



St George's

WEYBRIDGE

Candidate Information Pack

ACTIVITY CENTRE MANAGER

"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



About St George's Weybridge

St George's Weybridge is a leading independent co-educational Catholic day school in Surrey for girls and boys aged 2-18.

Founded in 1869, with its distinctive Josephite ethos, St George's Weybridge has become the largest independent Catholic school in the country. Academically autonomous, the Junior School and College work together as one school, educating over 1,600 students across the two school sites. Both Schools had full ISI inspections under the new framework in March 2024, and were rated fully compliant in all areas.

St George's Weybridge is proudly and unequivocally a 2-18 co-educational school where children can learn and grow into kind, considerate adults who make a positive contribution to society. There is a perfect balance between the Junior School and the College, between academia, creativity and sport. Together with our Josephite ethos, these are what make St George's unique – and what makes the children who leave us exceptional.

The distinctive ethos upheld by St George's encourages a strong sense of family where all students are valued and encouraged to fulfil their potential in an atmosphere of mutual respect and compassion. This atmosphere is extended to all families, our alumni (Old Georgians), staff, the local community and the wider world.

St George's Weybridge welcomes students from all faiths and none, whilst maintaining our strong Catholic identity. It is our wish that during their time at St George's, our boys and girls will grow up within a community where Christian beliefs and principles are a guide for all that we do. This is evident in the liturgical life of our Schools and in the many ways we have of reaching out beyond our community. Thank you for your interest in joining the staff at St George's Weybridge. We are delighted that you are considering working at our School.



"WHERE WE CAN ALL BE THE BEST VERSION OF OURSELVES"



Working at St George's Weybridge

At St George's Weybridge, we employ a number of full and part time staff in a wide range of teaching and business posts. Our salaries are competitive and we offer a range of excellent employee benefits. Staff will undertake a full induction programme on joining St George's, and continuous professional development is actively encouraged and supported.

St George's Weybridge prides itself on offering a harmonious and supportive environment for all staff and the Josephite ethos of "Coming home to school" is experienced not only by our pupils but extended also to our staff. We have clear policies on equal opportunities and do not tolerate any form of harassment or bullying.

Facilities

The grounds of St George's Weybridge are stunning, with the College sitting in 100 acres of park land and the Junior School on a 52 acre site. Both schools are supported by great road and public transport links.

The facilities offered at both schools are exceptional with many more exciting developments underway. Recent developments include:

- Activity Centre - a 6-court sports hall, climbing wall, fitness suite, dance studio, and flexible multi-use spaces.
- The Ark – a dedicated space for our Early Years pupils including modern classrooms and resource areas, IT suite, assembly room, and outdoor learning areas.
- College Science Block – providing first-class science teaching facilities, as well as modern preparation rooms.

"I'm proud to be a part of the St George's family; everyone has been very supportive & friendly. I truly enjoy working here as there is great variety and I particularly love watching the deer run across the field when I arrive early in the morning!"

Elif

"I hadn't worked in education before. The recruitment pack had all the information I needed before starting to work. I was made to feel extremely welcome and nothing is too much trouble".

Mauricio

"Recently leaving a FTSE 100 company after 16 years to join St George's was unnerving at first, however it has been the best decision I've made by far! The excellent capabilities of all the staff and wonderful facilities encourage the pupils to thrive. This in turn pushes me to stretch my strengths and abilities. The warm and welcoming culture here motivates me to always give my best!"

Leila





The Role

Job Title:	Activity Centre Manager
Line Manager:	Director of Sport
Responsible to:	The Bursar
Salary:	£22,626.02 per annum pro-rata inclusive of holiday pay (£40,000 FTE) based on 30 hours per week.
Hours:	Up-to 30 hours per week, with exact start and finish times to be agreed with the Director of Sport, Monday to Friday, including INSET and occasional training days. Please note the minimum number of working hours per week that will be considered is 25 hours. The Activity Centre Manager will be expected to work at Open Mornings and may be asked to attend other key events at the discretion of the Director of Sport.
Contract:	Permanent Term Time Only (35 weeks per year)

Summary of the role:

The Activity Centre, whilst predominantly used to deliver the Sport, physical activity and High Performance Programmes at the College, is a facility used for a wide range of other activities and events, by a large and diverse range of departments, staff and external groups. The AC Manager is the primary steward of the entire facility and its immediate surrounds during term-time. They are responsible for the effective, efficient management and operation of the Activity Centre, and for ensuring the fabric, systems, furniture, equipment and fittings of the facility are working and maintained at all times. The AC Manager will liaise very widely across the school and externally to ensure all events and activities which take place there are programmed and facilitated appropriately.

