



Sports Centre Duty Manager

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Sports Centre (located at Framlingham College Senior School)
Application Closing Date	Midday Thursday 09 December 2021 *
Interviews Week Commencing	To be confirmed
* Applications will be reviewed on receipt. You are therefore advised to apply at your earliest convenience.	

IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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Framlingham
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Sports Centre Duty Manager at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

Framlingham College Sports Centre sits within the grounds of the Senior School campus and offers a wide range of classes, fitness, facilities and activities for people of all ages and abilities. It's used by our pupils, staff as well as external members from the wider community.

We require a highly motivated Duty Manager to join our busy Sports Centre team. The successful candidate must have experience of working in a gym and swimming pool environment and will support the Centre Manager in ensuring professional day-to-day running of the centre. In this customer-facing role we are looking for someone who can actively engage with our members and enhance their experience with us.

The role is year-round, working 34 hours per week to include weekends, early mornings and evenings. Shift patterns are worked between 05:30 and 22:00, we try to avoid split shifts where possible. The post attracts an annual salary of £19,639. We offer a supportive working environment, as well as free lunch each day the kitchen is operational. There are a number of other benefits available including a contributory pension scheme.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

We are always excited about enthusiastic, like-minded professionals joining our school and very much look forward to receiving your completed application.

Sally Wood

DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE

How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Thursday 09 December 2021**. The interview date is yet to be confirmed and you will be notified of a date if you are shortlisted for interview.

Please send your cover letter and completed application form to: **The HR Department, Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY**. You can also email your application to: **recruitment@framlinghamcollege.co.uk**

All information within your application will be treated confidentially.

References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Standard Life
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;

Job Information

Reports To

Sports Centre Manager

Weeks

52 weeks a year

Job Location

Framlingham College Sports Centre (Framlingham College Senior School)

Holiday

25 days plus bank holiday (pro rata for part time staff)

Salary Band

Band 4

Pension

Contributory scheme available

Job Description

JOB PURPOSE

The Duty Manager is responsible for the day-to-day operation of the leisure centre, ensuring the health and safety of staff and customers whilst guaranteeing the highest standards of service. This includes the allocation of staff to enable the smooth operation of the facility.

KEY RESPONSIBILITIES

This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will be expected to work at Framlingham College Prep School as well as Framlingham College Senior School as necessary

- To ensure high standards of customer care at all times.
- To maintain high standards of cleanliness and presentation throughout the centre at all times.
- Assisting with new member enquiries and organisation of inductions.
- Selling of memberships to prospective members.
- Dealing with telephone and email enquiries from current and prospective members, as well as College staff and pupils.
- Carry out regular pool water testing and general pool maintenance.
- Ensuring all Normal Operating Procedures (NOP) are followed and if required Emergency Action Plan (EAP) put in to place.
- Lifeguarding, ensuring the safety of all bathers of Framlingham College swimming pool.

Supervisory and managerial responsibilities:

- Responsibility for the operation and management of the Sports Centre whilst on shift.
- Managing all Lifeguards while on shift.
- Supporting the Sports Centre Manager while on shift.
- Supporting senior staff in the supervision and direction of casual staff.



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Other responsibilities:

- To clean as per the cleaning schedules all fitness rooms, swimming pool, sports hall and changing areas.
- If required, ensure all cashing up procedures are carried out.
- Ensure all maintenance and cleaning issues are reported to the Sports Centre Manager.
- Carry out regular pool water testing and general pool plant maintenance.
- Undertake other Sports Centre tasks as directed by the Sports Centre Manager or Assistant Bursar.
- Assisting in the other areas of the business as required.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy 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 or children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

QUALIFICATIONS

	E	D
Educated to GCSE or NVQ equivalent	✓	
Currently NPLQ qualified or a willingness to obtain this qualification.	✓	
Professional qualifications in First Aid, Fitness and Pool Plant.		✓
Educated to NVQ level 3 or A level.		✓
Personal Training, Fitness Instructing or relevant qualification.		✓

PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Knowledge of Industry legislation.	✓	
Understanding of Standard Operating Procedures and Emergency Action Plans.	✓	
Good understanding of the leisure industry and an appreciation of customers' expectations.	✓	
Knowledge of Health and Safety legislation and other legislation in relation to leisure centre operations.	✓	
The ability to lead by example	✓	
The ability to supervise, motivate and develop staff.	✓	
IT literacy - including word processing and email.	✓	
Good communication skills; both oral and written.	✓	
Ability to recommend and assist in setting up and improving procedures.		✓

SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding issues	✓	
Knowledge of safeguarding children legislation and good practice		✓

PROFESSIONAL EXPERIENCE

	E	D
Experience of working in a leisure environment.	✓	
Providing support to the senior staff.	✓	
Providing a first-class service to members and all other user groups.	✓	
Familiarity with working in a school environment.		✓
Experience of rota management		✓
RLSS trainer/Assessor		✓
Group workout instructor		✓

PERSONAL ATTRIBUTES

	E	D
Flexibility and adaptability.	✓	
Excellent attention to detail.	✓	
Polite and helpful attitude.	✓	
Willingness to work as part of a team.	✓	
Willingness to develop new skills.	✓	
Positive "can do" attitude.	✓	
Reliable.	✓	
High level of confidentiality, discretion and tact.	✓	
Calm, approachable and adaptable.		✓
Ability to show initiative.		✓
An ability to learn new skills quickly.		✓
Self-motivated.		✓



Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.