



WESTONBIRT
SCHOOL

SPORTS CENTER DUTY MANAGER

- CANDIDATE PACK -

OVERVIEW

Are you passionate about sports, fitness, and creating a safe, welcoming environment for young people and the community? We are seeking a proactive and enthusiastic Duty Manager to join our dynamic team at Westonbirt School Sports Centre. This is a key role responsible for the day-to-day operation of our state-of-the-art facilities, ensuring high standards of customer service, safety, and cleanliness are consistently maintained. You'll play a vital part in promoting health, wellbeing, and active lifestyles across our school and wider community. You will be required to carry out lifeguarding duties as part of your role, ensuring the safety of all pool users.

HOURS, SALARY & BENEFITS

Hours: full time, permanent contract.
37.5 hours per week, including Saturdays.
Please see opening hours below, your shifts will be on a rota over the opening times weekly.

Sports Centre Opening Hours:

Mon - Fri: 7am - 9pm

Saturday: 7am - 1pm

Salary: From £27,560 per annum

Benefits:

- 5% employer pension
- Cycle to work scheme and shopping discounts
- Means tested staff discount
- Staff lunch and supper, depending on shift time's
- 25 days annual leave + bank holidays
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Personal accident at work cover
- On site parking

APPLICATION & KEY INFORMATION

Interviews will be held as applications are received. However, we reserve the right to close the vacancy early due to high application numbers, so early application is encouraged.

Applicants should complete the school's application form via [ETeach](#)

If you need any adjustment for the application or interview process please contact hr@westonbirtschool.uk

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



MAIN RESPONSIBILITIES

- To have an awareness and work in accordance with best practice and legal requirements for Sports Centres and in particular Swimming Pools
- Work to the processes and procedures detailed in the Normal Operating Procedures, Emergency Action Plan and Specific Incident Management Pack
- Maintain, promote and record health and safety checks, in accordance with the daily or weekly inspection sheet
- Promote and perform a working environment that is in accordance with detailed Risk Assessments, highlighting areas of improvement or concern at the earliest opportunity to through the correct reporting procedures
- Ensure the safe and efficient operation of the Swimming Pool environment.
- Adhering to all recommendations outlined in the documents Managing Health and Safety in Swimming Pool and PAWTAG
- Perform and record daily pool testing in accordance with the guidelines documented in the NOP
- Promote and provide an environment that is clean, safe and comfortable for members, guests and visitors to Westonbirt Sports Centre
- Provide excellent customer service, assisting all users with their needs and ensuring they have a positive experience
- Particular attention must be paid to cleaning and servicing the needs of pupils and guests to include (but not limited to); Floors, walls, toilets, sinks, mirrors, drains, doors, paper towel products, soap and shoe cover dispensers
- Organise and oversee a variety of recreational activities, ensuring they run smoothly and are enjoyable for all participants.
- You will be required to carry out lifeguarding duties as part of your role, ensuring the safety of all pool users

PERSONAL SPECIFICATION

Essential

- Current RLSS NPLQ
- Current RLSS AED
- Confident communicator at all levels
- Flexible approach to working hours

Desirable

- Experience working in a school environment
- Level 2 swimming teacher or any aquatics, sports, or fitness qualification
- Fitness Training Certificates
- Pool plant operator qualification and/or experience
- Lifeguard instructor qualification
- 2 years industry work experience
- Strong communicator
- Positive and enthusiastic team player



WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: www.wishford.co.uk

