



HAYLE TOWN COUNCIL

**Hayle Open Air Swimming
Pool Supervisor
(Seasonal)**

Information for Applicants

Closing Date Monday 11 May 2022

Introduction and Pool Background

Hayle Open Air Swimming Pool has been owned and managed by Hayle Town Council since the mid-1970s. It is an unheated, (but benefits from solar covers), 25 metre pool which opens for the summer season annually.

The Responsibilities of the Swimming Supervisor

The aim of this role is to ensure that the swimming pool is appropriately maintained and managed for the benefit of all users. In particular the role –holder will:

- Ensure that the swimming pool facility (including the pool itself, changing areas, toilets, office and external areas) is maintained to a high standard day to day. This will necessarily include routine and ad hoc cleaning (or the overseeing of) including the regular emptying of the poolside bins, and the appropriate setting up, management and storage of pool equipment.
- Work on in rotation with other lifeguards at the pool side
- Work closely with the Facilities and Contracts Manager to ensure the swimming pool is suitably equipped and set out for any booked/planned activities
- Be responsible for opening and closing the pool facilities (this will include evenings and weekends)
- Ensure compliance with the normal and emergency operating procedures for the swimming pool facility
- Ensure all compliance with health and safety requirements, including taking regular water samples for quality testing
- Manage the pool plant, with support from the Facilities and Contracts Manager and/or contractor, to maintain water quality and have 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) and ensure that first aid kits are routinely refilled
- Be familiar with the risk assessments and identify and control hazards and alert the Facilities and Contracts Manager to any potential issues
- Complete pool records (as per HSG179)
- Work with a clear understanding of HSG179 (Managing health and safety in swimming pools)
- Be aware of the Town Council's Health and Safety Policy and its application to the Swimming Pool facility

- Be responsible for staff rota and appropriate staffing levels, lifeguards and staff at all times to meet the pool's or external hire requirements (if any)
- Manage such staff and ensure they are appropriately supervised and attend training sessions routinely
- Ensure sufficient appropriate paperwork/forms and stationery is readily available and completed daily or as necessary
- Be responsible for the issue (and return) of staff clothing and equipment, with the Facilities and Contracts Manager
- Be responsible for ensuring sufficient pool chemicals, cleaning materials and sundry items in relation to the toilet facilities and showers are always in stock and prepare lists for timely ordering
- Ensure that the highest level of customer service is being delivered at all times, by all team members

Any additional duties, as directed by the Facilities and Contracts Manager which are within the reasonable capability and responsibility of the Swimming Pool Supervisor.

Line Management

The Swimming Pool Supervisor is supervised day-to-day by the Facilities and Contracts Manager and is ultimately responsible to the Town Clerk. A regular, weekly meeting with the Facilities and Contracts Manager will take place as a minimum.

The Candidate

Applications are invited from enthusiastic individuals who work well individually and as part of a team. The successful candidate will have experience of pool maintenance. Knowledge of 'HSG179 – Managing health & safety in swimming pools' is desirable.

It is essential that the post-holder has a good standard of written and verbal English and mathematical skills and hold current NPLQ, valid, as a minimum, until the end of the season.

Ideally candidates will hold either an ISRM Pool Plan Operation Certificate or STA/ISPAL level two Certificate in Swimming Pool and Spa Water Treatment. Applicants should also have experience in reviewing risk assessment, working in accordance with the NOP and EAPs, managing staff and have experience of providing customer service.

Arrangements for the Appointment

Applications

Candidates should complete all sections of the application form which should be submitted by noon on Monday 11 May 2022. These should be emailed for the attention of the Facilities and Contracts Manager to info@hayletowncouncil.net.

If you prefer to apply in hard form please send your application to Hayle Town Council, Hayle Community Centre, 58 Queensway, Hayle, TR27 4NX.

Interviews

Interviews will be conducted at the Town Council office. This will consist of an interview with the Facilities and Contracts Manager and/or Town Clerk.

Terms and Conditions

The job is a seasonal, post only and you will be expected to work Friday to Tuesday inclusive of weekends for the entire summer period.

The pool supervisor will ideally start work prior to the pool opens to the public to prepare for the summer season. The pool is due to open on Saturday 28 May 2022 in a limited capacity, and daily from 25 June 2022 and it is anticipated that it will close on Sunday 11 September 2022. The season could potentially be extended subject to factors such as staff availability, weather forecast etc.

The rate of pay will be £10.63 per hour and you will be paid weekly. Accrued holiday pay will be paid at the end of the summer season.

Safeguarding

Hayle Town Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Applicants must be willing to undergo safeguarding screening appropriate to the post including checks with past employers. The appointment will be subject to satisfactory references, verification of identity and proof of qualifications. All employees of Hayle Open Air Swimming Pool are required to submit to the checks undertaken by the Disclosure & Barring Service at the enhanced level of disclosure.

Equal Opportunities

Hayle Town Council is an Equal opportunities employer and welcomes applications for all posts from appropriately qualified persons regardless of age, disability, ethnicity, gender, marital status, sexual orientation, religion or belief.