pool and associated facilities.
- To manage and develop the Seahorse Swim School, ensuring high-quality provision, excellent customer service and sustainable income generation.
- To lead, support and quality assure swimming staff and programmes, ensuring safe, effective and inclusive swimming provision for pupils, partner schools and the wider community.

### Pool Plant Management and Compliance

1. Be responsible for the day-to-day operational management of the swimming pool and associated facilities, ensuring compliance with all relevant legislation, Health and Safety Executive guidance, PWTAG guidance and school policies.
2. Maintain and review the Normal Operating Procedures (NOP), Emergency Action Plan (EAP) and Technical Operating Procedures (TOP), ensuring these remain current and effective.
3. Undertake and record routine water quality testing, including monitoring pH levels, chlorine levels, water temperature and air temperature, taking appropriate action where required.
4. Monitor and manage the Pool Plant Management Service Level Agreement, acting as the school's lead contact for all pool plant maintenance and servicing matters.
5. Liaise with specialist contractors, environmental health officers and other external agencies as required to ensure the safe and efficient operation of the swimming pool.
6. Ensure the safe storage, handling and management of chemicals, equipment and materials associated with the operation of the swimming pool.
7. Ensure pool plant rooms and associated areas remain safe, secure and accessible only to authorised personnel.
8. Identify, report and advise on maintenance, compliance and improvement requirements relating to the swimming pool and associated facilities.
9. Undertake routine pool maintenance activities, including backwashing, cleaning and other operational tasks required to maintain safe and effective pool operation.
10. Ensure the swimming pool, poolside environment and associated equipment are maintained to a high standard of cleanliness, safety and presentation.
11. Undertake and review risk assessments relating to swimming pool operations and swimming activities.
12. Ensure appropriate arrangements are in place to maintain safe swimming pool operations during holiday periods, school closures and weekends where required.
13. Participate in emergency out-of-hours responses where necessary to maintain the safety and operation of the swimming pool.

### Seahorse Swim School

1. Lead the day-to-day operation, administration and development of the Seahorse Swim School.



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2. Act as the primary point of contact for customers, ensuring a high standard of customer service and effective communication with parents, carers, schools and other stakeholders.
3. Manage and develop the Seahorse Swim School website, booking systems, administrative systems and operational procedures to support efficient administration, customer engagement and the effective operation of the Swim School.
4. Coordinate the enrolment, assessment, placement and progression of swimmers within the Learn to Swim programme.
5. Monitor participation, retention and customer demand, analysing trends and identifying opportunities to increase participation, customer satisfaction and income generation.
6. Manage the collection and administration of programme fees in accordance with school financial procedures.
7. Oversee the planning, organisation and administration of swim school timetables and programmes.
8. Ensure accurate attendance, assessment and progress records are maintained and that swimmer progress and programme outcomes are communicated effectively to parents, carers and participants.
9. Maintain customer records and databases in accordance with data protection legislation and school policies, and manage customer feedback and complaints to support continuous improvement in customer experience and service delivery.
10. Promote the Seahorse Swim School and contribute to the development of new opportunities to increase participation, community engagement and income generation.

### Leadership and Management

1. Line manage swimming instructors and other swimming pool staff, ensuring the effective delivery of the Learn to Swim programme and the maintenance of high professional standards at all times.
2. Monitor the quality of teaching and learning within the Swim School, providing feedback, coaching and professional development opportunities to promote continuous improvement, consistency of provision and high standards of practice.
3. Ensure pupil assessments, progress reports and associated records are completed accurately and within agreed timescales to support swimmer progression and programme planning.
4. Support the recruitment, induction and retention of swimming instructors and other swimming pool staff in liaison with the School Business Manager.
5. Ensure all swimming staff hold and maintain the appropriate qualifications, certifications and training required for their role, maintaining accurate staff records.
6. Prepare and manage staff rotas, ensuring appropriate staffing levels are maintained at all times and that suitable arrangements are in place to cover staff absence.
7. Promote high standards of safeguarding, health and safety, conduct and professionalism, fostering a positive, collaborative and customer-focused culture across the swimming team.
8. Escalate any concerns that may impact upon the safe, effective or professional operation of the Swim School to the School Business Manager and/or Headteacher as appropriate.

### School Swimming Programme Delivery

1. Deliver high-quality swimming lessons to pupils from Horsenden Primary School and external schools, ensuring lessons are engaging, inclusive and promote pupil progress.
2. Support the planning, organisation and coordination of school swimming programmes to ensure effective delivery and progression for all participants.
3. Work collaboratively with the Lead Swim Coach and swimming instructors to maintain high standards of teaching, learning and pupil development across all swimming provision.
4. Monitor and assess pupil progress, maintaining appropriate records and providing constructive feedback to pupils, parents/carers and schools to support swimmer development and progression.
5. Promote a safe, inclusive and positive learning environment that supports pupil confidence, participation, water safety and personal achievement.
6. Support the implementation of effective teaching approaches that develop swimming technique, water confidence and aquatic skills.



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7. Contribute to the evaluation and continuous improvement of swimming lessons and programmes, ensuring provision is delivered in accordance with health and safety requirements, safeguarding expectations and recognised industry standards.

#### Safeguarding Responsibilities

1. Promote and safeguard the welfare of children and young people in accordance with statutory guidance and school policies.
2. Ensure all swimming pool activities, lessons and programmes are delivered in a safe environment that places children's welfare at the centre of decision-making.
3. Follow all safeguarding and child protection procedures and report concerns immediately to the Designated Safeguarding Lead.
4. Ensure swimming instructors and other pool staff understand and comply with safeguarding, professional conduct and safer working practice expectations.
5. Maintain appropriate professional boundaries with pupils, parents and carers at all times.
6. Contribute to the school's safeguarding culture and participate in safeguarding training as required.

#### General Responsibilities

1. Comply with, and support the implementation of, all school policies and procedures including those relating to health and safety, equality, confidentiality, data protection and security.
2. Maintain appropriate professional standards and conduct at all times, acting as a positive representative of the school and Seahorse Swim School.
3. Contribute positively to the wider life, values and ethos of the school.
4. Maintain up-to-date knowledge and qualifications relevant to the role, including pool plant management, health and safety and safeguarding training requirements.
5. Work collaboratively with colleagues, contractors, external partners, schools and families to support the effective operation of the swimming pool and Swim School.
6. Maintain confidentiality in relation to pupils, families, staff and school business in accordance with school policies and data protection legislation.
7. Maintain accurate records and provide information, reports and administrative support as required in relation to the responsibilities of the post.
8. Undertake any other duties commensurate with the grade and responsibilities of the post as may reasonably be required by the Headteacher or School Business Manager.

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#### Signatures – line manager and job holder

**Signature of Manager:** ..... **Date:**     /     /

**Signature of post holder:** ..... **Date:**     /     /