

JOB DESCRIPTION

Job Title: Duty Officer for the swimming pool

Reports To: Commercial Manager

Purpose of Job: To continue the safe and efficient running of the pool facility when the Commercial Manager is not on site

Responsible for: To take the operational lead for the swimming pool and lettings when the Commercial Manager is not on site.

Main Duties and Responsibilities

- To supervise the lifeguards.
- To identify and resolve any staffing issues for upcoming shifts,
- To oversee the daily operations including lifeguarding of pool activities, pool testing, external lettings access, cleaning of areas used, opening and closing.
- To help to ensure the Health and Safety of users on site.

Communication

General Responsibilities

- To attend staff training days and other functions, which may fall outside normal school hours, if appropriate;
- To attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population;
- To cover for absent colleagues when required;
- To ensure that you are familiar (with all school policies and the contents of the staff handbook
- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Adhere, at all times, to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the School Leadership Team

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. **In addition**, you undertake other such specific duties which may from time to time be reasonably assigned by the Headmaster. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description

will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.