Main duties & responsibilities:

The Activity Centre Manager will be responsible for:

Activity Centre

- Understanding the building (and associated perimeter)
- Constructing a knowledge bank of the structure of the building and spaces including:
 - Plans
 - Specifications
 - Set up and user operating instructions for all systems within the AC (except those specifically controlled by Facilities or Catering) including intruder alarms, CCTV, heating, cooling, lighting and all audio and display systems
 - Scheduled maintenance



The Role cont.

Bookings

- Management of booking priorities (including an annual planning round)
- Booking system(s) – ensuring they are kept up-to-date and appropriately communicated to others
- Input and interaction with existing communication networks (eg. departmental meetings and weekly staff meetings, known as Soapbox)
- Booking requirements for the facility confirmed and scheduled (eg. set up, AV and catering)
- Checklists and other organisational techniques designed and implemented
- Quality checks

Cleaning

- Manage the cleaning schedule for the facility
- Arranging for special cleans and Sports Hall glass floor cleaning as required
- Interim tidying and cleaning
- Quality checks, ensuring below standard cleaning is reported to the Maintenance Manager

Health and Safety

- Carry out risk assessments, both general and event specific
- Ensuring signage is kept up-to-date, liaising with the Head of Health and Safety regarding any changes
- Ensuring lighting is maintained, reporting any faults in a timely manner
- Ensuring fire prevention and emergency procedures are adhered to
- Ensuring the security of the building, reporting and monitoring anything that may cause a risk to security

Building Integrity

- To take pride in the Activity Centre as a showcase facility with a high design specification which needs to be maintained
- To build the role as a representation and demonstration of the Activity Centre
- Environmental agenda ownership for the Activity Centre:
 - Minimise energy consumption through processes and behaviours
 - Promote and implement reduce, reuse, recycle principles
- To take pride in the building and environment, ensuring it is always presented at its best including:
 - Ensuring Reception is a welcoming and tidy space
 - Lost property is collected in at the beginning and end of the day and managed
 - Areas are tidy and clean, especially between handover periods
 - Ad hoc cleaning outside of contract cleaning is managed to ensure all facilities are presented at their best
 - Being persistent in troubleshooting problems
 - Any other task that supports the integrity of the building



The Role cont.

Building Integrity cont.

- Understanding and engagement with the Activity Centre as a marketing tool
- To agree standards and ensure they are maintained
- Daily building / area checks
- Weekly exterior checks, ensuring any issues are reported in a timely manner
- To ensure all aspects of the Activity Centre are operational, and any issues or repairs are managed effectively
- Management of maintenance and servicing needs for the building and equipment

Gym

- Supporting and publicising the process for staff use of the gym
- Booking gym inductions and maintaining accurate records of qualified users

Stakeholders

- Ensuring systems and processes are in place for liaising with all stakeholders, including the Events Team and internal event organisers, as a whole school building
- Agree handover specifications and ensure these are met
- Conduct tours, ensure hospitality is arranged when needed and promote the Activity Centre

Management

- To line manage Activity Centre Assistants, building a strong, motivated team
- To oversee performance, personal development and contributions of Activity Centre Assistants
- To undertake all reasonable tasks associated with the management of the building and staff, including finance and budget, policy adherence, safeguarding responsibilities and anything reasonably requested by the Head, Bursar or the Board of Governors.

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive. Other tasks and responsibilities may be allocated as necessary from time to time.



Person Specification

Knowledge and Experience:

Essential Criteria

- Previous management experience
- Experience of problem solving involving multiple stakeholders

Desirable Criteria

- Experience in building management or a similar facility

Skills and Abilities:

Essential Criteria

- Ability to build an accessible knowledge bank of processes and checklists
- Able to build strong working relationships and rapport at all levels through outstanding communication and interpersonal skills
- Proven tact and diplomacy in dealing with a wide range of people and personalities
- Excellent professional written communication skills, including a high standard of written English
- Excellent IT and database skills, including the Microsoft Office suite. Training on specific databases will be provided
- Sufficient technical aptitude to operate, and demonstrate to colleagues as needed, displays, audio controls, CCTV, lighting, heat/cool controls and alarms
- Able to work well both independently and as part of the bigger school team

Personal Qualities:

Essential Criteria

- Highly organised with the ability to prioritise and take responsibility for the completion of tasks
- Accurate with a strong attention to detail
- Able to manage sensitive issues, use discretion and maintain the utmost confidentiality at all times
- Conscientious, highly motivated, proactive and reliable
- Commitment to lifelong learning and a willingness to embrace new ideas; undertaking additional training as required
- Innovative and forward thinking when problem solving



Benefits



Pension

Subject to meeting the qualifying conditions, all Business Staff are automatically enrolled in our workplace pension scheme, currently provided by Aegon. St George's Weybridge currently doubles the employee contribution up to a maximum of 10% (trebling to 15% for long-serving employees). Teaching staff have access to the Teachers' Pension Scheme. Teaching colleagues also have the alternative option of access to a Defined Contribution Scheme with flexible level of contributions made via Salary Exchange.

