

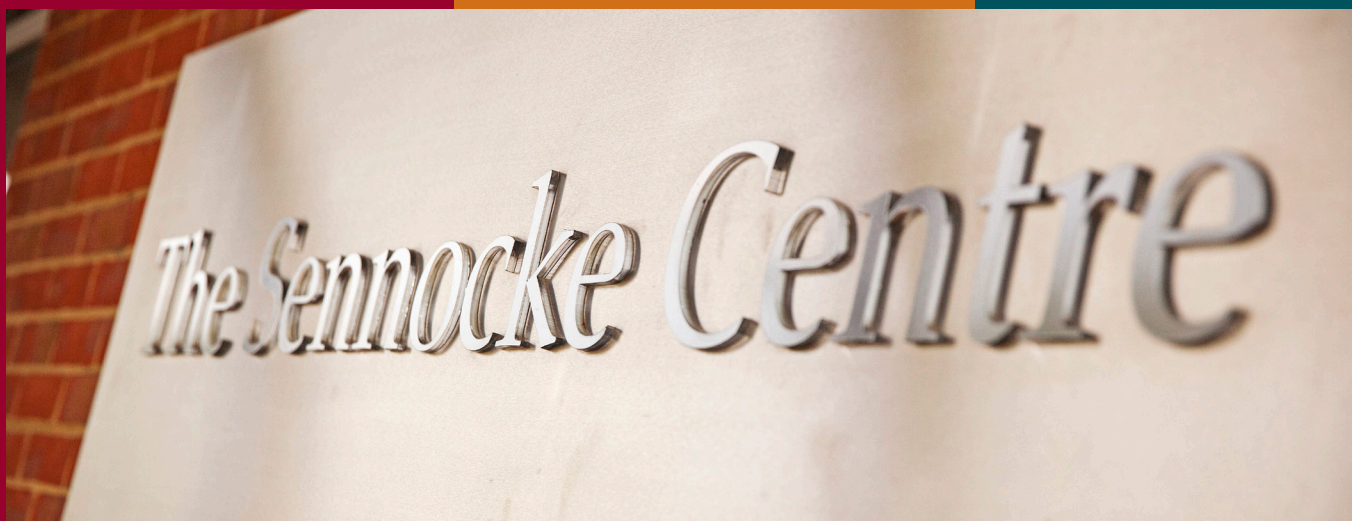
SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of a Sports Centre Operations Manager





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 40.4 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 92% A* or A grades, and 73% A*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate

(ISI) awarded Sevenoaks School the rare accolade of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: www.sevenoaksschool.org

The Sennocke Sports Centre

The Sennocke Centre is a multi-million pound sports venue and is complemented by outlying pitches and hard courts, athletics track, astro pitches and pavilions. The facilities are built and maintained to the highest specification, enabling athletes and players to maximise their performance whilst actively reducing impact on the body and limiting injury. For this reason we have been recognised for providing excellent training and High Performance facilities.



The centre comprises the following facilities:

- 8 court sports hall.
- 25m. 6 lane swimming pool.
- Recently refurbished fitness suite & weights room.
- 3 glass-backed squash courts.
- Dance and aerobics studio.
- Rock and rope climbing area
- 3 indoor tennis courts
- Servery & meeting room
- Physiotherapy room
- Floodlit hard court
- Athletics Track, Astro and Grass pitches with pavilions.

The Sennocke Centre's primary purpose is the provision of sports facilities and specialist coaching to the students of Sevenoaks School. When not in use by the school, the resources and facilities of the centre are available for commercial and community use for membership (including staff) activities, performance coaching and sports camps and courses.

The Sennocke Centre team is made up of Sevenoaks School sports teachers who deliver a dynamic and ambitious school PE and Games programme, and Sennocke Centre specialist coaches and professional staff who deliver a

wide variety of classes, academy sessions and holiday camps and courses.

Through both the School PE and Games curriculum and the Sennocke Centre classes, academies and camps and courses, our aim is to provide both opportunity and excellence for all our students, staff, parents, members and visitors. Regardless of age, ability, sport and status we want every user of the Sevenoaks School Sports Centre to feel inspired and motivated to achieve their sporting best.

