

BRADFIELD COLLEGE
JOB DESCRIPTION

JOB TITLE: Swimming Lesson Manager **REPORTS TO:** Sports Complex Manager

DEPARTMENT: Sports Complex **DATE:** July 2026

This Job Description is neither final nor exclusive and the range of tasks would embrace many incidents and situations, which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE:

The Swimming Lesson Manager manages the swimming lesson programme within the Sports Complex. The Swimming Lesson Manager oversees the swimming lesson programme and will be line manager to the swimming teachers to ensure all lessons are executed enthusiastically, safely, and securely within the guidelines of the National Plan for Swim Teaching and the Sports Complex Pool Safety Operating Procedures.

The Swimming Lesson Manager will also be line manager to the Swimming Lesson Assistants who assist the swimming teachers. From 1 September 2026 the Swimming Lesson Manager will also be responsible for the planning and delivery of swimming lessons at St Andrew's School, Pangbourne for commercial customers.

PRINCIPAL ACCOUNTABILITIES:

- To manage the swimming lesson programme both at Bradfield College Sports Complex and St Andrew's School Sports Centre from 1 September 2026.
- To ensure that the stages are utilised as efficiently as possible, and the correct number of Swimming Teachers and Swimming Lesson Assistants are provided for each individual lesson.
- Ensure that pre-lesson swimming assessments are provided within the programme and that Swimming Teachers have all the resources they need.
- Produce the swimming registers at the beginning of each term and ensure they are populated correctly.
- Assist with the preparation of the direct debit files ensuring corrections are made before submission.
- To ensure clear communication with parents/guardians regarding renewal processes and the new starter enrolment procedure.
- Personally address any customer complaints or feedback in connection with the Junior Swimming Lesson Programme.
- Assist with the planning and implementation of 1-2-1 swim lessons.
- To line manage all Swimming Teachers and Swimming Lesson Assistants, with responsibility for recruitment, induction, delivering training, development & performance management.
- Provide support and guidance to the Swimming Teachers as needed.
- Be the main point of contact for Swimming Teachers and arrange relevant meetings with regards to swimming lessons as required.
- Ensure correct pay claims and leave on Healthbox are authorised on time.
- Assist the Marketing Manager & Sports Complex Manager in any marketing that is created to boost participant numbers.
- Take an active role in promoting swimming lessons at St Andrew's school and exploring the possibility of migrating some lessons from Bradfield College.
- Develop the swimming programme and explore new courses such as Rookie Lifeguard.
- Forge positive relationships with local schools and swimming clubs in order to maximise the pool timetable.
- Be responsible for updating the key performance information for swimming lessons each term.

- Implement and promote intensive swimming lesson courses to maximise attendees. In addition be responsible for ensuring adequate pool space, teachers and swimming lesson assistants.
- In conjunction with the Head Receptionist provide information to the Reception team to support all aspects of the swimming lesson programme: in particular providing pricing and termly fee information; and ensuring that all correct paperwork is completed and entered into the system with regard to booking pupils and courses.

SAFETY

- In conjunction with the Sports Complex Operations Manager ensure the swimming lesson programme adheres to the Pool Safety Operating Procedures of the Sports Complex.
- Ensure all swimming teachers are qualified and compliant in line with College procedure.
- Ensure Swimming Lesson Assistants have the correct training and are fully compliant before their work commences.
- Check all equipment is safe and that there is an adequate amount for each lesson.

SKILLS & QUALIFICATIONS:

- A level 2 Qualified swimming teacher with a minimum of 3 years' experience.
- A methodical approach to planning and organising.
- Must have excellent written and verbal communication skills
- Must possess outstanding customer service skills
- Ability to multi-task and be well organised
- Competent in using Microsoft Word, Outlook, and Excel
- Collaborate effectively within a team environment.
- Likeable & friendly personality, reasonable and calm
- Excellent communication skills
- Presentable and approachable
- Self-Motivated

EXPERIENCE:

- Stage 2 swimming teacher for a minimum of 3 years
- To have experience of working within the leisure & sporting industry ideally in a front of house or administration role.
- At least two years' experience of working within a customer focused environment, dealing with members of the public both in person and over the telephone.
- Experience of using a database would be desirable but full training on the front of house software package will be provided.

Safeguarding

Bradfield College is committed to safeguarding and promoting the welfare of children and young people and applicants must be willing to undergo child protection screening as part of their application. This includes submitting an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers.