



JACK TIZARD SCHOOL
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Headteacher: Francesca Smith



Job Description & Person Specification

Designation:	Hydrotherapy Pool Assistant Manager
Responsible to:	Hydrotherapy Pool Manager and Headteacher
Employees directly supervised:	Casual Lifeguards & Holiday Playscheme Assistants
Grade:	Scale 6

Job Description

1. Job Purpose

- To assist the Hydrotherapy Pool Manager in the maintenance of the Hydrotherapy Pool, its environment, associated plant and specialist equipment to a high standard and so as to meet the requirements for such a Pool
- To ensure building security and the proper observance of health and safety standards in usage of the Pool, its surroundings and associated specialist equipment
- To assist all users of the Pool, together with carers, teachers, therapists and others who are supporting and / or supervising users
- To maintain records to the required standard for maintenance, security, health and safety, stocktaking and ordering of supplies
- To be a strong team player in support of the School's operational objectives and Performance Indicators

2. Description of Duties

- To assist the Hydrotherapy Pool Manager in ensuring the quality of the Pool and its environs, plant and equipment is maintained according to Pool Operating Procedures
- To assist the Hydrotherapy Pool Manager in recording Pool readings on a daily basis, adjusting chemical levels as necessary and keeping appropriate records of relevant information
- To assist the Hydrotherapy Pool Manager in the taking of and recording regular temperature readings and making necessary adjustments
- Ensuring all records for the Hydrotherapy Pool are maintained, updated and are available for inspection
- To ensure the Pool environment/changing area is maintained and cleaned, ensuring all hygiene procedures are carried out and ensure chemicals and cleaning materials are stored appropriately and always locked away
- To liaise constructively with teachers, support staff, therapists and other professionals involved with students using the Pool to support implementation of learning and therapeutic programmes and to contribute to the overall ethos, work and aims of the school

- To supervise users in accordance with Pool Operating Procedures and Health and Safety Regulations
- To assist the Hydrotherapy Pool Manager in ensuring first aid kits and other essential safety equipment is serviceable at all times
- With the Hydrotherapy Pool Manager to be responsible for rescue assistance in accordance with the emergency action plan
- To produce a termly Hydrotherapy Pool timetable in conjunction with the Pool Manager and class staff that fits in with the running of the school
- Liaise with community schools, Physiotherapists to establish the needs of the students before entering the pool
- To assist Hydrotherapy Pool Manager to undertake regular emergency evacuation and manual handling training
- Assist with personal care routines
- Liaise with contractors to ensure maintenance schedules are met
- To update manual handling assessments, risk assessments & medical consents for all students using the pool
- To work with class staff to deliver students targets and to work on their individual programs
- To assist the Hydrotherapy Pool Manager to set up and deliver Holiday Playschemes. This involves promotion, leaflet design and evaluation

3. General Responsibilities

- To comply with the Schools Safeguarding and Health & Safety policies through adherence to the documented procedure and processes. To report to the Hydrotherapy Pool Manager instances of non-compliance with procedures. To report any errors, omissions and /or inadequacies in the procedures and recommend improvements
- To be familiar with the School's Equal Opportunities policies and to implement them in relation to the job responsibilities
- To promote the School's Equal Opportunities policies through the communications responsibilities of the post
- To be in possession of an enhanced DBS disclosure and other necessary safeguarding checks as required
- To be aware of and work in accordance with the Local Authority's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
- To take part in relevant training as required and be proactive in relation to personal development
- To carry out any other reasonable tasks as directed by the Headteacher or nominated representative within the scope of the job

Person Specification

Jack Tizard School staff are encouraged to be flexible to meet service demands and staff are expected to meet core competencies relevant to their post. In the case of this post, applicants will be expected to meet the competencies listed below.

These are shown as either essential (E) or desirable (D).

<u>Core Competencies</u>	Essential (E) or Desirable (D)
Qualification	
• National Pool Plant Operator's Certificate	D
• First Aid	D
• Relevant experience of Manual Handling & Risk Assessment	D
• National Pool Lifeguard Qualification (NPLQ) or equivalent	E
Knowledge	
• Knowledge of relevant policies/codes of practice/legislation. Especially Health & Safety, Equal Opportunities and Safeguarding	E
• Knowledge of maintenance and supervision of a Pool	E
Experience	
• Working as a team member to work flexibly in meeting deadlines and achieve objectives	E
• Demonstrate excellent organisational and communication skills (written and verbal)	E
• Demonstrate a high level of accuracy, attention to detail and a logical approach to problem solving	E
• Use of a computerised information system	D
• Experience of working with severely disabled children with complex medical needs	D
Aptitude	
• Able to implement solutions to identified problems	E
• Able to work unsupervised meeting deadlines on time and within budgets	E
• Ability to relate well to children and adults	E
• Able to communicate in a clear way to different audiences	E
• To be a professional ambassador for the organisation	E
• To promote pupil engagement in activities	E
General	
• Experience of the SIMS package	D
• Commitment to equal opportunities	E
• Operate safely in the workplace	E