

## **APPOINTMENT OF:**

Assistant Sports Centre Manager (Operations)



#### Plymouth College is currently seeking a

# Assistant Sports Centre Manager (Operations)

to join our community

Plymouth College is a leading co-educational school, which has operated at the forefront of independent education since its inception in 1877. With its excellent programmes for the academic and personal development of pupils, fantastic wellbeing and pastoral care and world-leading performance sports and co-curricular activities, the College produces well-rounded, confident and resilient young people who stand out from the crowd.

We are looking to appoint an Assistant Sports Centre Manager (Operations) to oversee non-performance swimming activities, including our successful Learn to Swim and School Swimming Lessons programmes. With exciting plans to expand recreational offerings, this role is perfect for a dynamic individual eager to lead, manage, and inspire both staff and participants.

Collaborating with schools, parents, and other stakeholders, you will coordinate bookings while fostering an engaging environment that supports children's development. Alongside managing swimming programmes, you will play a key role in the Sports Centre, ensuring Health and Safety standards are upheld, supervising users, maintaining equipment, and performing lifeguarding duties as needed.

Additional responsibilities include assisting with administrative tasks, first aid provision, facility maintenance, and occasional duties within the Fitness Suite and catering outlet. If you are a proactive leader with a passion for swimming education and sports centre operations, we would love to hear from you!

The closing date for applications is 0900hrs BST on Friday 4th July 2025.

Interviews to take place week commencing Monday 14th July 2025

Plymouth College is committed to safeguarding and promoting the welfare of children. The successful candidate must be willing to undergo child protection screening appropriate to the post, including an enhanced disclosure through the Disclosure and Barring Service.

## WHERE EVERYTHING IS POSSIBLE





## **HEADMASTER'S WELCOME**

Schools will always be a source of hope and promise for the future, and guiding pupils in schools is both a privilege and a challenge. Working to support and guide young children and adolescents through what seems an increasingly uncertain world is a truly important vocation, carrying great responsibility and accountability. For those of us who choose to take on this challenge, witnessing the development and flourishing of young people is the greatest reward.

Ours is a community which believes in learning for all, learning for life and learning in a fuller sense than just academically. For our pupils, this means that whilst examination success and demonstrable academic progress is valued, so too is the personal growth and character development gained through co-curricular activity, but also opportunities to support and lead others and to undertake community service. Pastoral care and education, and knowing all of our pupils well in our inclusive community, underpins all that we do. For our staff, learning is key too, through opportunities for career development and continuing professional development of high frequency and measurable value.

Success in life is measured in many different ways, most obviously by gold medals and examination results. Our community is rightly proud of our Olympic heritage in sport and the excellent achievements of our pupils at both GCSE and A level, but we also recognise that success for each individual means different things. We support our pupils in testing themselves in and beyond the classroom, and value resilience, teamwork, perseverance and service as much as we do raw attainment.

Ultimately, how our pupils are as people and how they build relationships with others will be of more importance to them, and to society, than how talented they are. Our community thrives in supporting both those who display excellence and those who struggle; it thrives in the development of academic and emotional intelligence and literacy, and in enhancing in our leavers a sense of their responsibility for themselves and their own actions, to others and to their environment and in creating a more compassionate and aware global community.

## Peter Watts Headmaster





## **ABOUT PLYMOUTH COLLEGE**

#### **OUR HISTORY**

Founded in 1877, originally as a boys' school, Plymouth College has a unique history of providing a first class, holistic and outward-looking education. During the middle of the 20th Century, the College served as a direct grant grammar school until 1976, when it became independent and the first girls were admitted to the School's Sixth Form. It became fully coeducational in 1995, and in 2004 the College merged with St Dunstan's Abbey School, with the Prep School moving to the old St Dunstan's site. In September 2021, the Prep School joined the Senior School on the Ford Park site, joining together all our pupils for the first time in 70 years. As we look towards our 150th anniversary in 2 years' time, our Development Office is presently planning many events over the next few years.

