



# DEAN CLOSE FOUNDATION

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| <b>Post:</b>          | Swimming Pool Manager  |
| <b>Line Manager:</b>  | Operations Bursar  |
| <b>Hours of Work:</b> | 40 hours per week, flexible working hours to include 1 weekend day 52 weeks a year |
| <b>Salary:</b>        | £28,000  |
| <b>Start Date:</b>    | ASAP   |
| <b>Location</b>       | Dean Close Cheltenham & Dean Close St John's, Chepstow                             |

## The Role

The Dean Close Foundation swimming pools at DC Cheltenham & DC St John's, are major assets of the Foundation.

The Swimming Pool Manager will be responsible for the physical operation and presentation of the School Swimming pools.

The role is primarily based at Dean Close School in Cheltenham but will require travel to the pool at Dean Close, St John's. The role requires independent and collegiate working to support daily operations providing a safe and secure environment for children, students, staff and visitors to The Dean Close Foundation.

Working practices are always to be delivered safely and equipment required to deliver these services is to be maintained to the highest possible standards. This includes tidiness and cleanliness of facilities and equipment in addition to the Pool Plant.

The role encompasses a wide range of duties and requires skills, some of which are listed below. Good communication skills are essential to operate unobtrusively in a busy living and working environment. The role requires a sound knowledge of Health and Safety legislation to ensure that all work is conducted within this framework and with appropriate risk assessments in place.

It is essential to recognise that providing the best possible educational environment in line with the ethos of the Dean Close Foundation is at the heart of this role. A flexible, diplomatic approach when liaising with staff is important.

You will be expected to support Dean Close Services Ltd and the DC Swim School, to facilitate its profitable growth plans.



## Duties

### *Pool Manager*

- To ensure the Cheltenham pool remains an ATC, Approved Training Centre and therefore act as the ATC co-ordinator.
- Carry out regular pool tests and water balance checks and report results.
- Control and adjust the levels of chemical balance in the pool using the automated dosing system.
- Adhere to COSHH regulations.
- Carry out backwashing and other pool plant filtration checks as required
- Carry out other pool checks that are required on the day-to-day or other regular basis.
- To carry out cleaning tasks as per cleaning schedule to maintain high standards of cleanliness.
- To occasionally assist with reactive tasks as requested by the school Swimming Coach, Operations Bursar, Business Development Manager or Swim School Manager.
- To take part in staff training sessions to comply with National Governing Body guidelines.
- To attend any relevant refresher courses & maintain up to date qualifications.
- To respond to out of hours emergency call outs.
- To lead in the completion of compliance inspections as requested
- Provide support for Foundation events as occasionally requested, this will involve some additional hours outside the shift pattern.
- Provide support as directed during any emergency or unplanned incident.
- Participate in performance appraisal reviews as required.
- Participate in continuous professional development, attending training courses as necessary in support of the role, and as agreed annually at appraisal.
- Ensure that all tasks are carried out while wearing approved uniform and the correct PPE.
- Ensure the pool and all surrounding areas are clean, tidy & presentable at all times.
- To generate revenue to DCF through training courses for Lifeguards and Swim Teachers.
- To present key metrics to the Operations Bursar on a weekly basis

### *Lifeguard Management*

- Direct line management of the lifeguards ensuring high standards at all times.
- To manage the provision of Lifeguarding for DCSL (Dean Close Services Ltd) & School bookings. This will involve planning well ahead and maintaining a bank of staff.
- Managing the lifeguard budget and signing timesheets for lifeguards.
- Organising Training Sessions for lifeguards and ensuring records are kept and updated to ensure compliance.
- Scheduling the lifeguard duties to ensure that we follow our PSOP/NOP/EAP's thus allowing swimming sessions to take place.
- Ensuring you follow & implement the Recruitment Policy at all times.



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## *General*

You may be called upon, where reasonable, to assist in the following:

- General administration.
- Any other duties which fall within the spirit of this job description.
- If lifeguard trained, you may be required to cover on occasion.

## *Person Specification*

- Experience working within a School, pool or similar environment.
- Will hold a relevant Pool Plant Operator Certificate or be prepared to undertake training towards this.
- Ideally hold a current National Pool Lifeguard Qualification or be prepared to undertake training towards this.
- Sound planning and organisational skills.
- Able to work in a clean and tidy manner.
- Confident in the use of IT software such as Excel and Word for the recording and reporting of Compliance data.
- A positive and cheerful attitude to work.
- Sound inter-personal skills for communicating with academic staff, contractors, support staff and departmental personnel.
- Confident and self-motivated with the ability to work unsupervised, or in a team.
- Ability to work inside and outside in any conditions, maintaining a professional approach.
- Be loyal to the Foundation, honest, trustworthy and reliable; enthusiastic, highly motivated and well-organised; proactive with a helpful and flexible approach.
- Ability to liaise daily with Swimming Coach, Business Development Manager, and Operations Bursar.
- Sufficient physical fitness.
- Be security conscious at all times.
- Willingness to engage in professional development and training as required by the role.
- Holding a valid full driving licence.

## *Terms and Conditions*

25 days holiday plus the usual 8 days Bank Holidays.

- Community events
- Free lunch, during term time when on duty
- Free onsite parking
- Use of the gym and swimming pool, at specified times



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- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club

### All staff are expected to

- Work towards and support the Dean Close Foundation values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
  - Critical Thinking
  - Compassion
  - Creativity
  - Collaboration
  - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

### How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/vacancies>

*The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.*