



Facilities Directorate - Commercial and Campus Support Services Sport and Physical Activity

Swimming Instructors

You will provide swimming lessons as part of the day-to-day operation of The Edge sports facility. You will take an active role in providing swimming programmes and in providing information to customers, as well as maintaining the high standards set by Sport and Physical Activity. There will be additional opportunities to support our growing one to one swimming lesson business by building your own portfolio of clients.

As part of this role, there will be a requirement for you to work predominately on weekends throughout the year. Please note that the total number of weekly working hours will be variable for this role and will vary according to the demand for swimming lessons.

An Enhanced Disclosure from the Disclosure and Barring Service (DBS) is required for this position.

University Grade 3 (£16,017 to £17,703 p.a. pro-rata)

Pay subject to Market Rate Adjustment to £12.50 per hour plus additional University of Leeds benefits

Informal enquiries may be made to Rachel Wilson, tel +44 (0)113 343 4881, email r.j.wilson@leeds.ac.uk

Ref: FDCCS1047

Click here for further information about working at the University of Leeds
www.leeds.ac.uk/info/20025/university_jobs

Job Description

Responsible to: Swimming Development Officer
Reports to: Assistant Head of Sport (Development)

Main duties and responsibilities

- As a member of front line staff at The Edge; to be responsive to the needs of customers, constantly available to provide help and advice, and to be proactive in engaging customers.
- To be responsible to the Swimming Development Officer for the day-to-day running and supervision of the lessons and to contribute to the class programmes when required.
- To be responsible for the delivery of an agreed and documented induction to all relevant customers into the Swimming Pool facilities.
- To prepare individually tailored swimming lesson programmes for one to one customers.
- To act as the Fire Marshal and First Aider as required.
- To complete administrative duties as delegated by the Swimming Development Officer, including the recording of performance and attendance of pupils.
- To ensure that high standards of safety, cleanliness, and presentation of the facilities are maintained at all times.
- To ensure the safe and proper use of the swimming facilities equipment by customers on a day-to-day basis and ensuring that all customers adhere to the facility procedures and etiquette.
- To ensure that all equipment is visually and physically checked to be safe to use, in accordance with manufacturer instructions and operating procedures.
- To have full knowledge of the Amateur Swimming Association (ASA) National Plan for Swimming, and show customers how they can benefit from using the system.
- To provide knowledgeable advice and information to existing and prospective customers on the services provided by the facility.
- To provide professional and excellent customer service by adhering to service standards and values.
- To deal with complaints politely, referring any problems or customer complaints to the Swimming Development Officer when deemed necessary.
- To attend training, meetings and forums to contribute to the development of the service as required.
- To work within and ensure adherence to both the University's and Sport and Physical Activity's Health and Safety and Equality and Diversity policies.
- Any other duties as may reasonably be required, consistent with the grade of the post.

Additional Information

- You will be required to wear staff uniform at all times.
- You will be required to cover for others' absence, which may often be at short notice.

University Values

All staff are expected to operate in line with the University's values and standards, which work as an integral part of our strategy and set out the principles of how we work together. More information about the University's strategy and values is available at <http://www.leeds.ac.uk/comms/strategy/>.

Commercial and Campus Support Services Values

Aligned to the University's values and standards, Commercial and Campus Support Services have defined four core values that capture the essence of what we represent as a team. More information about Commercial and Campus Support Services vision, culture and values is available at <http://commercialservices.leeds.ac.uk/about-us/>

Person Specification

Essential

- To hold an ASA level 2 Swimming Teaching Qualification or equivalent.
- Experience in using the ASA awards scheme or equivalent.
- Experience and knowledge of delivering swimming lessons and swimming programs.
- Excellent communication and interpersonal skills, with the ability to inform, persuade, negotiate, and influence others.
- Commitment to providing excellent customer service.
- Commitment to driving continuous service improvements.
- Excellent organisational skills.
- Ability to work responsibly on own initiative as well as in a team across departments.
- Ability to work under pressure during challenging situations.
- Computer literate with excellent literacy and numeracy skills.
- Ability to demonstrate behaviours in line with the values of Commercial and Campus Support Services and the University.

Desirable

- Experience of working in similar facilities.
- Experience of teaching water based fitness classes.
- Experience of delivering one to one lessons.
- Experience of delivering lessons to a range of ages of people.

Additional Information

The University offers generous terms and conditions of employment, a wide range of benefits, services, facilities and family friendly policies. Full details are available on the Human Resources web pages accessible at www.leeds.ac.uk/hr

The Partnership

The Partnership has been developed by students and staff and describes the mutual expectations of us all as members of the University of Leeds community. More information about the Partnership is available at <http://partnership.leeds.ac.uk>

Criminal Record Checks

This post falls under the remit of the Rehabilitation of Offenders Act 1974 **(Exceptions) Order 1975**. As such, all applicants are required to declare any convictions, cautions, reprimands and warnings, including any pending criminal proceedings and those which would otherwise be considered 'spent' under the 1974 Act. However, amendments to the Exceptions Order 1975 (2013) provide that certain 'spent' convictions and cautions are now 'protected' and are not subject to disclosure, and cannot be taken into account by employers. Guidance and criteria on the 'protection' and 'filtering' of offences can be found on the Disclosure and Barring Service website <https://www.gov.uk/government/organisations/disclosure-and-barring-service> and at http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf

Declarations of any such information as described above, should be made in the 'other personal details' section of the application form and details sent to the Recruitment Officer at disclosure@leeds.ac.uk.

Criminal record information will be held securely by the University and in accordance with the Data Protection Act and the University's Data Protection policy, available at http://www.leeds.ac.uk/secretariat/data_protection_code_of_practice.html

Enhanced Disclosure from the Disclosure and Barring Service (DBS) is also required for this position. The successful applicant will be required to give consent for the University to check their criminal record status through independent verification (from the DBS) and from any equivalent overseas authorities where relevant.

Any offer of appointment will be subject to the University being satisfied with the outcome of these checks, in accordance with our policy, a copy of which is available at http://hr.leeds.ac.uk/criminal_records

Disabled Applicants

The post is located in the Sport and Physical Activity Building. Disabled applicants wishing to review access to the building are invited to contact the department direct. Additional information may be sought from the Recruitment Officer, email disclosure@leeds.ac.uk or tel + 44 (0)113 343 1723.

Disabled applicants are not obliged to inform employers of their disability but will still be covered by the Equality Act once their disability becomes known.

Further information for applicants with disabilities, impairments or health conditions is available in the applicant guidance.