Flexible Working

Depending on the nature of your role, we will consider flexible working arrangements as a way to meet your needs as an employee. This can include flexible start and finish times, compressed hours, working from home or working part time.



Medical Support and Employee Assistance Programme

The Benenden Cash Plan provides support with everyday healthcare by providing money back on routine healthcare costs, as well as an Employee Assistance Programme including a free confidential counselling helpline available 24/7.

Holiday Camps & Local Retailer Discounts

Discounts are available to all permanent staff for Junior School wraparound care, in the Georgian Shop, for holiday camps and activities hosted at St George's Weybridge. In addition, a number of local shops and retailers offer discounts to staff at St George's.



Fee Remission

Staff may be eligible for School Fee Remission for their child(ren) joining either St George's College or St George's Junior School after the date employment commences. The children of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. The entitlement commences from the beginning of the first full term in which the child(ren) join either School and is not contractual. Full details of the scheme are available from the HR Department.

Life & Personal Accident Insurance

Life insurance is provided through MetLife or Teachers Pensions, whereby a named beneficiary would be eligible to a multiple of annual salary. In addition, insurance is in place in the event of an accident leading to permanent disability or injury.



Meals & Parking

Staff are provided with lunch in the dining room, as part of the Student Supervisory Policy. Parking is provided free of charge when at the College campus.



Employee Loans

Staff can apply for interest free loans in the case of hardship or for training, travel costs or purchase of a bicycle.



Conditions of Employment

Initial Period of Employment

Business Staff: Six Months

During the Initial Period of Employment, sick pay will be paid in accordance with current legislation.

Notice Period

One week on either side during the Initial Period of Employment, thereafter, one term.

Pre-Employment Vetting Checks

It is a condition of employment at St George's Weybridge that every applicant who accepts the offer of a job will be subject to criminal background checks through the DBS and will be required to provide documentary evidence to confirm their identity and right to work in the UK. The checks will be carried out at the School's expense. References will be taken up, including those from current and previous employers.

Safeguarding Children

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible or with whom he/she comes into contact will be to adhere to, and ensure compliance with, the Safeguarding 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 he/she must report any concerns to the Head and/or Designated Safeguarding Lead.

Dress code

Staff are expected to wear smart business dress and conform to the St George's Dress Code. These norms are relaxed during school holiday time and INSET.

Additional Working

There is a requirement for attending Open Mornings and on occasion Carol Services, Prize Giving and evening events as may arise from time to time.

Place of Work

The post-holder will be based at the College with an expectation of flexibility, when required, to work at the Junior School or elsewhere as required.

Data Protection and Confidentiality

The post-holder will ensure Data Compliance regulations are upheld, including being familiar with current data protection legislation and associated School Privacy Notices and undertaking relevant training in data protection.

No Smoking Policy

St George's College and St George's Junior School operate a no smoking policy.



How to Apply

To find out more about the post or the school, in the first instance please contact Laura Gibson, Director of Sport, for a confidential discussion:

Tel: 01932 839300

Email: lgibson@stgeorgesweybridge.com

Applications are encouraged as early as possible on the enclosed form and emailed together with a covering letter to humanresources@stgeorgesweybridge.com.

Key dates

Closing date for applications:

Friday 21 March 2025

Please note applications will be reviewed upon receipt and shortlisted candidates may be invited to interview at short notice or before the closing date.

Please note that before making an application for any vacancy at St George's you should familiarise yourself with our Privacy Notice, [Safeguarding Policies](#), [Recruitment Policy](#), [DBS Code of Practice and Associated Policies](#) which are available at: <http://www.stgeorgesweybridge.com/further-information/employment-opportunities>

St George's Weybridge is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post, including checks with current and past employers and the Disclosure and Barring Service.

As an Equal Opportunities Employer and a registered Educational Charity, we promote a diverse and inclusive community – our “Georgian family” inspires everyone to be the very best version of themselves and to succeed on individual merit. We offer inclusive employment policies, flexible working arrangements, staff engagement forums and benefits to support all staff.



