

## **POOL MANAGER JOB DESCRIPTION: Portishead Open Air Pool**

<b>Job Title:</b>	<b>Pool Manager</b>
<b>Post No:</b>	<b>2010/02/PPCT</b>
<b>Hours:</b>	<b>40 hours per week (average): April-September only</b>
<b>Pay:</b>	<b>£17,000-£20,000 per annum pro rata depending on experience. A bonus of up to £2,000 is payable at end of the season dependent on personal performance and Pool operating targets.</b>
<b>Responsible to:</b>	<b>Chairperson of Portishead Pool Community Trust</b>

### **1. Job purpose**

We are looking for a responsible and experienced individual to act as Pool Manager for Portishead Open Air Pool for the 2010 season and possibly beyond. The main purpose of the post is to oversee the day-to-day running of the Pool, act as line manager to the duty managers and lifeguards employed by Portishead Pool Community Trust and prepare the Pool for opening at the beginning of the season and for closure over the winter.

### **2. Portishead Open Air Pool**

Portishead Open Air Pool is a beautiful 33metre 1960s lido overlooking the Bristol Channel and is a much loved local facility. In April 2009 Portishead Pool Community Trust ('PPCT') took over running the Pool and plan to develop and enhance the Pool's facilities over the next few years.

### **3. Responsibilities**

1. Provision of high quality customer service - to interact with the public responsibly and welcome all Pool users, promoting a positive image of the facility and PPCT.
2. To manage the safe functioning of the Pool in keeping with its documented operating procedures and appropriate Health and Safety procedures.
3. To recruit, supervise and train lifeguards / duty managers and other Pool staff.
4. To draw up and oversee the lifeguard / duty manager rota (volunteers and employed staff) and to ensure cover is available in the event of staff sickness or between shifts.
5. To monitor and manage the Pool's heating systems and ensure appropriate water quality, cleanliness, hygiene and chemical standards are met. Maintain a daily record of the Pool water temperature and chemical levels.
6. To manage the Pool premises and equipment - check the safety of equipment (including rescue aids), arrange maintenance and repairs, report malfunctioning or damaged equipment, plant or building fabric to PPCT and ensure appropriate security safeguards are in place over the Pool's assets. Maintain appropriate risk assessment documentation.

## **POOL MANAGER JOB DESCRIPTION: Portishead Open Air Pool**

7. Manage the day to day operations of the Pool - ensure safe deposit of daily cash takings, assist on reception if required and assist with publicity and marketing initiatives (including Pool hire and coordinating Pool based sporting events).
8. To co-ordinate lifeguard training sessions and manage the personal development of Pool staff, to run monthly staff training updates and to organise and attend staff meetings as required.
9. To prepare the Pool for opening in the month before the start of the season (April) and to manage the end of season close down.
10. Regular reporting to the Trustees – including: daily visitor numbers, incidents, written end of season report and to attend Trustees meetings as required.

### **4. Own personal management and development**

1. To attend relevant training courses as required by PPCT, to maintain the ability to carry out the duties of the role effectively.
2. To be responsible for ensuring personal health and safety by following safe systems of work, and by meeting the requirements of the health and safety policy.
3. To ensure personal compliance with the Data Protection Act, Freedom of Information Act, Regulation of Investigatory Powers Act (RIPA) and any other specific legislation that impacts upon, and exists to protect, the corporate health of the organisation, whether relating to personnel management or service delivery.
4. To ensure lifeguarding, Pool maintenance and lifeguard trainer assessor certificates are up to date.

### **5. Person specification:**

#### *Essential skills/experience /knowledge*

- National Pool Lifeguard Qualification (7<sup>th</sup> edition).
- RLSS / IQL Pool Lifeguard Trainer Assessor
- Previous experience in managing / supervising small teams of young workers.
- Commitment to team-working, and respect and consideration for the skills of others.
- Excellent communication skills when dealing with the public.
- Ability to react calmly and effectively in emergency situations.
- Ability to prepare administrative paperwork and written reports to management.
- Qualified first aider - knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.
- Good understanding of how to keep the Pool water composition balanced and clean, as well as understanding how the plant room works and its principal functions including how to operate it and how to assess when back washing is required. A National Pool Plant Operators Certificate is normally required.
- Available to work weekend, early morning and early evening shifts.

## **POOL MANAGER JOB DESCRIPTION: Portishead Open Air Pool**

*Desirable skills/experience /knowledge*

- Previous experience working at Portishead Pool is desirable
- Previous work as a Pool manager

### **6. Hours of work**

To be agreed on a regular basis with the Chair of the PPCT (or delegate).  
Weekend and evening work will be essential.

### **7. Health and Safety**

As a senior member of staff you are responsible for the safety and welfare of any staff / visitors under your direct control, and you must therefore have knowledge of PPCT's Health & Safety Policy and relevant instructions to your area of work. Any matter which you consider requires attention in this respect is your responsibility to report following the correct procedures, or to the Trustee with responsibility for Health and Safety. Copies of the current Health & Safety Policy and Safety Procedures are available at the Pool.

You should ensure a clear record of all accidents is kept on site.

#### ***NB.***

This is not intended to be a full definition of duties and staff will be expected to assist in such other reasonable duties as may be allocated. This job description is subject to variation, following consultation, as the needs of the Pool and the Trustees may require.

**You should be available to start work from mid-April 2010 and work until the end of September 2010.**

Please send a CV, highlighting how you meet the essential requirements for the post, and including the names of two referees, together with a covering letter, stating which post(s) you are applying for to: Portishead Pool Community Trust, c/o 21 Woodhill Road, Portishead BS20 7EU

**Closing date for applications:** Tuesday 26th<sup>t</sup> January 2010

**Provisional interview date:** Tuesday 2nd February 2010

**Offers of appointments will be made subject to satisfactory references and Criminal Record Bureau (CRB) checks.**