



WESTONBIRT
SCHOOL

SWIMMING ACADEMY PROGRAMME COORDINATOR

- CANDIDATE PACK -

JOB DESCRIPTION

Westonbirt School Leisure Centre are looking to recruit a suitably qualified, enthusiastic, and energetic swimming programme coordinator.

The successful candidate will be planning, organising, and overseeing the delivery of high-quality swimming programmes within the leisure centre and school, ensuring compliance with health and safety standards and providing an excellent customer experience for all participants.

You will be responsible for the day-to-day planning and delivery of the Swimming Academy lessons and courses, third party bookings for the pool, and will support with the development and delivery of the swimming programme across the school. Working alongside the school PE and Swimming staff, your time will be split between teaching, oversight of other teachers and administrative duties as detailed below.

This role is a direct report to the Wishford Commercial Director and works alongside the sports centre and PE teams at Westonbirt School.

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.

Westonbirt School 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.

APPLICATION PROCESS & KEY INFORMATION

Applicants should complete the school's application form and submit by email hr@wishford.co.uk

You can apply via TES - [link here](#)

Interviews will be held as applications are received.

If you need assistance with applying, or adjustments for the application process or interviews, please contact hr@wishford.co.uk

HOURS, SALARY & BENEFITS

Role is full time and year-round.
40 hours per week, 5 day out of 7.
Flexible working hours that suit the requirements of the business and the needs of the swim academy.

Salary dependant upon qualifications and experience approx. £28,000 to £34,000

Benefits:

- 5% employer pension
- Cycle to work scheme
- Means tested staff discount
- Complimentary lunch
- 25 days holiday + bank holidays per annum
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down
- On site parking

RESPONSIBILITIES/TASKS

- Manage and lead our team of Swim Teachers, offering a range of classes from Parent and Baby right through to Swim Clubs and Adult lessons
- To be responsible for the successful running of the Swimming Academy. This will involve all administration including enrolment, class programming and staffing
- Line management of the team including recruitment, training and development, as well as rotas and payroll
- To be responsible for ensuring an excellent level of teaching is delivered to customers; that is exciting and engaging activities and lessons are being delivered at all times
- Ensure the classes and teaching are following the Swim England Learn to Swim framework
- Develop and implement successful methods of communication across the wider Club team and between your team members and parents
- In conjunction with the schools marketing team, develop internal and external marketing strategies for the swimming academy
- To continue to support partnerships with Swim England and approved training providers to successfully offer CPD as appropriate
- Manage the Swimming Academy budget
- Drive the department to meet all set targets, agreed with the Commercial Director
- As a senior member of the Sports Centre team, ensure the centre is clean, safe and operationally compliant with Health & Safety at all times, including equipment.
- To work as part of the Westonbirt Sports Centre Team and to support with Duty Manager and Lifeguarding responsibility's when required
- To work alongside the school and holiday club staff to assist with delivery of swimming lessons and courses
- To work with the schools PE department to facilitate the most effective use of the shared facility
- Identify and develop additional opportunities for revenue growth including outside term time
- Ensure the safe and efficient operation of the swimming pool environment. Including adhering to all recommendations outlined in the documents "Managing Health and Safety in Swimming Pool" and "PAWTAG"
- Support with water testing and any other requirements as set out in our operating procedures
- Ordering swimming supplies for the Sports Centre
- Ensure that a high level of customer service is maintained at all times

PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

- Swim England Level 2 Qualification
- RLSS National Pool Lifeguard Qualification or NPLQ
- Flexible approach to working hours
- Experience in supervising and leading a team, with the passion to inspire and drive others to achieve and exceed targets.
- Excellent communication & interpersonal skills, with the ability to respond appropriately & professionally to everyone you interact with.

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.

Westonbirt Swim Academy provides fun and inclusive swimming lessons for children of all abilities from ages 3 – 16. Following the Swim England framework, our programme is designed to ensure your child not only learns an essential life skill, but builds confidence in the water whilst having fun under the guidance and expert tuition of professional and empathetic swimming teachers. In addition to small group lessons (6 – 8 per class) Westonbirt Swim Academy offers private 1:1 lessons for juniors (4+) and adults in the safe and inclusive environment of the 25m heated indoor pool at Westonbirt School.

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 of 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