#### PLYMOUTH COLLEGE TODAY

Plymouth College today is a forward-looking and inclusive educational community providing a broad, balanced and enriching education. Just over 400 pupils are currently educated at the Senior School, of whom approximately 100 are boarders. The boarders come from around 35 countries, with many attracted by the College's elite sports provision. The range of nationalities adds greatly to the cultural richness of the College. The Prep School educates 130 pupils from Early Years Foundation Stage to Year 6.

The College received its last integrated ISI Inspection in 2019 and the quality of pupils' academic and personal development, as well as other achievements, were described as excellent.





#### **OUR MISSION**

Our educational mission is to be the very best support we can be in helping parents and carers in developing young adults ready for the challenges in the world ahead, and we are constantly evaluating what we do to ensure that we deliver this. Our last ISI inspection report concluded that every aspect of our educational quality was "excellent". Our public examination results, particularly when measured in terms of added value, are consistently outstanding and our pupils secure places at the world's best universities. Most importantly, Plymouth College alumni are widely regarded as rounded, interesting, mature and successful young people. Eminently employable and good to have as friends and partners.

Our mission is to educate, enrich and empower all members of our community. Our primary function is to educate pupils but, crucially, not just to pass exams. Holistic education is what we believe in, even in these challenging times, with more extra-curricular activities on offer than ever before.

We develop our pupils intellectually, academically, socially, morally and physically by creating an environment that is genuinely intellectually stimulating, progressive, adventurous and dynamic. We tame to ensure that everything we do – every lesson, every form period, every activity – is a truly enriching experience. Our pupils are genuinely empowered so that they may become successful young people, ready to make a difference in whatever field they go into.

#### **OUR ETHOS**

Plymouth College seeks to produce kind, knowledgeable, successful and compassionate pupils who develop into independent citizens that contribute positively and responsibly to our global community. The School is a caring community in which every individual is of equal importance and in which we seek to all work together for the benefit of all members of the community.

Whilst academic success remains priority, we recognise that each young person has talents which may lie in other areas. Our intention is to ensure that every pupil reaches their full potential in whatever area he or she may excel, whilst broadening their interests by pursuing a variety of activities.

Whilst the School is of a Christian tradition and pupils are familiar with, and encouraged in, the tenets of the Christian faith, we are very much an inclusive community and pupils of all religious beliefs and of none are welcome. We celebrate and enhance diversity.





## OUR PLYMOUTH COLLEGE PRINCIPLES

#### WE OFFER A VALUES-BASED EDUCATION IN WHICH OUR PRINCIPLES ARE EMBODIED:

#### **KINDNESS**

We promote kindness as being the most important principle that our pupils should demonstrate.

#### **RESPECT**

The College expects its pupils to have respect for others, our environment, other cultures, British values and to be tolerant of difference.

#### **SERVICE**

We pride ourselves on having a culture of serving others, rather than self-service.

#### RESILIENCE

We teach our pupils not to let failure drain resolve and to overcome difficulties.

#### INTEGRITY

Our community values the strong moral principles of honesty, fairness and decency and the ability to discern right from wrong.

#### **ASPIRATION**

We foster ambition, hope, confidence and self-motivation in all our pupils. Aiming high is the Plymouth College way.



### **ACADEMIC LIFE**

Plymouth College prides itself on preparing pupils for adult life, through a holistic, rounded education. Academic excellence can be seen through examination results, university destinations, and attested to in the annual DfE league tables, which illustrate it is the top performing school in the local area, including both state and independent competitors

#### PREP SCHOOL

From the Early Years, pupils develop skills and knowledge in the foundational areas of learning: literacy; mathematics; understanding the world; expressive arts; personal, social and emotional development. As they move through the years, specific subjects such as humanities, science, music are offered. From Year 3, Computer Studies, Art and French are introduced, with Design Technology following in Year 4. These subjects are taught by subject specialists who take the pupils to specialist rooms, enhancing their learning experience in tandem with the main class teacher. Years 5 and 6 consist of more subject specialisms, and pupils in these Upper Key Stage 2 years will have a range of teachers, consisting of mainly KS2 specialists for English, Maths and Science, and subject specialists across the remainder of the curriculum, i.e. for Geography, History, RS, Drama, as well as those subjects started in the earlier years

