



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Sports Centre Supervisor
Summary of the role:	Maintain a safe environment for pool users and visitors through effective supervision and emergency response. To assist the Sports Centre Manager in supporting the smooth operation (both physical and administrative) and cleanliness of the Sports Centre as well as undertaking additional duties as required.
Line management responsibility for:	Lifeguards and Swim Teachers
Safeguarding requirements:	• Engage in regulated activity relevant to children • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	• Promote and safeguard the welfare of all children and young people using the Sports Centre. • Maintain a valid NPLQ qualification, by attending monthly mandatory two-hour training sessions. • Read, understood and follow the Pool Safety Operating Procedures (PSOP), including the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) and any other relevant School policies. • Arrive punctually for shifts (at least 5 minutes before your scheduled shift start), wear any assigned uniform and ID badge, and maintain a professional standard of appearance. • Supervise Sports Centre users in accordance with operating procedures, always remaining alert and free from distractions. You will enforce Sports Centre rules, promote safe behaviour, and take appropriate action where rules are repeatedly breached. • Conduct routine safety checks of the Sports Centre (including but not limited to the office, foyer, gym, studio, sports



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	hall, pool, changing rooms), reporting any hazards, defects or maintenance issues promptly. • Ensure the safe and appropriate use of Sports Centre equipment, including its setup, storage, cleaning and maintenance. • Assist with the cleaning, tidiness and general presentation of the Sports Centre, carrying out operational duties during your shifts and overseeing members of the team to ensure they are doing the same. • Provide first aid and respond effectively to emergencies in line with training and established procedures. • Ensure the Sports Centre is secured as required, including checking facilities, equipment, lighting and access points. • Maintain awareness of activity timetables and booking procedures to assist customers and students. • Assist the Sports Centre Manager with ensuring that shift information, communications and operational updates are up-to-date on Microsoft Teams and WhatsApp. • Be available to work regular shifts, provide cover where possible, assist with administrative requirements and undertake any other duties reasonably requested by the Sports Centre Manager. • To proactively stand in and ensure the continued smooth day-to-day operations of the Sports Centre in the absence of the Sports Centre Manager.
Line management duties and responsibilities	• N/A

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



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The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • Current NPLQ Qualification (Must be able to commit to monthly training) • Level 2 Swim Teaching Qualification	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> • Sport Coaching Qualification	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> • Previous lifeguarding and swim teaching experience. • Previous experience working in a leisure environment.	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> • Previous experience working with children or in a school and/or leisure environment • Previous customer service experience	Contents of the application form Interview Professional references



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Skills, abilities and competencies	<i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i> • Ability to remain alert. • Ability to be proactive and self-motivate when required. • Ability to follows procedures as dictated by the relevant policies, and ensure colleagues do the same. • Ability to understand the dynamics and work as part of a team. • Excellent communication with colleagues and customers. • Ability to provide excellent customer service. • Excellent IT skills (Microsoft Office, Teams, Outlook, Social Media), understanding of technology, telephone skills.	<i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i> • • •	• Contents of the application form • Interview • Professional references
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Excellent knowledge of current RLSS NPLQ procedures in accordance with monthly training and your Lifeguard	<i>The knowledge that would enable the Applicant to perform effectively in the role</i> • • •	• Contents of the application form • Interview • Professional references



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	manual. • A good knowledge and understanding of stroke and water skills techniques. • Knowledge of Swimming Teachers • Health and Safety responsibilities. • Knowledge of the principles of effective teaching. • Knowledge of Swim England LTS swim framework.		
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Attitude and Behaviours	<i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Supportive of the Quaker ethos and principles • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Ability to communicate effectively and appropriately to students, parents, customers & other staff. • Trustworthy, reliable, punctual and willing to cover. • Able to use your initiative, self-motivate and apply a common-sense approach throughout.	<i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i> • • •	• Contents of the application form • Interview • Professional references
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