



## Duty Manager (part-time)

## Candidate Information Pack



# JOB DESCRIPTION

We are seeking to appoint a part time Duty Manager. The successful applicants will be required to complete an enhanced DBS check as the gym is based within a School. Must have an interest in the Gym and Sports and be flexible and willing to cover shifts throughout the whole week including weekends. Experience of working in a Gym or Sports Centre is an advantage.

A valid First Aid certificate and training is essential for the role. Duties will include booking gym users into the Gyms, dealing with customer enquiries, setting up equipment and facilities for bookings, locking up, ensuring high standards of cleanliness and first class customer service to both members and school users. The centre has a swimming pool and basic pool testing will be part of the duties; training is given for this.

Closing date for applications; 9.00am on Friday 5 January 2024.

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

**Key fact about this role:**

## Contract Type

CASUAL CONTRACT

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## Benefits

ON-SITE PARKING  
DISCOUNTED GYM MEMBERSHIP

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## Hours:

WEDNESDAY 5.15PM-10.15PM  
EVERY OTHER SATURDAY  
SUNDAY 3.00PM-8.00PM

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## Duty Manager Rate:

£13.15 PER HOUR

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## JOB DESCRIPTION

The Duty Manager will assist in the smooth running of the Sports Facilities. The successful candidate will make sure that the customers are safe and enjoy their experience at the Sports Centre.

Previous experience of working in a gym is desirable.

Flexible hours, spread across seven days, including weekends.

Duties will include;

- Dealing with customer enquiries
- Selling and managing gym memberships
- Working in a team to ensure the smooth running of the Sports Centre
- Locking up
- Setting up equipment for classes and clubs
- Ensuring high standards of cleanliness and first class customer service to both members and school users
- Assisting customers

## PERSON SPECIFICATION

- Must have experience within a leisure related industry
- Must have a valid First aid at work certificate (training can be provided)
- Must have proven leadership skills
- Knowledgeable and passionate about the fitness industry
- IT Administrative skills
- Effective time management skills
- Must be flexible

The Successful applicant will be required to complete, an enhanced DBS check as the gym is based within a school.

*This list is not an exhaustive list of duties but acts as a guide to the main objectives and responsibilities of the role holder. As well as this, the role holder will be expected to undertake additional duties as directed by their line manager which are commensurate with the post and grade.*



# HOW TO APPLY

- 1 If you would like to apply for this role, please complete an application using the Apply button below.

**APPLY**

- 2 Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **9.00am on Friday 5 January 2024.**

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

We reserve the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Education Group is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The Education Group apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Education Group is committed to Equal Opportunities and welcomes applications from all sections of the community.



Instilling values, inspiring minds  
[millhill.org.uk/themill](http://millhill.org.uk/themill)

**Mill Hill School**  
The Ridgeway  
Mill Hill Village  
London NW7 1QS

020 8959 1176  
[millhill.org.uk](http://millhill.org.uk)

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