

Swim Academy Manager



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

The role

The Sports Complex is a large multi-purpose facility within Haileybury offering extensive wet and dry side activity areas and a wide range of services to pupils and staff at Haileybury, as well as members of the public.

The Swim Academy Manager is the principal person responsible for the planning and development of successful swimming based programmes at the Sports Complex.

The role requires the post-holder to coordinate and manage a range of key personnel linked to allocated commercial activities. to oversee, co-ordinate and quality assure all swimming based programmes at Haileybury Sports Complex, and to monitor and evaluate the performance of all swimming programmes/staff in order to maximise financial returns and meet customer demands and expectations.

The position of Swim Academy Manager is a full-time role, working all year round. Exact working pattern will be determined by the Sports Complex programme of activities and will be agreed in advance with the Sports Complex Manager.

Due to the nature of this role, it is absolutely essential that there is a strong working relationship between the Swim Academy Manager and the Sports Complex management team in order for the workload to be organised efficiently and effectively. The post-holder must have a flexible approach to their work and the way in which their duties are organised.

The post-holder will be required to work 40 hours per week. Please note there is a requirement to work early mornings, evenings and weekends in order to be flexible towards the needs of the Swim Academy, the exact pattern to be agreed with the line manager.

Applications for part-time working arrangements will also be considered.

The Swim Academy Manager will be responsible to the Sports Complex Manager.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.



Responsibilities

- Effectively plan and programme swimming provision in line with commercial and school requirements/timetables, in collaboration with the Sports Complex management team.
- To assist and, where appropriate, lead in the development of a range of swimming programmes that are cost effective, safe and quality assured.
- To assist in the promotion and branding of swimming programmes delivered by the Sports Complex.
- To maximise secondary spending opportunities via the promotion of awards schemes and other relevant aquatic merchandising.
- To manage a bank of casual swimming instructors/coaches. Ensure swimming instructors/coaches skills remain up-to-date and commensurate with the first-class service required for this role, implementing new training systems to support development, as required.
- To introduce a standardisation framework for developing best practice in teaching and learning on aquatic programmes. Part of this process should include strategies and solutions to improve the quality of teaching with the ultimate aim of making Haileybury's swimming programmes renowned for its' advanced swimming practitioners'.
- To administrate and organise an efficient enrolment and admissions process for all swimming based programmes (to include registrations, attendance, waiting lists, payments & confirmations).
- To handle customer feedback promptly and professionally in accordance with current policies.
- To regularly monitor customer feedback to include carrying out questionnaires.
- To act as cover for swimming personnel; instructors/coaches, in periods of absence.
- To keep the management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To attend Sports Complex management team review meetings as required.
- You are required at all times to carry out your duties in a safe manner, so as not to endanger yourself or other people. If you consider something is unsafe or likely to cause injury or ill health, you must report it to the Sports Complex Manager promptly. You should read and understand the Haileybury Health and Safety Policy, which will be made available to you at your place of work.
- To effectively harmonise the progression routes of all clients attending swimming programmes at the Sports Complex, in collaboration with the Sports Complex management team.
- To assist in the recruitment and selection of high quality swimming teaching personnel.
- to ensure that swimming programmes are adequately resourced with staff who are appropriately qualified and competent to teach/train on Sports Complex led programmes.
- To undertake appropriate training courses that will enable the post-holder to meet current legislation and/or industry guidelines, and ensure that skills remain up-to-date and commensurate with the first class service required for this role.

Responsibilities

- To have a full working knowledge and understanding of the requirements of Health and Safety in Swimming Pools and to operate at all times within these guidelines.
- To help support a standardisation framework for developing best practice in teaching and learning on aquatic programmes. Part of this process should include strategies and solutions to improve the quality of teaching with the ultimate aim of making Haileybury's swimming programmes renowned for its' advanced swimming practitioners'.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Sports Complex team, school personnel, and customers.

Additional Duties

- Develop secondary lines of income such as leisure based training courses - National Pool Lifeguard Qualification, National Rescue Award for Swimming Teachers and Coaches, SEQ Level 1 Swimming Assistant (Teaching), SEQ Level 2 Teaching Swimming, National Pool Plant Operators Certificate, residential holiday swim camps and half term swimming lesson crash courses.
- To receive and manage all correspondence, in relation to allocated commercial activities, including telephone calls and emails, in an appropriate manner.

- To remain up to date with all appropriate practices, procedures and regulatory requirements within your allocated areas of responsibility and to undertake your duties in line with established Haileybury practices and protocols.
- In conjunction with the Sports Complex management team to design and implement efficient and effective working systems and to review and improve such systems over time, as required.
- To ensure that all work is supported with an electronic trail i.e. supported by an appropriate filing system which contains clear and accurate working documents.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the department, school personnel and customers.
- To keep the management team up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.
- To make use of appropriate computer software and equipment and facilities in order to complete duties in the most efficient and effective way including accounting packages, Google workspace, Word processing packages, spreadsheets, databases, etc.
- To maintain a code of confidentiality commensurate with the role.
- Such other duties as required to contribute to the smooth running of Haileybury Sports Complex.

Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Person specification

Qualifications

Essential

- SEQ Level 2 Teaching Swimming
- SEQ Level 1 Swimming Assistant (Teaching)

Desirable

- National Rescue Award for Swimming Teachers & Coaches
- SEQ Level 3 Swim Coordinator
- First Aid at Work Certificate
- National Pool Lifeguard Qualification (NPLQ)
- RLSS UK Trainer Assessor (TA)
- Health and Safety Qualification

Knowledge, Skills and Experience

Essential

- Previous experience of working within a Leisure Facility for the Public and/or Private Sector
- Experience of working with internal and external stakeholders effectively at all levels of seniority, with the ability to develop and maintain excellent working relationships
- Working knowledge of budget management and financial planning
- Proven delivery of commercial targets
- Strong IT skills, proficient in the use of Microsoft Office and/or Google suite
- Ability to ensure that all practices and protocols within the function continue to develop and remain up-to-date and in line with best practice

Desirable

- Proven experience as a strong project manager
- Highly skilled with project management software.

Personal Attributes

- Highly organised with the ability to prioritise and work to deadlines under pressure
- Able to use own initiative to effectively problem solve
- Ability to motivate others and give clear direction
- Flexible approach with the ability to adapt to changes to work schedules and willing to help with various activities
- Ability to understand and operate within an educational and/or residential environment
- Accurate with an eye for detail
- Confident and self-motivated
- Honest and reliable



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

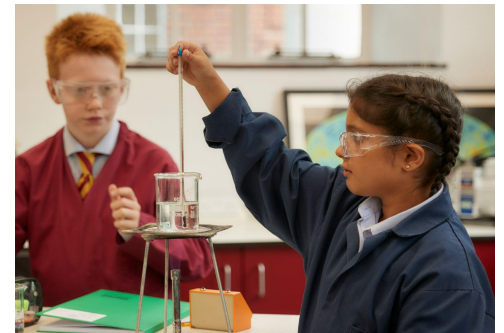
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday** on **25 April 2025**.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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