#### SENIOR SCHOOL

In Years 7 and 8 all subjects are core; there is no optionality. This allows pupils to study a broad and balanced curriculum, continuing to embed those foundational skills across all academic areas as they begin their journey towards GCSE. These subjects include English, Maths, Biology, Chemistry, Physics, History, Geography, RS, Classical Civilisation, DT, Computer Science, Art, Drama, Music, French and Spanish. In Year 9, extended optionality is introduced, with all pupils studying the core GCSE subjects of English, Maths and the three sciences, along with our bespoke Ocean Science course. Pupils will choose five options from the other dozen or so subjects. Academic PE is introduced at this point. These options are then refined in Year 10, where there is the option to narrow down to four optional subjects. We offer a mix of GCSE and IGCSE courses in Year 10, with Business being offered for the first time in Year 10.

#### SIXTH FORM

In the Sixth form the core of our offer is a wide range of A levels. These are mainly the ones that are taught at GCSE, although Economics and Psychology are new. We also offer a I A level equivalent BTEC in Applied Science. An alternative pathway is our BTEC Sports Baccalaureate, which is offered as a 3 A Level equivalent BTEC and therefore is a standalone programme.

#### **ACADEMIC RESULTS**

Plymouth College has a strong reputation for academic excellence and has consistently demonstrated high levels of value-added. It is the individual care and attention provided to our pupils that enables them to deliver of their best



## PLYMOUTH COLLEGE PERFORMANCE SPORT

In 2012, had Plymouth College been a nation, it would have been 39th on the Olympic Medal Table. There are not many schools who can boast having produced an Olympic Champion and World Record holder, and an Olympic medallist, whilst they were still at school! Fifteen current and former pupils competed at the Paris Olympics 2024.



Plymouth College's impressive accolades and achievements by pupils, while still at school, include Olympic, World, European and Commonwealth champions at both junior and senior levels as well as professional rugby and football players including recent Gallagher Premiership Rugby Player of the Year Henry Slade. We have had over 160 athletes represent 47 different nations in 15 different sports since the turn of the century, showcasing our track record of success and our internationally recognised performance sport culture.





#### PERFORMANCE SPORT PROGRAMME

Plymouth College enjoys an enviable worldwide reputation in swimming and diving. The swim programme works in conjunction with Plymouth City Council, using their state-of- the-art 50m pool alongside the College's own 25m pool. Maintaining this relationship is essential to the health of the boarding provision, as well as giving the College an international reputation.

Our swim programme allows individuals to come to Plymouth from a young age and to remain a part of the programme up toand possibly beyond - the conclusion of their schooling, allowing them to have consistency of coaching into their University years or post-18 careers. This has welcomed many day and boarding pupils who have developed into Olympic and World champions, World, European and Commonwealth record holders and medallists. It ensures regular international selections for Great Britain and home nations' swim teams, as well as facilitating international success for athletes from many overseas nations. Recent alumni of the school include **Ruta Meilutyte**, **Ben Proud**, **Josh Gammon**, **Laura Stephens**, **Tom Fannon**, **Aimee Canny**, **Sophie Freeman**, **Honey Osrin** and many more.

#### **OUTDOOR EDUCATION**

The Outdoor Education programme at Plymouth College is sector-leading. The College is fortunate enough to be surrounded by beautiful South West countryside and this, together with the Devon and Cornwall coastline, provides ample opportunities for outdoor pursuits. At Whiteworks on Dartmoor, the College has a bunkhouse which can accommodate 25 people. Activities such as caving, climbing, mountain biking, sailing, sea kayaking, canoeing, mountain and hill walking, camping, bushcraft and gorge walking are all on offer and Plymouth College pupils have been taking part in the Ten Tors Challenge for the last 40 years. Prep pupils also enjoy Outdoor Education, with our Year 5 and 6 Outdoor Explorers Club being one of the most popular, and our youngest pupils exploring the outdoors through their Forest School lessons and activities.





Music is an integral part of life at Plymouth College. From the early preparatory years, pupils are encouraged to take part and enjoy music-making and this continues throughout the upper years with the opportunity to undertake performance, listening, composition, and recording work as part of the curriculum. Tuition is available on all orchestral instruments, including percussion, as well as voice, piano, organ and all types of guitar.

