



JOB DESCRIPTION

Department:	Enterprises
Post:	Leisure Supervisor
Responsible to:	Pool Manager
Job purpose:	To assist the Pool Manager in the day to day running of Millfield's swimming pools and sports complexes.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- As Supervisor you deploy and appraise a team of staff in the day to day running of the pools and sports centres, ensuring that all health and safety legislation, codes of practice and operating procedures are always complied with.
- To co-operate with the Pool and Facilities Manager in all issues of health and safety and accept delegated responsibility for the health and safety and wellbeing of all staff and visitors to the pools under the provisions within the Health and Safety at Work Act 1974, Millfield Schools' Health and Safety policy – 'Pool Safety Operating Procedures' (PSOP) and any other subsequent and/or relevant legislation or Code of Practice.
- To operate on a shift basis as a member of the team, incorporating weekdays, evenings, weekends and Bank Holidays as required to effectively cover the sports facilities and pool operating hours.
- To be responsible for the unlocking and locking up of the facilities before and after your shift as a main key holder.
- To accept delegated responsibility for the effective management and administration of the pools as agreed with the Pool Manager.
- To ensure that all equipment is erected and dismantled on time and in accordance with the manufacturers' recommendations and any approved codes of practice and used properly by the hirers and visitors at all times.
- To assist the Pool Manager in the induction and training of staff in all operational procedures, codes of practice and health and safety, maintain records and update such training as required.
- Maintain the highest standards of customer care in all transactions.
- To liaise with the School and the Enterprises team as necessary.

- Be able to coordinate with swim school operations when on shift.
- Liaise with swim clubs as a point of contact during evening and weekend sessions.
- To liaise with the School and the Enterprises team when required.
- To ensure that equal opportunities are offered to all staff, members and visitors to the Pools in accordance with School policy and all relevant legislation.
- To hold and maintain a current, valid RLSS NPLQ and First Aid qualification.
- To supervise the swimming pool to ensure the welfare of all pool users in accordance with the Pool's PSOP.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

☐ I understand the duties and commitment statement listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....