

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Pool Operations Manager/Lettings Co-ordinator</b>		
<b>Reports to:</b>	<b>Facilities Manager</b>	<b>Cost Centre:</b>	
<b>Department:</b>	<b>Facilities</b>	<b>Job Code:</b>	
<b>Location:</b>	<b>Campus Whitehaven</b>	<b>Evaluated Grade:</b>	Scale 6 NJC

## 1. JOB PURPOSE:

To safeguard the pool for both the campus and the community including promoting the pool and facilities to generate new sources of revenue.

To maintain safety and cleanliness of the pool and changing areas including all appropriate monitoring and checking to comply with statutory requirements and regulations.

To oversee a programme of maintenance, inspections and events linked to the pool and surrounding area working within a framework of health and safety legislation.

## 2. ACCOUNTABILITIES:

### Organisation

- To liaise with prospective hirers and the Facilities Manager to assess requirements and suitability.
- To ensure that all lettings and events adhere to statutory requirements including, but not limited to Health and safety, risk assessments, child protection, confidentiality and data protection legislation, licensing and performance permissions.
- To assist with the use of the online lettings system – currently School Hire and promote the growth of the Campus facilities for hire.
- To manage the safe operation of the pool and pool plant area when open to pupils and staff, when open for lettings and to other functions, and in school closure periods.
- To maintain safety and cleanliness of the pool and changing areas including the organisation of the schedule of backwash and water dumping ensuring high standards of customer service/ satisfaction.
- To undertake pool water and balance testing as and when required
- To carry out regular quality checks and monitoring procedures to include daily temperature, daily emergency pool cords, weekly skimmers and scum lines and panel calibration and to record information as appropriate.
- To undertake general cleaning duties of the pool and changing room areas as required.
- To ensure stock levels of appropriate resources and testing equipment.
- To undertake pool supervision and safety of the pool area and bathers.
- To administer First Aid as appropriate.
- To ensure first aid kits are checked and replenished regularly.
- To be responsible for the servicing of equipment and reporting repairs to the provider as appropriate.
- To identify and report faults and to act within the protocols of the school to effect timely repairs and remedial actions.
- To report faults to the Facilities Manager when the repair or remedy is significant, potentially expensive and when there is a risk to the health and safety of staff, pupils, visitors and others on the school site.
- To report accidents and defects as appropriate.
- To participate in a rota for out-of-hours supervision and actions in the event of an emergency or incident.
- To assist with the implementation of the Emergency School Closure procedures in the event of inclement weather or power failure.
- To act as a pool fire warden/ marshal/ responder in the event of an emergency.
- To develop the PSOP and other safe systems of work as appropriate.
- Porterage duties.
- Key holding and site security.
- Evening and weekend work.

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## Administration

- To maintain a central filing system for documents and reports relating to the safe operation of the pool appropriate equipment and services.
- To maintain a COSHH register and data sheets for the pool.
- To maintain a log of routine testing, and have this available for inspection by the Facilities Manager or statutory authority.
- To respond to simple queries either in person or by telephone or e-mail, using own judgement to refer to others as appropriate.
- To arrange minor repairs in an emergency, out of hours.

## Resources

- Undertake the safe operation of specialist equipment, including heating and electrical equipment.
- Effective use of basic IT equipment and packages.

## General

- Using own judgement and/or as directed, manage risk according to school policy, including the use of risk assessments pertaining to the safe operation of the site and services.

## Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Undertake appropriate training and to keep up to date with HSE guidance and compliance (eg PWtag).
- Keep up to date and informed of appropriate national guidelines, compliance and events.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Heads of Schools.

## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential:

- GCSE or equivalent in Maths, English and Science (grade 4/ C minimum)
- First Aid qualification (training is available)

#### Preferred

- Health and Safety qualifications
- Pool Plant 3 qualification (training will be available)
- Pool Responder/ National Pool Lifeguard Qualification (training will be available)

### Previous Experience:

#### Essential

- Health and safety awareness
- Effective use of basic ICT packages
- Working knowledge of relevant policies/ codes of practice/ legislation

#### Preferred

- Experience working with young people in a school or similar environment
- Experience of working in a pool/ leisure environment

### Job Specific Skills:

#### Essential

- Good verbal and written communication skills
- Team player
- Organisation skills

#### Preferred

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- Experience in minor repairs

## 4. JOB DIMENSIONS:

### Managerial & Supervisory Accountability

- Managerial accountability

### Financial Accountability

- None

### Additional Work Context Information

- Responsible for the security of the site on a rota basis during silent hours and school closure periods.

<b>Number of Staff Supervised:</b>	<b>Direct Reports:</b>	0	<b>Indirect Reports:</b>	0
	<b>Total:</b>	0		

## 5. APPROVALS:

<b>LINE MANAGER</b>		<b>Name</b>	
<b>Signature</b>		<b>Date</b>	
<b>HEAD OF SCHOOL</b>		<b>Name</b>	
<b>Signature</b>		<b>Date</b>	
<b>EMPLOYEE</b>			
<b>Signature</b>		<b>Date</b>	