Beyond the classroom, there is ample opportunity for musicians including an excellent School Choir that sings at all major school events, concerts, and church services and there are a wide range of extra-curricular music clubs such as Girls' and Boys' Voices in Harmony Clubs, Chamber Choir, String Ensemble and Live Lounge for rock, pop and jazz. There are a number of concerts every term, enabling pupils to hear, support and learn from each other.



#### CO-CURRICULAR ACTIVITIES

Plymouth College offers an exceptional range of enrichment activities which vary from term to term.

Clubs and activities run during lunchtimes, after school and at weekends and numerous residential trips take place in the school holidays to further add to the extra-curricular offer. The enrichment activities are designed to complement the provision in the academic curriculum. All pupils are encouraged to participate daily in order to aid their personal development; this could be discovering new skills or developing existing talents. Form tutors monitor pupils' involvement and help guide their choices.

Clubs and activities include: Electro Racers Club, Philosophy Film Club, Basketball, Lego Club, Mindfulness Colouring, Card Making, Maths Puzzle Club, Board Games Club, Young Designer Club, Outdoor Discoverers and many more. There really is something for everyone!



For many of our pupils, sport is about having the opportunity to take part, staying healthy and enjoying sport. We very much believe in the mantra 'healthy body, healthy mind' and that the pride, spirit and determination from participating, particularly in team sport, will flow through to the classroom.

We offer a wide range of extra-curricular sports such as cricket, hockey, rugby, football and netball and all are encouraged to 'have a go'; from this many of our pupils discover a joy for a particular team sport and not only does this help their personal physical and mental wellbeing but also contributes to developing the skills required to be a team player of co-operation and collaboration - key attributes to take forward into their adult lives. We are proud of how our sports programmes develop the talents of both girls and boys to county level and beyond.



## TEAM SPORTS

#### **CRICKET**

Cricket at Plymouth College follows a year-round programme that is built on high quality coaching, a very strong fixture card and the clear provision of pathways to the professional game via District, County, University Centres of Excellence and First Class cricket. At the junior level the school provides several County representatives year on year and has begun a program of playing County sides, hosting the winter training programme for Devon girls and pre and in season fixtures from Under 10-15 age. These strong links are crucial in the development of our most capable boys and girls.

#### **GIRLS HOCKEY**

Our Hockey squads have seen considerable success in recent times, with a number of players gaining representative honours for Devon, West Panthers, Performance Centre and UK Lions. The U14 team were also crowned England Hockey Tier 2 National Champions in 2019.

#### **RUGBY**

Over the last twenty years, the College's Fifteens and Sevens teams have become recognised as being among the most consistent performers in the country and a significant force in the South West. Most recently this year our U15 Rugby squad has been crowned National Bowl Champions. Each team, throughout the school, from U12 to the 1st XV, has experienced coaches. We field six teams involving a high percentage of boys in the school. At senior level, there is a full programme involving specialist coaching, strength and conditioning, skills training, match-play and nutrition.

#### **NETBALL**

A wealth of fixtures take place in the Spring Term, allowing all age groups from U8 upwards to experience competition from other independent schools in the area. This year, our U16 netball team won the "Sisters n Sport" National Netball Trophy. The Head of Netball is an ex-Team Bath Netballer who brings a wealth of knowledge about the sport and this is passed on to our pupils during their training sessions.

#### **FOOTBALL**

Football is the main sport for boys in the Spring Term with fixtures generally taking place mid-week in games lessons. There are regular after-school clubs for all age groups. We have recently launched a partnership programme with Argyle, hoping to support the development of future football talent. Former pupil, Michael Cooper, is currently goalkeeper with Plymouth Argyle Football Club.





## PASTORAL CARE AND WELLBEING SUPPORT

From an early age we encourage pupils to develop real inner confidence and believe it is essential to provide an enriching and empowering environment where pupils are happy and comfortable to try new things. Our small class sizes and specialist staff help us to get the most out of all our pupils.

