



Nottinghamshire County Council

| | | |
|---|--|---|
| Title <i>Team Manager School Swimming</i> | Department <i>Children, Families and Cultural Services</i> | Post Ref. <i>Salary scale: Hay Band D</i> |
| Job Purpose To support the Group Manager in order to ensure; <ul style="list-style-type: none">• The Schools' Swimming Service meets the required health and safety standards in accordance with Industry Guidelines (Management of Health and Safety in Swimming Pools HSE 179) and others appropriate to health and safety guidance. Gain accreditation OHSAS 18001• Overall responsibility for the recruitment of staff to meet the needs of individual schools and centre's in accordance with Industry Guidelines and in line with NCC HR processes• Ensure NCC Policies and Procedures are adhered to.• The management of the Schools' Swimming Service Budget.• Ensure schools in Nottinghamshire have the opportunity to access swimming, to facilitate their requirement to meet the statutory element of the national curriculum• Production of relevant statistics in relation to the service delivery• Line Management of the Senior Practitioners, Logistics and Operations Technical Specialist, Sessional Senior Instructors and Sessional Instructors/ Lifeguards• Safeguarding Lead• Ensure all staff undertake relevant training• DBS Checks are completed and kept up to date | | |
| Key Responsibilities <ol style="list-style-type: none">1. Providing officer support for all aspects of Health and Safety related to the Schools' Swimming Service2. Ensure the day to day operation of the service is conducted in accordance with Industry Guidelines, through allocation and redeployment of staff where appropriate3. Gain accreditation of OHSAS4. Support all staff in relation to HR processes and related issues5. Monitoring and report on the budget6. Developing partnerships with other relevant service providers (both NCC and non-NCC) and external organisations7. Ensure all aspects of the provision meets the required standards8. Overall responsibility for the recruitment, communication, | Key Accountabilities <ol style="list-style-type: none">1. Management of the Schools' Swimming Service on a day to day basis including budget and income generation2. Ensure all schools in Nottinghamshire have the opportunity to access swimming, to facilitate their requirement to meet the statutory element of the national curriculum3. Responsibility for the safety and wellbeing of all staff within the service area4. Ensure that corporate policies and procedures relating to Health & Safety and Safeguarding are in place5. Ensure all relevant Industry Guidelines in relation to Health and Safety are adhered to6. Day-to-day management of staff | |

| | |
|--|--|
| <p>deployment, training and payment of staff including ensuring their relevant qualifications and personnel checks are up to date</p> <ol style="list-style-type: none"> 9. Monitoring and advise the Group Manager, on staffing related issues, health and safety issues, training requirements, schools' complaints and concerns where appropriate 10. Ensure that all complaints and concerns are dealt with in accordance with NCC policies 11. Monitor schools buy back of the provision and establish good working relationships with them to ensure they understand the statutory element of the provision and rational and requirement to follow NCC Schools' Swimming Services dedicated Learners Journey. 12. Manage opportunities for income generation | <ol style="list-style-type: none"> 7. Day-to-day management of budget areas 8. Management reporting and recording of all aspects of the service appropriately, HR, health and safety, data protection and safeguarding |
|--|--|

The post holder will perform any duty or task that is appropriate for the role described

| | |
|---|---|
| <p><i>Person Specification</i></p> | |
| <p><i>Education and Knowledge</i></p> <ol style="list-style-type: none"> 1. Comprehensive knowledge of the principles and practices of excellent customer service. 2. Knowledge of and interest in the Schools' Swimming Service 3. An understanding of IT systems to record, report and manage projects. 4. Knowledge of health and safety guidelines in relation to all aspects of the provision; staffing, pools, schools, transport, training and gala events 5. Working knowledge of Excel, Access, Electronic file management and the wider Microsoft Office Suite 6. Evidence of training in data protection 7. Training in the Management of Safeguarding including the PREVENT agenda 8. Training in relation to Recruitment and Selection 9. Management of Health and Safety Training 10. Appropriate managerial experience | <p><i>Personal skills and general competencies</i></p> <ol style="list-style-type: none"> 1. A high level of personal drive and commitment to excellent customer care 2. Strong interpersonal skills to gain the agreement and acceptance of others including colleagues, senior managers and customers. 3. Ability to make decisions and solve problems to meet targets, involving devising solutions and prioritising the resources available 4. Ability to manage delegated budgets 5. Ability to support the delivery of projects to successful outcome and meet agreed objectives and delivery targets by the effective use of resources. 6. Ability to take an active role in managing risk, accidents and incidents, Health & safety advice and safeguarding issues. 7. Ability to collect, maintain and analyse relevant data to aid management in service planning and development to sustain the service and ensure it maintains its net nil budget 8. Ability to demonstrate good levels of literacy and numeracy. 9. Ability to work efficiently and effectively and actively look for |

| | |
|---|--|
| <p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Managerial experience 2. Experience of working in, and contributing to, a team and an understanding of team working 3. Experience of organising work loads, and that of others within the team 4. Experience of managing budgets 5. Experience of managing safeguarding | <p>ways of improving the service and outcomes for schools and other customers.</p> <ol style="list-style-type: none"> 10. Shares the Council's commitment to providing a safe environment for customers and staff and also treating all with respect and consideration. |
| <p><i>Role Dimensions</i></p> <ul style="list-style-type: none"> • Implementation of H&S Standards across all aspects of the provision ensuring quality and value for money • Advise the Group Manager on all aspects of service delivery where appropriate. • Design, monitor and implement systems and procedures to monitor delegated budgets areas and day to day processes • Support in the recording of spend against relevant budget areas pool hire, transport contracts, cancellations, instructor contracts and unplanned expenditure • Provision of advice, support and guidance to schools, external partners and the Schools' Swimming Service • Advise the Group Manager on the Schools' Swimming Service Budget Monitoring • Keep up to date records of all Staff in in the Schools' Swimming Service including their place/s in the structure and Training • Safeguarding Lead. • Budget Holder and responsible for income generation of over one million annually • Day to day problem solving • Developing further Income Generation opportunities | |