

Petersfield Open Air Swimming Pool



JOB DESCRIPTION

JOB TITLE	: Swimming Pool Manager
PAY	: £25,000 – £28,000 pro rata depending on experience
ACCOUNTABLE TO	: Chair of the Pool Trustees
Hours	: Seasonal (expected 40 hours a week during open season) March – September

Closing Date For Applications 7th February 2021

1. Role Context

Petersfield Open Air Swimming Pool is a charity run organisation, serving the community with a seasonal swimming pool that is open April to September. The charity is run by a management committee of trustees who are all volunteers with responsibility of running the pool through hiring staff under paid seasonal contracts, there is scope to extend the employment period to multi year. It is expected that the pool will open late April 2021 (date yet to be decided) dependent on Covid -19 tiered restrictions.

2. Principal Accountability

We are looking for a responsible and experienced individual to act as Pool Manager for Petersfield Open Air Pool for the Covid Compliant 2021 season. The main purpose of the post is to oversee the day-to-day running of the pool, act as line manager to the duty managers and lifeguards employed by Petersfield Pool Trust and prepare the pool for opening at the beginning of the season and for closure over the winter.

The Swimming Pool Manager is responsible for:

- The management of the swimming pool operational team (lifeguards and teaching staff).
- The day to day running of the Pool and recording and reporting Pool takings and general costs to the Trust.
- Responsible for maintenance requirements, the operation of the plant room, reporting of pool water standards and upkeep of the Pool site to the Facility Manager.
- Responsibility of being front of house to the public, taking queries and dealing with customers on a day to day basis.
- Responsible for the health and safety operations in accordance with

3. Duties

- To interact with the public responsibly and welcome all users of the facilities promoting a positive image of the facility and Petersfield open Air Swimming Pool Trust through the provision of high quality customer service.
- To manage the safe functioning of the Open Air Pool in keeping with its latest normal operating procedures.
- To ensure that a consistently high level of cleanliness and Covid Compliant hygiene and social distancing is maintained throughout the facilities at all times.
- To draw up and oversee the lifeguard / duty manager rota (volunteers and employed staff) and ensure cover is available in the event of staff sickness.
- To be responsible for Health and Safety procedures on the site, by ensuring following safe systems of work, and by meeting the requirements of the health and safety policy.
- To act as Duty Manager (and cover Duty Manager's tasks on some shifts).
- To ensure a log of maintenance requirements for equipment or premises is kept and to liaise with the appropriate staff / Trust member and to initiate repairs where necessary.
- To deal with customer complaints and to escalate to the Trust where necessary.
- To take responsibility for site security and notifying the Trust of problems with heating or the site buildings.
- To ensure a daily record is kept of the pool temperature and quality.
- To ensure safe deposit of daily cash takings.
- To secure the pool at the end of the season.
- To co-ordinate lifeguard training sessions.
- To ensure pool safety equipment, including rescue aids and alarms, are regularly checked in accordance with the operating procedures.
- To attend relevant training courses as required by Petersfield Open Air Pool Trust to maintain the ability to carry out the duties of the role effectively.
- To run monthly staff training updates.
- To comply with the Emergency Action Plan for the facilities and assist with any incidents in the appropriate manner.
- To read and respond to communications and information which is disseminated by the Petersfield Open Air Pool Trust.
- To ensure all resources (including IT hardware and software) are used safely, legally and efficiently.
- To ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.

4. Hours of work

To be agreed on a regular basis with the Chair of the Trust, the pool season is 22 weeks long and evening and weekend work is essential. It is expected that you will work for 40 hours over 6 days a week during the open season, and for 4 weeks ahead of the opening day to prepare the pool and site. After closing in September, you will also be expected to work for 2 weeks to prepare the site for winter.

5. Person specification:

Technical skills/experience /knowledge

- National Pool Lifeguard Qualification
- First aid at work
- Pool Plant Operator – Level 3
- Safeguarding lead
- COSHH safety awareness
- Basic IT skills (MS Office Suite)
- Experience working in a pool

Interpersonal skills/experience /knowledge

- Ability to manage / supervise small teams of young workers.
- A team-player, able to motivate and foster team working and work collaboratively with others
- Professional mature attitude
- Excellent communication skills when dealing with the public.
- Trusting and trustworthy
- Enthusiastic about the pool, its ethos and about swimming generally.
- Ability to react calmly and effectively in emergency situations.
- Ability to carry out routine administrative paperwork.

Desirable skills/experience /knowledge

- Previous work as a pool manager or duty manager
- Food and Hygiene qualification

6. Health and Safety:

As a senior member of staff you are responsible for the safety and welfare of any staff / visitors under your direct control, and you must therefore have knowledge of Petersfield Open Air Pool Trust's Health & Safety Policy and relevant Covid Compliant instructions as described by Swim England. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Trustee with responsibility for Health and Safety. Copies of the current Health & Safety Policy and Safety Procedures are available at the pool.

You should ensure a clear record of all accidents is kept on site.

NB.

This is not intended to be a full definition of duties and staff will be expected to assist in such other reasonable duties as may be allocated. This job description is subject to variation, following consultation, as the needs of the pool and the Trustees may require.

You should be available to start work from mid March 2021 and work until end of September 2021. If the pool has to close due to Covid lockdown, then application will be made to the government furlough scheme.

Please send a CV, highlighting how you meet the essential requirements for the post, and including the names of two referees, together with a covering letter to info@petersfieldpool.org

Closing date for applications: 7th February 2021

Offers of appointments will be made subject to satisfactory references and Criminal Record Bureau (CRB) checks.

Petersfield Open Air Pool Trust is a Charity limited by guarantee, registered in England and Wales with the registered no 301917

www.petersfieldpool.org