From day one, all our children are very much a part of our School community. Within the Prep School, the younger children interact with the older pupils on a daily basis at assemblies, break times and during whole School activities with older Senior School pupils and Sixth Formers working with our younger children whilst on break-time duty, being part of our reading and peer support programme, or helping at sport training sessions.

The well-being of our pupils is of the highest importance to us; pupils of all ages follow a dedicated PSHE curriculum with tutor periods and assemblies providing a full and varied programme to ensure that all pupils are prepared and ready to participate fully in the world around them. The pastoral structure at Plymouth College offers a multi-layered approach to ensure that all pupils have a strong support network of qualified staff and well-trained pupils available to them. Typically, this will include the Tutor (or class teacher at the Prep School), Tutor Prefect, Deputy Head of Year, Head of Year, Head of House, School Nurse, School Counsellor and Head of Learning Support.

Leadership skills are encouraged throughout the School, particularly in sport, outdoor activities, music, drama and the House system. All pupils are allocated to one of four houses and house competitions allow pupils of all ages to work together and compete in various activities and events. This vertical system, with pupils represented from each year group, really helps to promote leaders and as pupils progress through the school, they are encouraged to become positive role models and leaders for the younger years.





### **FACILITIES**

While the School is within the city's urban area, our campus, Ford Park, extends beyond thirteen acres. The school also owns an another seven acres of sport fields at Delgany, just a fifteen minute drive away. We are fortunate to have access to an outward bound bunk house in Dartmoor called Whiteworks where pupils have the opportunity to enrich their education by taking part in activities such as climbing, caving and camping to name a few.

Ford Park is home to all of our teaching and boarding facilities such as our Prep School, Senior School and Sixth Form as well as Science laboratories, Art studios, DT workshops, Music and theatre facilities, swimming pool, strength and conditioning gym even a fencing suite. There is a mix of Victorian architecture as well as later additions of new, purpose built facilities such as the Meade King Hall and indoor sports hall. The George Stephenson Pavilion boasts an atmospheric café called George's and overlooks the 1st XI Cricket square, athletics field and sports pitches. It is a vibrant hub both on match days and also during the school week, providing a focal point for parents to meet over a coffee at drop-off times and catch up as a community.











## **BOARDING**

Boarding has been a vibrant and integral part of Plymouth College since 1877, and it continues to thrive in the elegant Victorian buildings called Colson House and Mannamead House. We replicate the best qualities of family life and endeavour to create a close-knit community where life-long friendships are formed.

Conveniently situated both physically and metaphorically right at the heart of the site, our boarding community is small enough to enjoy a supportive, family atmosphere from which young people can explore the richness of the wider school. Significant investment has allowed Plymouth College to provide an excellent modern environment within which to live and work. Younger boarders share a bedroom with two others, while seniors have twin or single bedrooms. There are comfortable, well-equipped social areas, well-stocked kitchen areas to supplement the excellent school dining, calm work areas, and safe, restful bedrooms.

Led by the Head of Boarding, there is a team of specialist staff dedicated to ensuring the highest possible quality of supervision at all hours of the day and night. Pupils are strongly encouraged to immerse themselves in boarding life and contribute to the community through taking on responsibility, sharing their talents and helping one another.

A diverse cultural and extra-curricular programme is offered to all boarding pupils. These range from educational trips and house events, to soirees and recreational outings. Whilst recognising the value of taking time out for quiet contemplation or pure relaxation, our weekends are varied and purposeful. Former boarders returning to Plymouth College often say that their boarding house has provided them with an invaluable and unique experience that will remain with them for the rest of their lives.

The 2019 ISI report noted that "boarding plays a significant role in establishing a supportive community where pupils' mutual respect and tolerance are the norm." In addition, they noted "Boarding pupils speak about the established family feel of the boarding house, helping their social enrichment



## JOB DESCRIPTION

#### **OVERVIEW**

**RESPONSIBLE TO:** Sports Centre Manager

#### Key Relationships

Internal / External stakeholders.

Internal working relationships with other Plymouth College support service staff.