The Role

Whilst maintaining existing standards of excellence, support the growing development of Holiday Courses & Sports Performance Services for both pupils & external athletes, ensuring a positive experience for both internal stakeholders and external visitors. To manage all aspects of sports facility operations & compliances in support of school, sports department & enterprise's key objectives. To develop a competent, harmonious team through the development of robust systems & training.

Key Responsibilities include:

General

- Meet school & enterprise aims and



objectives, ensuring they are disseminated and understood by all.

- Ensure the safe, secure & effective running of the Sports Centre.
- Ensure a positive impression is experienced by customers, staff & school stake holders.
- Manage & review comprehensive systems & procedures, proposing suggestions for improvement where necessary.
- Ensure regeneration of facilities & equipment is planned & monitored.
- Manage housekeeping, general maintenance & visiting contractors. Assist with PPM, capital replacement projects & respective budget planning. Influence energy conservation.
- Delivery as required, external vocational & lifestyle safety training courses meeting key performance indicators where set.
- Cover absentees and act up as required.

Systems & Compliance

- Act as the Sports Centre's health & safety officer (competent person). Review & monitor risk assessments & safe systems in a proactive manner.
- Uphold RIDDOR, investigate & take

preventative steps as required.

- Ensure systems & procedures are up to date and effective.
- Control effectively budget allocations & cash handling.
- Assist with the expanding use of IT systems to improve outcomes & efficiency.

Personnel

- Manage the Sports Centre operational team.
- Ensure personnel understand and are equipped to perform their roles, plan or provide training as required. Promote staff CPD in accordance with CIMSPA guidelines.
- Promote & deliver staff training relative to the role.
- Assist with the management of building contractors with respect to health and safety, access and compliance documentation.
- Uphold School, Sports Centre and Industry policies & best practices.
- Ensure School Safeguarding & Data Compliance regulations are upheld, including being familiar with the new General Data Protection Regulations which become effective soon.



The Person

The person specification below is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

EDUCATION & QUALIFICATIONS

Essential

- HND or Degree in Leisure Management.
- Experienced RLSS Trainer Assessor.
- Current FAW & NPLQ.
- Safeguarding trained.
- Health & Safety & COSHH trained.

Desirable

- IOSH.
- CIMSPA or equivalent member.

SKILLS

Essential

- Knowledge of regulations & governance relating to sports & fitness management.
- Able to manage complex leisure rotas.
- Experience in project management.
- Experienced in writing risk assessments & safe systems.
- Ability to deliver high quality service

- Ability to efficiently identify and rectify matters arising.
- Disciplined & accurate record keeping.

Desirable

- Knowledge of running a learn to swim programme.
- Sales and marketing understanding.

ATTRIBUTES

Essential

- Resourceful & calm under pressure.
- Conversant with networking.
- Excellent attention to detail.
- Acknowledge excellence and challenge poor performance.
- Inspire, challenge, influence and motivate others to attain their goals.
- Ability to engage with varied stakeholders in an articulate, diplomatic and professional manner.
- Ability to prioritise & organise own workload and others.
- The ability to deliver excellent customer service, handling conflict with tact and diplomacy at all times.

Hours of Work / Working Pattern Requirements

The Centre operates throughout the year (i.e. not just in term time) with normal operating



hours varying between 05:30 to 23:00 Mon to Sun. Flexible working pattern to include operational weekend, evening and Bank Holiday working as necessary to ensure smooth operations & support performance management. Because of the nature of the business it is not possible to specify the hours of work more precisely. While such hours will not normally exceed 40 per week, flexibility will be required as necessary.

Salary

The post will attract a full-time annual salary in the range of £30,963 to £34,257 dependent upon skills, qualifications and experience.

Restrictions

You are not permitted to carry out any activity or use any part of the campus for the purpose of private enterprise or voluntary service without prior written permission from your line manager

Confidentiality

You must not make any unauthorised disclosure of information concerning customers; pupils; their parents or staff or the school; nor utilise customer records for any purpose other than that directly related to your duties and business of Sennocke Services Ltd

Pension

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Personnel department.

Holidays

Holiday entitlement is 28 days paid holiday per annum including public holidays. All holiday needs to be approved in advance by line management. It is also expected that holiday will be taken during the school holidays.

Offer

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history, and a medical examination by the applicant's G.P. We also reserve the right to contact any previous employers for a reference request on your behalf.



Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the postholder's professional responsibilities

and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

Application

If you wish to be considered for this role, please complete the online application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which must be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.