



Excellence for All

JOB DESCRIPTION

JOB TITLE: Pool Assistant

RESPONSIBLE TO: Assistant Headteacher – HIVE & Therapies (with dotted line to Head of Operations in relation to pool operations and safety)

GRADE: Support staff scale 3

STATEMENT OF PURPOSE:

- To supervise the security and safety of pool users and carry out rescues as required.
- To undertake basic pool maintenance and cleaning duties as required.

KEY RESPONSIBILITIES:

To comply with pool safety operating procedures at all times.

To constantly scan the pool while in use and be prepared to take action in the event of an emergency.

To check the safety of pool equipment and report any damage or malfunction of equipment, plant or building fabric to the Head of Estates.

Perform inspection of pool safety equipment including rescue aids and alarms in accordance with the operating procedures.

To assist with the assembly and dismantling of equipment as required.

To undertake basic pool maintenance, e.g. backwashing, filter cleaning and pool water testing as directed by the Head of Estates.

To ensure that a consistently high level of cleanliness and hygiene is maintained throughout the pool area at all times.

Carry out regular checks of the changing facilities, paying particular attention to safety, facility operation, security, cleanliness and hygiene.

To comply with the pool's Health and Safety procedures at all times.

To ensure that all equipment is stored safely and securely when not in use.

To report any maintenance issues using the appropriate procedures.

To assist the Head of Estates and Swimming Teacher with any tasks involved in the operation of the pool.

To assist with the emergency evacuation of the pool, for example in the event of a fire alarm.

SUPPORT FOR THE SCHOOL:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support differences to enable students to have equal access to pool usage.
- Recognise your own strengths and areas of specialist expertise and use these to lead, advise and support others.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	Willing to train for the National Rescue Award.	Qualified first aider
Knowledge, Skills & experience	<p>Previous work assisting with swimming pool</p> <p>Skill and experience in the application of pool surveillance and rescue techniques.</p> <p>Commitment to team-working, and respect and consideration of others.</p> <p>Excellent communication skills.</p> <p>Ability to react calmly and effectively in emergency situations.</p> <p>Ability to prepare routine administrative paperwork relating to the pool.</p> <p>Knowledge of CPR and emergency medical procedures.</p> <p>Ability to follow routine verbal and written instructions.</p> <p>Ability to maintain vigilance without distraction to ensure pool safety.</p>	Previous pool maintenance experience.
Other	<p>An understanding of and commitment to the school's ethos and Golden Rules.</p> <p>An understanding of how SEN students and their staff teams may use the pool.</p> <p>Commitment to ensuring an enjoyable and safe experience for all pool users.</p>	

Please note:

Working with Special Educational Needs students requires a particular understanding and appreciation of the individuals' needs and circumstances. The students that attend Manor Green School all require a greater degree of support due to their physical, learning and/or communication needs. They face significant challenges when accessing the world around them and it is our role as professionals to facilitate and enhance their experience. A broad spectrum of training will be provided on how to support the particular needs of our students.

The work will necessarily involve sitting at low tables, on the floor and may involve the manual handling of students. The environment is designed to be accessible to all, however there may be times when it is noisy and busy.

In some cases, students may display behaviours that challenge. On rare occasions these behaviours may result in verbal aggression and/or physical assault/violence towards staff.

It should be understood that this is a response to the world around them and their challenges interacting with it. We acknowledge that this can be challenging for staff and is therefore emotionally and physically demanding. We promote a culture of wellbeing for all and as staff your needs are included in this. To ensure that your emotional, physical and spiritual needs are also met, you will be able to access training, coaching and counselling services as required.

This is not an exclusive or exhaustive range of responsibilities, rather an indicative list. You may be required to carry out further duties as reasonably required and commensurate with the position.