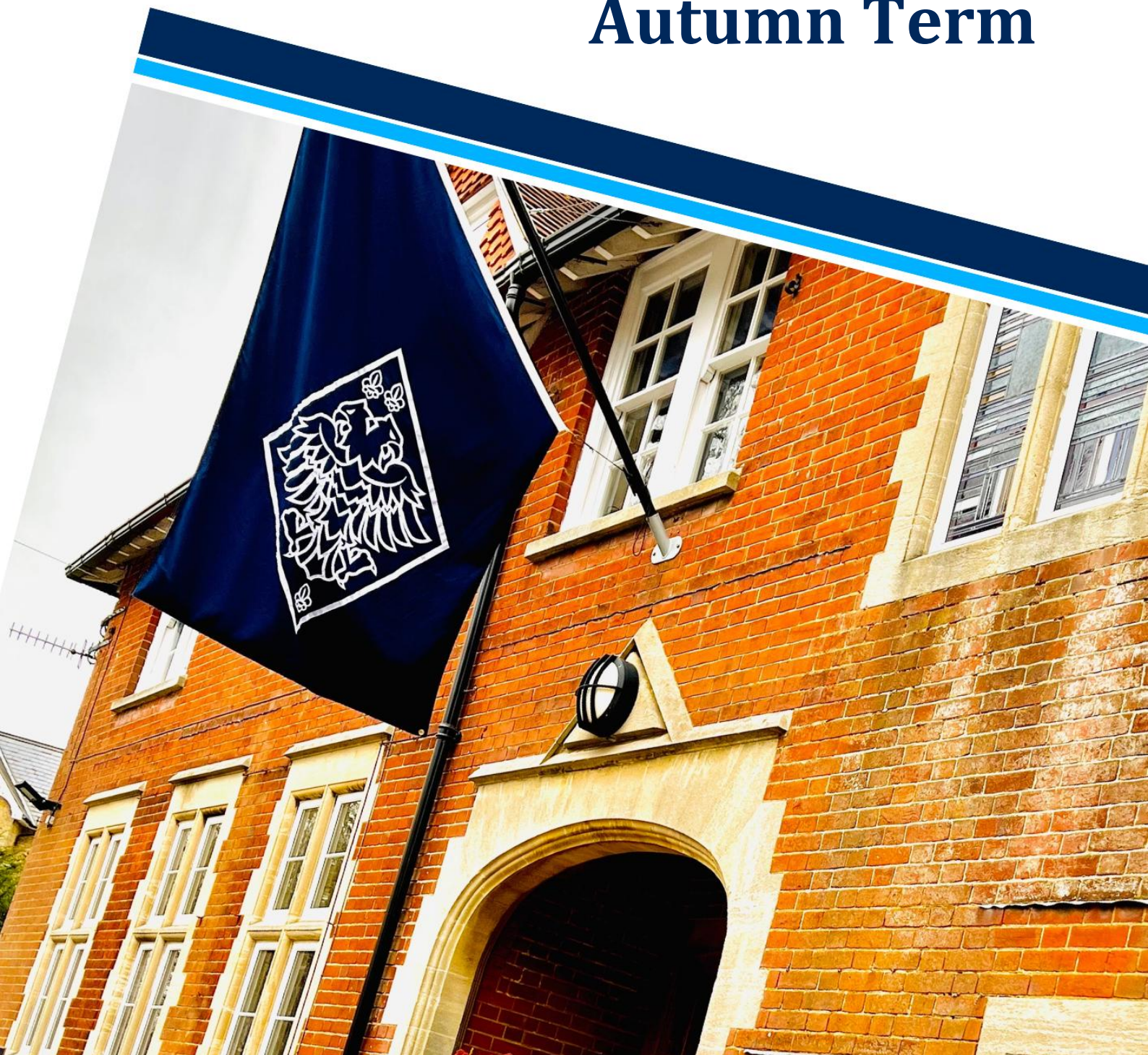


Candidate Pack

Leisure Centre Duty Manager

Autumn Term



About Us

Godolphin is a distinguished school with a remarkable legacy spanning three centuries. We provide an inspiring and dynamic environment for learning, discovery and personal growth, welcoming young people from ages 11 to 19.


Our holistic approach to education nurtures curiosity, intellectual development, practical skills and critical thinking. We are proud of our inclusive and diverse community where every pupil is empowered to thrive in an ever-evolving world.