#### Overview

The Assistant Sports Centre Manager (Operations) will be responsible for overseeing all non-performance swimming activities, including the existing Learn to Swim and School Swimming Lessons programmes, with plans to expand recreational offerings. This role requires flexibility, with work scheduled on both weekdays and weekends based on programme demands. In additional to managing swimming activities, the post holder will serve as a duty staff member in the Sports Centre, working closely with internal stakeholders and other Plymouth College support service staff to ensure smooth operations.

#### Responsibility / Accountability

#### Swim Operations Management

- Oversee and develop the Learn to Swim and School Swimming Lesson programmes.
- Lead, manage and support a team of teachers, lifeguards and administrative staff.
- Liaise with schools, parents and other external organisations to coordinate lesson bookings and scheduling.
- Deliver swimming lessons in our 25m pool, including delivery of weekly and termly schemes of work.
- Attend staff meetings, staff training days and appropriate CPD as required/necessary.
- Establish a safe, engaging and developmentally supportive learning environment that considers the individual needs of the children.
- Provide coverage for colleagues, ensuring seamless programme continuity and operational efficiency.

#### **Sports Centre Operations**

- Supervise facility users, including both participants and spectators, ensuring adherence to Health and Safety regulations.
- Oversee the setup and dismantling of equipment and apparatus, maintaining proper storage and upkeep, including heavy lifting tasks.
- Ensure facilities are accessible and secure when not in use.
- Undertake lifeguard duties as required, with training available if necessary.
- Conduct regular pool water tests and report findings to the Sports Centre Manager.
- Maintain high standards of hygiene and cleanliness throughout the facility.
- Assist in the additional service areas, including:
  - Fitness Suite supervision.
  - Reception duties, including handling bookings, payments and customer enquiries.
  - Catering outlet operations when required.
- Administer First Aid (if qualified) and complete necessary reports.
- Perform administrative tasks essential to facility operations.
- Present a professional appearance at all times, adhering to the designated staff uniform policy.
- Provide cover for colleagues when required, supporting a cohesive and efficient Sports Centre Team.



### PERSONAL SPECIFICATION

#### Knowledge & Skills

#### Essential

- Strong knowledge of swimming and Learn to Swim Programmes.
- Highly organised with excellent attention to detail.
- Effective communicator with strong interpersonal skills.
- Ability to use initiative within defined guidelines.
- Flexible and adaptable to meet service demands.
- Reliable and capable of working independently while maintaining high-quality standards.
- Strong teamwork skills, contributing effectively to a collaborative environment.
- Proficient in IT with a high level of digital competency.

#### **Desirable**

- Experience working as part of a team in a similar role.
- Swim Teacher Qualification (Level 2).
- Lifeguard Qualification (training can be provided).
- First Aid Qualification.
- Pool Plant Operator Certificate.
- Understanding of manual handling procedures.
- Knowledge of effective cleaning methods and processes.
- Familiarity with Control of Infection, Health and Safety and COSHH Policies.

#### Safeguarding of pupils and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is provided to all staff at the College, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the Keeping Children Safe in Education document (Department of Education).



#### **BENEFITS**

- Employee Assistance Programme;
- Medical Insurance;
- Income Protection;
- Life Assurance:
- Use of school facilities such as the pool, gym and sports centre, when available;
- Eyecare Vouchers;
- College funded CPD opportunities (formal and informal) on the recommendation of the line Manager;
- Lunch provided (term time only);
- Parking (where available);
- A staff fee remission for pupils attending the College (if required / relevant).

#### **APPOINTMENT TERMS**

All appointments are subject to

- The receipt of two satisfactory references (if these have not already been received).
- A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
- Other relevant checks in line with guidance provided by KCSIE.

Terms and Conditions of Employment:

- This is a Full Time (52 weeks), permanent post. (37.5 hours per week this will include Sunday working).
- Salary Plymouth College Support Staff Payscale Band 6A £29,932.50 per annum.

On successful appointment there is a probationary period of six months.

## **HOW TO APPLY**

To submit an application, please complete the official Plymouth College Application Form and send to HR@plymouthcollege.com.

#### Closing date for applications is Friday 4th July 2025 at 09:00 (UK Time).

Interviews to take place week commencing Monday 14th July 2025.

Plymouth College is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Please note applications of CV alone will not be considered





#### **Plymouth College**

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Admissions

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