



Oxley Sports Centre is located on the western edge of the historic and beautiful Abbey town of Sherborne and has excellent first-rate facilities. Our modern and spacious Fitness suite was refurbished in 2022. We also have 25m swimming pool, a sports hall, spin zone, squash courts, tennis courts, a treatment room, and the Coffee Pod. Sherborne Sports and Leisure Ltd is a wholly owned subsidiary of Sherborne Girls School. SSSL is responsible for the operation of Oxley Sports Centre.

We run an extremely successful Learn to Swim programme 6 days a week including Monday to Friday afternoons and Saturday mornings. We have over 500 children enrolled within our Swim School ranging from parent and toddler classes to squad level and follow the Swim England curriculum.

**Job Description for
Swim School Manager**

The Centre is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the Role:	Develop and continue our successful Learn to Swim programme. Ensuring our teachers are performing to a high standard and delivering lessons that are inspiring and follow the guidelines by Swim England.
Responsible to:	Deputy Manager – Customer Experience
Main Duties and Responsibilities:	<p><u>Main duties</u></p> <p><u>Operational Duties:</u></p> <ul style="list-style-type: none"> - Be the face of Oxley Swim School and the main point of contact for all parents. - To communicate with the Deputy Manager regarding advertising and the recruitment of new teachers and carry out any inductions required. - To evaluate all swim teachers once a term and ensure they continue to stay up to date with the industry guidelines set by Swim England and attend any CPD's when required. - To line manage the swimming teachers including organising training and future development. - To organise cover for teachers and assign teachers to correct lessons according to their ability and experience. - Carry out teachers' appraisals on an annual basis - Organise swim teacher meetings and keep regular contact through the Teams group. - Assess all new swimmers and allocate them to the correct lessons. - To organise time trials, events and galas twice a year to encourage competitive swimming.

	<ul style="list-style-type: none"> - Contact and build relationships with local Primary Schools. and encourage School swimming. - Keep up to date with industry standards by attending conferences and courses. - Responsible for one-to-one lessons and the allocation to teachers. - To be responsible for ensuring an excellent level of teaching is delivered to learners; ensuring lessons are exciting and engaging. - To be responsible for developing safe, creative and innovative classes following the Swim England Learn to Swim framework. - To continue and support partnerships with Swim England and other approved training providers to successfully offer CPD's. - Ensure all equipment is always in safe working order. <p><u>Admin Duties:</u></p> <ul style="list-style-type: none"> - Responsible for all direct debits for Swim School, including setting up and liaising with customers and chasing payments where necessary. - To be responsible for the successful running of the Swim School including class programming and staffing. - Liaise with marketing and keep the Swim School notice board up to date. - Create quarterly Swim School newsletters. - Look at funding for children's lessons from organisations such as Step Up, CAF and Sports Dorset. - To be responsible for the income, expenditure and budgets. - To produce reports on income and expenditure as and when required by the Centre Manager. - Liaise with the Deputy Manager and develop internal and external marketing strategies for Swim School. - Introduce and promote swimmer of the month and liaise with the Deputy Manager for social media posts. - Identify and develop additional opportunities for revenue growth including outside of term time.
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Person Specification		
	Essential	Desirable
Qualifications and Experience	<p>Previous experience as a Swim School Co-Ordinator or a similar position.</p> <p>Swim Teaching Level 1 or 2.</p>	

Skills and Abilities	<p>Excellent interpersonal and communication skills.</p> <p>Strong customer service.</p> <p>Managing a large team of swim teachers.</p> <p>Ability to remain calm and professional in stressful situations.</p>	<p>Good IT skills including Office and 365.</p>
Personal Attributes	<p>Passionate</p> <p>Enthusiastic</p> <p>Energetic</p> <p>Strong work ethic</p> <p>Professional, punctual and well-presented</p>	

Additional Information

Hours of work: 32 hours per week including weekdays, weekends and evenings.

The shift pattern will roughly be:

Monday – Friday: 11:30-18:30

Every other Saturday: 08:00-12:30

You will be required to attend events such as the annual Primary School Gala, Time Trials, Swimathon, School Fetes, Local Fairs and Members Socials.

Pre-employment checks and Probation:

The successful applicants' appointment will be subject to successful completion of a probationary period and full pre-employment checks. Sherborne Girls will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help the us to ensure safe and robust checks on the suitability of individuals to work within our School. *To minimise unconscious bias or potential discrimination issues, a person who will not be on the appointment panel will conduct the search and will only share information if and when findings are of concern.* A panel may explore any concerns passed to them as part of our due diligence process.

Benefits:

- Membership of an appropriate pensions scheme
- Free onsite parking
- Discounted food and beverages at the Coffee Pod
- Free Membership to the sports centre

Application Process:

- The closing date for applications: **Monday 29th April 2024**
- Interviews will take place in the week commencing: **6th May 2024**

