

Title Senior Practitioner – Swimming Contracts and Online Payments Lead	Department Children, Families and Cultural Services	Post Ref. Salary scale: Hay B
Job Purpose <p>To support the Team Manager, Logistics and Operational Technical Specialist, Sessional Senior Instructor's and Swimming Instructors/ Lifeguards within the Schools' Swimming Service in order to ensure;</p> <ul style="list-style-type: none"> • The Schools' Swimming Service secures pool hire, transport and the provision of staff to meet 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 or Equivalent • The recruitment and management of staff to meet the needs of individual schools and centre's in accordance with Industry Guidelines and in line with NCC HR processes • The appropriate monitoring 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 • Disability Lead. Ensure all appropriate opportunities and access for children and young people with disabilities • Line Management of 50 plus Instructors • Disability Lead. Ensure all appropriate opportunities and access for children and young people with disabilities • Income generation • Coordination of Health and Safety for the Schools' Swimming Service 		
Key Responsibilities <ol style="list-style-type: none"> 1. Providing officer support for all aspects of Contracts, payroll and payments related to the Schools' Swimming Service 2. Ensure the day to day operation of the service is conducted in accordance with Industry Guidelines, through allocation and redeployment of staff where appropriate 3. Monitoring of Transport contracts, recording and reporting 4. Supporting Front line staff in relation to HR processes and related issues in conjunction with the Logistics and Operational Technical Specialist and Administrative Assistant 5. Monitoring assigned budget areas in conjunction with the Logistics and Operational Technical Specialist and Administrative Assistant 6. Developing partnerships with other relevant service providers (both NCC and non-NCC) and external organisations 	Key Accountabilities <ol style="list-style-type: none"> 1. Ensure all schools in Nottinghamshire have the opportunity to access swimming, to facilitate their requirement to meet the statutory element of the national curriculum 2. To ensure that correct corporate policies and procedures are followed in relation to payroll and transport contracts. 3. Ensure all relevant Industry Guidelines in relation to Health and Safety are adhered to 4. Management of day to day accidents and incidents, through reporting and recording appropriately 5. Accurate monthly recording of Payroll 6. Accurate recording of Transport contracts 7. Day-to-day management of allocated delegated budget areas 	

<ul style="list-style-type: none"> 7. Liaison with the pools, schools and transport providers to ensure all aspects of the provision meet the required standards 8. Support the Logistics and Operational Technical Specialist and Administrative Assistant in conducting and recording poolside assessments within the probationary period. 9. Support the Logistics and Operational Technical Specialist and Administrative Assistant to ensure all qualifications and personnel checks are up to date 10. Monitoring and advising the Team Manager, Senior Practitioners, Logistics and Operational Technical Specialist and Administrative Assistant on staffing related issues, health and safety issues, training requirements, schools' complaints and concerns to ensure that they are dealt with promptly 11. Monitor schools buy back of the provision and establish good working relationships with schools and pool operators to ensure they understand the statutory element of the provision and rational and requirement to follow NCC Schools' Swimming Services dedicated Learners Journey. 12. Ensure all appropriate opportunities and access for children and young people with disabilities. Ensure accurate recording and reporting. Produce monthly reports to the team manager 13. Ensure accurate recording of contract and payroll and payments Produce monthly reports to the team manager 14. Work in close liaison with the team manager to produce opportunities for potential areas of service development and future income generation 15. Produce risk assessments in conjunction with Senior Practitioners and other relevant parties. Produce monthly reports to the team manager 16. Support and participate in the arrangements of promotional events as appropriate 17. Ensure the service remains GDPR compliant 	<ul style="list-style-type: none"> 8. Ensure all cash and online payments are recorded and reconciled. Report quarterly on attendance. 9. Ensure attendance at team meetings 10. Attendance at appropriate training and promotional events
The post holder will perform any duty or task that is appropriate for the role described	

<i>Person Specification</i>	
<i>Education and Knowledge</i>	<i>Personal skills and general competencies</i>
<ul 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. 	<ul 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.

<ol style="list-style-type: none"> 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 and safeguarding 	
<p><i>Experience</i></p> <ol style="list-style-type: none"> 1. Experience of working in, and contributing to, a team and an understanding of team working 2. Experience of organising work loads, and that of others such as administrative support 3. Experience of managing budgets 	<ol style="list-style-type: none"> 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 ways of improving the service and outcomes for schools and other customers. 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"> • The implementation and coordination of H&S Standards for the Schools' Swimming Service across all aspects of the provision ensuring quality and value for money • Understand and advise the Team Manager, Senior Practitioners of any site-specific changes or transport related issues shared • 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, Training and Safeguarding. • Budget Holder for Health and Safety • Line management responsibilities in accordance with NCC policies. • Contracts Lead. Ensure all contracts are awarded taking into consideration length of service, availability and commitment. 	

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