



PERSON SPECIFICATION: DUTY MANAGER		
Criteria	Essential	Desirable
Qualifications		
RLSS Lifeguard	✓	
Health & Safety at Work		✓
First Aid	✓	
ASA or Swim England Level 1 or Level 2 swim teacher <i>(or working towards these qualifications)</i>	✓	
Level 2 Fitness Instructor <i>(or working towards these qualifications)</i>	✓	
Level 3 Personal Trainer		✓
National Pool Lifeguard Trainer Assessor		✓
Pool Plant Operator <i>(training will be provided if you don't currently have this qualification)</i>	✓	
Knowledge, skills and experience		
Working knowledge of Health and Safety in the workplace	✓	
Previous experience within a management/supervisory role, ideally within the leisure/sport industry	✓	
Skills/experience in promoting a full range of inspiring leisure/sport centre activities	✓	
Proven success of creating an environment of positivity that is engaging, energetic and fun	✓	
Excellent customer service skills with proven ability to deal with a broad range of people	✓	
Excellent organisational, prioritisation and administrative skills	✓	
Excellent people management skills/experience	✓	
Computer literate – including Outlook, Word, Excel and Database Management	✓	
Personal attributes		
Ability to remain calm and adapt to a changing work environment with a “can do” approach	✓	
Ability to work as part of a team and on own initiative	✓	
Highly motivated self-starter continuously seeking to improve business processes	✓	
Satisfy all criteria and checks relating to suitability to work in a school environment	✓	
Reliable and flexible	✓	