In a significant and exciting development, Godolphin has recently become co-educational, welcoming boys into our school community. We believe this evolution enriches our environment, broadens perspectives, enhances collaboration and prepares pupils for life beyond school.

At the heart of Godolphin is a culture of excellence. Our core values of ambition, authenticity, courage and kindness shape everything we do and are embedded into our daily life. As we continue to grow and evolve, we are delighted to welcome new candidates who share our passion for education and commitment to young people. Whether you are joining us as a teacher, leader, or member of our support staff, you will find a warm, purposeful and collaborative community, one where your contribution will make a real and lasting difference.

Our mission is to support every pupil on their journey, equipping them with the confidence, skills and resilience to meet life's challenges and make a positive impact on the world. At Godolphin, every young person is encouraged to shape their own story, and we hope you will be part of ours.

Jenny Price
Head

A blue-tinted photograph of a brick building with a flag featuring a crest. The building has multiple windows and a central arched entrance. A flag with a crest is flying from a pole on the left side of the building. The text is overlaid on the lower half of the image.

“Pupils of all ages have exceptionally positive attitudes to learning, they are extremely aspirational for themselves and ambitious for those around them”

ISI Report 2023

The Department

Godolphin Pool and Fitness Centre, which is located within the School grounds, consists of an impressive indoor 4 lane, 25m swimming pool with a viewing gallery, and a 13 station and free weights Gym.

The centre is used extensively by School students (Godolphin and Chafyn Grove Schools) and staff along with external bookings from local swimming clubs. We are also delighted to offer the local community use of our leisure facilities.

The Role

Hours	40 Hrs p/w, permanent
Salary	£30,141 p.a.

We are looking for an experienced, enthusiastic and flexible Duty Manager to assist the Leisure Centre Manager with the effective operation of the Leisure Centre.

Focus will be on supervising daily centre operations to ensure a safe, welcoming and efficient environment for all visitors, ensuring the swimming pool is appropriately maintained, staffed and managed for the benefit of the School and outside users.

Applicants must have a flexible approach to working hours, including some evenings, weekends and bank holidays.

Staff at Godolphin can enjoy free on-site parking, complimentary lunch during term-time, free membership to our Leisure Centre, access to Health Assured Employee Assistance Programme, Cycle-to-Work scheme and other work-related benefits.

Job Description

Role	Leisure Centre Duty Manager
Reports to	Leisure Centre Manager
Department	Estates
Relationship	The post holder is accountable to the Leisure Centre Manager in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will work closely with team members and support the team when necessary.

Duties & Responsibilities

Purpose

The Leisure Centre Duty Manager will assist the Leisure Centre Manager in the effective operation of the Swimming Pool and Fitness Centre within Godolphin School and be responsible for the same in the absence of the Leisure Centre Manager. Focus will be on ensuring that the swimming pool is appropriately maintained, staffed, and managed for the benefit of the School and outside users.

Building and Equipment

- Ensuring daily management and integrity of the swimming pool and fitness facilities at the School are maintained
- Ensure that the swimming pool facility (including the pool itself, the pool hall, gym, changing areas, toilets, and other areas) is maintained to a high standard day-to-day. This will necessarily include ad hoc cleaning (though note that the main daily cleaning will be done by others) and the appropriate setting up, management and storage of pool equipment
- To act as a main key holder, ensuring the facilities are opened, closed and secured as determined by the operational programme, and in an emergency supervise the clearing of all buildings according to procedures
- To work with the pool staff to manage the pool in such a way as to ensure it is always ready and available for use during and outside of the normal school day, and for such other school events that will from time to time be organised

School and Community Use

- Contribute to the Godolphin community through wide and varied events
- Inspire Godolphin students with an exciting programme and opportunities
- Work extremely closely with Heads of Department to ensure smooth running and high standards of curriculum

Health and Safety

- Ensure that appropriate and detailed records are maintained to demonstrate full compliance with all relevant and recommended good practice for pools and in particular with the guidance issued by the Health and Safety Executive
- Review, develop and maintain the Pool Safety Operating Procedures for the swimming pool facility, ensure they are adhered to and are reviewed regularly to make sure they are up to date with current regulations
- Create, develop, and review risk assessments, identify & control hazards
- Complete pool records (as per HSG179) (managing H&S in swimming pools) and PWTAG guidelines
- To ensure the highest level of health and safety practice in the facility, including training, cleaning, water testing and maintenance duties are carried out
- To be responsible for the monitoring of stocks and ordering replacement chemicals and supplies at both sites
- Manage the pool plant to ensure appropriate dosing of the pool to maintain water quality and have a thorough understanding of COSHH regulations
- Ensure routine maintenance, checks and inspections of plant and machinery and equipment within the swimming pool facility are carried out (by others, where appropriate). Working closely with the Maintenance team to achieve this

