

# Person Specification

## 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>Post No:</b>	
<b>Line manager:</b>	School Business Manager		
<b>Supervisory responsibility:</b>	Swimming instructors x 10		
<b>Hours:</b>	35 hpw – term time only (39 weeks)		

*This form lists the essential requirements needed in order to do the job. Applicants will be short-listed solely on them meeting these requirements.*

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### Essential Requirements

#### ***Education and Experience***

- a) GCSE (Grade C/4 or above) or equivalent qualifications in English and Mathematics.
- b) Hold an appropriate swimming teacher qualification (Level 2 or above).
- c) Experience of swimming pool or aquatic facility operations.
- d) Experience of managing staff, teams or volunteers.
- e) Experience of coordinating programmes, timetables or operational services.
- f) Experience of providing high-quality customer service and maintaining administrative systems and databases.
- g) Experience of monitoring health and safety requirements and implementing safe working practices.
- h) Experience of working with children and young people.
- i) Pool Plant Operator qualification or willingness to undertake training and achieve the qualification within an agreed timescale.
- j) First Aid at Work qualification or willingness to undertake training.

#### ***Knowledge, Skills and Abilities***

- k) Strong organisational, administrative, financial and communication skills.
- l) Ability to prioritise competing demands and manage multiple responsibilities effectively.
- m) Ability to identify issues, solve problems and implement practical solutions.
- n) Ability to line manage, motivate, support and develop staff.
- o) Ability to monitor standards and provide constructive feedback to support continuous improvement.
- p) Ability to interpret information and contribute to the development of policies, procedures and operational systems.
- q) Ability to communicate effectively, both verbally and in writing, with children, families, schools, colleagues, contractors and external agencies.
- r) Ability to work independently and exercise sound professional judgement.
- s) Ability to work effectively under pressure and respond appropriately to operational issues and emergencies.
- t) Ability to build positive relationships and work collaboratively as part of a team.
- u) Ability to maintain accurate records and use IT systems effectively.
- v) Commitment to safeguarding, equality, inclusion and professional development.



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### *Other Factors*

- w) Willingness to attend meetings and training outside normal working hours where required.
- x) Ability to participate in emergency out-of-hours responses where required.
- y) Willingness to undergo an enhanced DBS check and all other safer recruitment checks.

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<b>Prepared by:</b>	_____	<b>Date</b>	___/___/___
<b>Agreed by:</b>	_____	<b>Date</b>	___/___/___

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