

Sports Centre Duty Manager (Full-Time, Full-Year)

Sports Department

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1460 pupils and 106 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon.

We are seeking to appoint a Sports Centre Duty Manager for our onsite Sports Centre. Responsibilities will include overseeing the weekday operations of the sports centre and other duties around the school. The applicant should be able to adapt to different situations, communicate well with people, be capable of working as an individual or as part of a team, they should be hard working and self-motivated and able to work with minimum supervision. Experience of working in a sports environment would be preferred but is not essential.

OUTLINE OF POST:

Under the general direction of the Director and Assistant Director of Sports and the day-to-day line management of the Performance Director to ensure the smooth running of the Sports Centre and to support events across the School site.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist the Director and Assistant Director of Sports in ensuring the Sports and Conference Centre is a well regulated, supervised, safe and exciting environment.
- Stay fully conversant with Sports Centre Health and Safety matters and remain up to date with "good practice".
- Be conversant with all operating procedures for the Sports Centre including such items as swimming pool water quality checks, etc.
- Ensure daily that all fire and emergency equipment and notices remain in full working order and that the facility is efficiently evacuated in the event of an alarm.
- Ensure Health & Safety protocols are followed at all times by all staff.
- Liaise regularly during the day with the Sports Centre Engineer to ensure the highest standards of maintenance throughout the building.
- Liaise regularly with the cleaning staff to ensure the highest standards of cleanliness are maintained.
- Respond to any damages in the Sports Centre immediately and with the Director/Assistant Director of Sports, the Sports Centre Engineer and the Bursar arrange appropriate repairs or replacements where necessary.
- Attend the weekly Facilities and Sports Department Meetings and hold a weekly meeting with the Maintenance and Cleaning Departments.
- Act as Line Manager to the Sports Centre Assistant.
- Ensure the continuous manning of the Sports Centre front desk and the monitoring of CCTV systems.

- Oversee any outside contractors working in the Sports Centre and ensure they comply with all H&S and child protection protocols.
- Liaise daily with the Performance Director and Facilities Coordinator to provide support to events across the School site.
- Liaise daily with Nuffield Health to ensure the smooth handover from School to outside use and back again.
- Liaise with all external users of the Sports Centre to ensure their requirements are met and that the facility is used and looked after appropriately.
- Liaise with the Director of Sport, Assistant Director of Sport and Head of PE and Games over the work of the Sports Department Gap Year Students, in order to ensure their effective and best employment.
- Engender a workmanlike, supportive and happy environment so that all users from the School, organising bodies, clubs and the general public experience a caring and helpful Sports Centre staff.
- Carry out other similar or related roles as may be required from time to time by the Headmaster, Second Master or Estates Manager.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

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.

PERSON SPECIFICATION

Essential

- Ability to manage a small team of staff
- Knowledge of relevant Health and Safety legislation and protocols
- Knowledge of sports centre operating procedures
- Excellent communication and inter-personal skills
- Strong organisation administrative skills
- Keyboard skills with proficiency in MS Office packages
- Hardworking and self-motivated with a significant degree of initiative
- Flexible and adaptable approach to meet the needs of the department
- Ability to work efficiently and calmly, particularly at busy times
- Ability to prioritise workloads and manage deadlines
- Attention to detail and a desire to achieve the highest standards of service
- Excellent timekeeping and punctuality

Desirable

- Previous experience of sports centre management or similar environment
- Good sense of humour
- Customer care skills
- welcoming, efficient and have a diplomatic approach when dealing with difficult or sensitive situations
- Positive, cheerful and co-operative disposition
- Excellent timekeeping and punctuality

FURTHER INFORMATION

STAFF BENEFITS

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a full-time, full-year permanent contract.

The Sports Centre Duty Manager will work 5 days per week. The hours are 6.30am to 3.30pm, 7.00am – 4.00pm or 09.00am – 6.00pm (40 hours per week) with a one-hour unpaid lunch break. . There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year.

The salary range for this post will be Point 16-18 on the Whitgift Foundation Support Staff Salary Scale. The full-time equivalent is £22,504.00-23,494.00 per annum, dependent on qualifications and relevant experience.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed on a daily basis and we invite interested candidates to apply as soon as possible. **Closing date is midnight on Monday 1 May 2017. Interviews will be during week commencing 1 May or 8 May 2017.**

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.

April 2017