



### **Job description: BPSC Covid Support Officer**

BPSC are seeking a Covid Support Officer to assist in the smooth running of Learn to Swim and Squad swimming sessions whilst Swim England Covid restrictions remain in place. The successful applicant will be organised, a strong team player, have good communication skills and will also be able to work on their own initiative.

#### **Contract terms and pay:**

This is a self-employed role on a zero hours contract and the jobholder will be responsible for providing a monthly invoice. Payment will be made monthly by BACS.

This is currently a temporary role and will last until Covid restrictions are lifted.

Pay: the role will be paid by the hour. Pay will be between £8.50-£10.75 per hour depending on the successful applicant.

#### **Hours of work:**

This role could be shared between 2 or more individuals. The club swims at Queen Elizabeth Boys School in Barnet EN5 (Tuesday-Friday).

The hours of work are:

Tuesday: 16.30-18.00 (Whitings Hill Primary School) and 20.15-22.00pm

Wednesday: 19.45-21.30pm

Thursday: 17.45 -21.15pm

Friday: 18.00-21.00pm

The club is fully committed to safeguarding children and young people and the post will require a DBS check.

Specific duties will include:

- Arriving 15 minutes prior to the start of each session to check-in with the Head Coach regarding tasks/issues for that day (this is built into the hours above)
- Checking-in swimmers for each session to ensure they are fit to swim and the club meets Swim England Covid requirements
- Relaying any parent questions to the coaches
- Ensuring that swimmers use hand sanitiser and follow the one-way system
- Process late swimmers
- Ensuring that LTS and Development Squad parents do not enter poolside and that social distancing is observed in the viewing area.
- Ensuring that the changing rooms are cleared at the end of each session and sprayed down in between each session and at the end of the evening
- Spraying down the viewing gallery following LTS and Development sessions
- Washing down the diving blocks and bars with pool water at the end of each session.