



JOB DESCRIPTION

Please note that the statements below are intended to describe the general nature and are not an exhaustive list of all duties and responsibilities.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to his/her Line Manager or the School's Child Protection Officer.

POST TITLE:	Community Facilities Manager
TERMS:	Permanent contract with 30 days annual leave plus public holidays
SALARY:	£30 - £32k per annum
RESPONSIBLE TO:	Director of Strategy and Operations
CONTACTS:	The job involves interaction with customers, staff, students, and outside agencies.
WORKING HOURS:	12pm to 8pm Mon to Friday & on occasion some weekend work

Purpose of the post:

Effectively manage The Petchey Academy Sports Club and its state of art fitness facilities. Lead and expand on TPA Sports Club programme of leisure, recreation and educational opportunities. To work alongside the Facilities Manager to manage the booking and organisation of lettings in the main school building. Promote tolerance and good community relations. Increase opportunities for partnership with statutory and voluntary sectors as well as the business community building up from our current successes.

Key Duties and Responsibilities:

- Designing and promoting activities to meet customer demand and generate revenue:
- Advertising and promoting the fitness club to increase usage
- Recruiting, training and supervising and developing staff, including managing staff rotas;
- Carrying out health and safety checks on the equipment and site;
- Managing maintenance, cleaning, insurance, repairs, plan and implement training courses for Sports Staff
- Maintaining high levels of customer care, often with a particular focus on avoiding loss of existing users;
- Prioritising the Academy's events, target activities and user groups.
- Handling complaints and incidents, e.g. accidents and emergencies, theft;
- Delivering some fitness training or coaching in sports activities - often a good way of maintaining contact with customers;
- Preparing, checking and reporting on budgets and generating income;
- Cashing-up and keeping stock records;
- Securing funding from different sources;
- Manage current well established initiatives such as School Travel Plan and out of hours student provision.
- Purchasing equipment and supplies;
- Using advanced management information (e.g. footfall, popularity of classes by hour) to improve provision and timetables and cope with fluctuations in demand;
- Writing monthly or weekly reports and preparing cash projections for centre owners or senior leadership.

PERSON SPECIFICATION

SUMMARY ESSENTIAL SKILLS AND PERSONAL QUALITIES

- Must be ICT literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically and operate academy's sports club membership software. Produce and operate spreadsheets and use emails.
- Have good, written and verbal communication skills and be able to interact in a professional manner with the academy staff, community users, students, parents and carers and other external agencies.
- Have good organisational and coordination skills.
- Be able to work accurately and to deadlines.
- Be able to work effectively under pressure.
- Be able to maintain confidentiality.
- Be able to work under their own initiative and be flexible to changing circumstances and new ideas.
- Ability to work as part of a team and work autonomously.
- A commitment to working in a multi-cultural environment and with students from diverse backgrounds
- To promote and safeguard the welfare of young people in the school community

FEATURE

ESSENTIAL/DISERABLE

Minimum of "CYQ" Level 2 gym instructor or higher

Desirable

Application

QUALIFICATION

- GCSE English & Maths A*-C
- CVQ Fitness Qualification
- A degree in a relevant subject area
- First Aid

Essential

Application

Desirable

Application

Desirable

Application

Essential

Application

EXPERIENCE

- Experience of working in sports/recreation environment
- Experience of managing staff

Essential

Application/ Interview

Essential

Application/interview

PROFESSIONAL DEVELOPMENT

- Evidence of relevant professional development
- A commitment to developing professional skills of one self and others

Essential

Application/ Interview

Essential

Application/ Interview

RELATIONSHIPS

- Ability to form sound relationships with colleagues and the wider academy community

Essential

Application/ Interview

- Evidence of outside interests

Essential

Application/ Interview

Variation Clause:

This is a description of the job as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.