Management Training and Development

- Line manage pool and fitness centre staff including appraisals and performance management, where necessary
- Undertake staff rotas ensuring compliance with staffing numbers and ratios
- Attend monthly staff lifeguard training sessions, as and when held, in accordance with the qualification requirements of the Generation 10 NPLQ syllabus, to ensure that competence is maintained, and training hours are logged under the guidance of a qualified trainer/assessor
- Manage CPD for Lifeguards including IQL requirements
- Arrange training sessions and record training attendance accurately
- Conduct competency assessments on lifeguards as required
- Monitor lifeguard qualification expiry dates and present candidates for renewal as their trainer with accurate training records for inspection

Finance

- To work with the pool staff in meeting both financial and performance targets
- To support the Leisure Centre Manager with the income and expenditure budgets

General

- To be on call when needed for emergencies required at the pool and to be the point of contact to support the duty pool staff

- To attend to injuries and incidents, including liaising with the Estates Manager and emergency services and the completion of relevant reports
- To attend meetings both internally and external relevant to your work programme
- To attend training courses and follow Continuous Professional Development training
- To be able to cover shifts in any required capacity (e.g., lead shift, lifeguard) as and when required

Values

- Promote Godolphin's four core values through an inclusive, healthy and ambitious provision for all based on:
- **Ambition:** Always strive to achieve your best. Set challenging goals and work hard to reach them. Support others with their ambitions
- **Authenticity:** Be confident in yourself. Always be honest, loyal and trustworthy
- **Kindness:** Care for others and value yourself. Understand the value of diversity and offer help where you can
- **Courage:** Trust yourself and never let fear stop you developing your skills. Find opportunities, understand the risks and ensure your ideas lead to positive actions

Professional Responsibilities

- Uphold and perform standard teacher standards and expectations (see Appendix A).
- To promote, facilitate and deliver excellent educational outcomes for all
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the Director of Finance and Operations or Data Protection Officer at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	Royal Life Saving Society (RLSS) National Pool Lifeguard Qualification (NPLQ)	Essential	Application Form
	Pool Plant Operators Licence	Essential	Original Certificates
	First Aid at Work	Essential	
	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	Skills Test
	Lifeguard Trainer/Assessor Qualification	Desirable	
	Swimming Teacher Qualification	Desirable	
	Level 2 Gym Instructor	Desirable	
Work Experience and knowledge	Knowledge of HSG179 – Managing Health & Safety in Swimming Pools and PWTAG guidelines	Essential	Application Form
	Sales and knowledge of Customer Service standards and procedures	Essential	References
	Line management of a team	Essential	
	Health and Safety	Essential	
	Basic anatomy and physiology	Essential	
	Rotas, Risk Assessments, COSHH, NOP, EAP	Desirable	
	Previous experience in Schools/working with children	Desirable	
Communication Skills	Excellent communication skills in all forms, particularly written English	Essential	Person Specification Statement
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
	Experience of managing challenging conversations/situations	Essential	
	Liaising with parents and service users	Essential	
	Verbal communication with students	Essential	
IT Skills	Efficient and effective all round IT skills	Essential	Application Form
	Ability to work with all MS Office applications including OneNote	Desirable	
Personal Qualities or Skills	Excellent organisational skills, able to manage a range of competing demands	Essential	Application Form
	Ability to react calmly and effectively in emergency situations	Essential	Person Specification Statement
	Proactive, able to think laterally when required	Essential	
	Accuracy and attention to detail	Essential	
	Adaptable and flexible with hours/days worked	Essential	
	Positive team player	Essential	
	Good sense of humour	Desirable	

For more information and to apply online please click [here](#) to visit the United Learning recruitment portal.

Interviews

The closing date for applications is **12:00pm, 08 October 2025**

This vacancy will close as soon as sufficient applications have been received. Interviews will take place week commencing: **20 October 2025**

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service may be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they disclose this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the School [website](#). Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society



09/2025

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Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.