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| <b>Post:</b>         | Swim School Manager, Dean Close Services Ltd                            |
| <b>Line Manager:</b> | Business Development Manager  |
| <b>Hours:</b>        | 22.5hrs per week, 52 weeks, with an opportunity to increase with growth |
| <b>Salary:</b>       | £18,000 per annum   |
| <b>Start date:</b>   | Spring 2023   |

The Swimming Pool is a key Foundation asset. It is used by the pupils of Dean Close schools, the Dean Close Swim School and External Lets, the latter two groups are managed by Dean Close Services Ltd (DCSL).

DCSL times and hours for sessions are negotiated in the normal manner as provided for in the Foundation's Protocols Policy. Close and regular liaison with all stakeholders will be essential for the smooth running of the pool.

### **Purpose of Role**

- To further develop and manage the recently established Dean Close Swim School (DCSS) under Dean Close Services LTD (DCSL). Since its launch DCSS has had good student numbers. We're now looking for someone to drive & deliver our ambitions as laid out in the three year growth strategy.
- We aim for the DCSS to grow significantly which in turn will lead to a growth in this role.
- The role will also provide an opportunity to deliver some swim teaching within the hours of the contract.

### **Main Responsibilities:**

- To develop and manage the Dean Close Swim School and Club activities; a year round operation for DCSL. A high standard of customer service is expected.
- This includes but is not limited to:
  - The swim lessons, open to all, after school, at weekends and during holidays
  - Swim lessons to pupils of local schools
  - Holiday short courses
  - In time, Club, Competition groups & 1:1 sessions
- To organise, manage and market to the swimming fraternity including clubs, schools and outside organisations, the Dean Close Swim School and events such as swimming galas and coaching opportunities at the Dean Close Foundation.
- To strengthen links between Dean Close Schools, the Dean Close Swim Club and other swimming organisations including local clubs, County organisations and Swim England (ASA).

### Main Responsibilities: Other administration

- To support, encourage and develop, all Swim School staff through the provision of inset and the promotion of regular clinics.
- During DCSS time, ensure a safe pool environment in line with all necessary NOP's and EAP's and to lead the development of procedures and protocols as is necessary.
- Liaise with the Operations Bursar, DCS Swim Coach, Directors of Sport and the Sports Facilities Manager regarding all pool use, maintenance and safety.

### Person Specification

| Experience/Qualifications  | Essential | Desirable |
|--|-----------|-----------|
| Swim Coach/ Teaching Qualification   | *         |           |
| Experience of teaching and developing swimmers                                     | *         |           |
| Experience of managing / supervising other swim teachers                           | *         |           |
| Ability to coach across the age range of 3-18                                      | *         |           |
| Possession of up-to-date NPLQ or equivalent rescue certificates and qualifications | *         |           |
| Experience of working within a school environment                                  |           | *         |
| Marketing experience   |           | *         |

| Skills, Knowledge and Abilities                   | Essential | Desirable |
|---|-----------|-----------|
| Excellent verbal and written communication skills | *         |           |
| Good timekeeping                                  | *         |           |
| Team Player                                       | *         |           |
| Role model to pupils and staff                    | *         |           |
| Ability to inspire and motivate                   | *         |           |
| IT Literate                                       |           | *         |

| Personal  | Essential | Desirable |
|---|-----------|-----------|
| Self-motivated                                  | *         |           |
| Personable/approachable                         | *         |           |
| Interested in continuous personal development   | *         |           |
| Committed to the ethos and values of Dean Close | *         |           |



### Terms and Conditions

- 25 days and the usual 8 days Bank Holidays. Three/Four days holidays must be retained for the period between Christmas and New Year.
- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- 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 stones/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/dean-close-services-ltd/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.***

