

Sports Centre Duty Manager & Swim Lead - Job Description

Department:	Trevor Abbot Sports Centre (TASC)
Reporting to:	Sports Centre Manager
Hours:	25 hours per week / 52 Weeks of the Year Shifts are on a rota basis during the week – 9am – 2pm / 2pm – 6pm / 6pm-10pm Includes Saturday morning 8am – 12.30pm during term time. Flexibility is required as some other weekend work may be required.
Location:	Cranleigh School Trevor Abbot Sports Centre (TASC)
Contract type:	Permanent
Benefits	Meals provided during term time Pension Use of exceptional sports and fitness facilities School fee remission (subject to eligibility and School policy)

Job Summary

This is a dynamic, dual-faceted role requiring a proactive and versatile professional. It combines the operational oversight of a **Sports Centre Duty Manager** with the strategic and instructional leadership of a **Swimming Lead**.

The successful candidate will balance daily facility operations, high-quality customer service, and hands-on fitness instruction with the growth and management of a comprehensive aquatics programme. A strong focus is placed on **commercial growth**, community engagement, and maintaining rigorous safety and administrative standards.

Key Responsibilities

Sports Centre Duty Manager

- Set up and dismantle a range of sports apparatus, including poolside equipment, to support all school and commercial activities.
- Work independently on shifts, demonstrating motivation and initiative to ensure all duties and daily requirements are met.
- Instruct gym users on correct technique and the safe use of fitness suite equipment, and plan and deliver weekly fitness classes (subject to relevant qualifications).
- Deliver consistently high standards of customer service, responding appropriately to enquiries, feedback, and concerns in a professional and timely manner.
- Oversee the opening and closing of facilities, including the pool and Prep School, in accordance with established procedures and shift patterns.
- Complete a variety of administrative tasks, including responding to new enquiries, issuing booking forms, managing the booking system, producing a monthly newsletter to promote *Cranleigh Activities* and initiatives, and undertaking additional administrative duties delegated by the Sports Centre Administrator.
- Support commercial growth through a proactive approach, including contacting potential new activities, clubs, and groups, and assisting with marketing and promotional initiatives.

Swimming Lead

- Deliver Saturday morning Swim Academy sessions for swimmers from non-swimmers up to Swim England Stage 7.
- Oversee all administrative aspects of the Swim Academy, ensuring smooth day-to-day operation.
- Maintain and develop a clear progression pathway within the learn-to-swim programme, ensuring strong communication with parents and consistent guidance on progression criteria.
- Recognise and celebrate swimmer achievements through appropriate certificates, badges, and milestones as they progress through the programme.
- Identify and develop commercial swimming opportunities, including Sunday provision such as adult swimming lessons, additional learn-to-swim sessions, and children's pool parties.
- Design and deliver holiday swimming initiatives, including intensive courses and themed swimming weeks to maximise engagement and revenue.
- Establish and run weekday evening Swim Academy sessions to support growth of the programme.
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- Proactively engage with local schools to promote and secure school swimming provision at Cranleigh, making use of available pool capacity.
- Take a proactive approach to growing all commercial swimming activity, working collaboratively with the wider TASC team to maximise opportunities.

Training & Aquatics (Desirable but Not Essential)

NPLQ & Pool Plant

- A qualified NPLQ instructor would be highly desirable. With this the candidate would arrange and deliver NPLQ courses for staff and external customers.
- Ensure relevant staff hold a valid NPLQ (or equivalent) qualification.

- Assist with pool plant procedures and testing as agreed.
- If not currently qualified, the School will support training to gain the relevant qualifications.

Other Duties

- Undertake any other reasonable duties as requested by the Director of Operations.
- Ensure compliance with data protection requirements across all activities involving personal data, in line with the School's Data Protection, Information Security, and IT Acceptable Use policies.

Person Specification	
Essential Criteria	• Qualified Swim Teacher • Qualified Lifeguard • Experience in the leisure sector
Desirable Criteria	• Qualified Lifeguard Course Instructor • NPLQ and Pool Plant experience • Gym Instructor • Fitness Instructor / Level 2 coach within a sport • Commercial / Pro-active sales experience

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. The post holder will be subject to a DBS check.