



Enterprises



THE MILL

GYM AND STUDIO

Sport Centre Assistant Manager Candidate Information Pack



INTRODUCTION

We are looking to appoint a Sport Centre Assistant Manager to join our team here at the Mill Hill Education Group. In this dynamic role, you will play a pivotal part in supporting the daily operations of our Sport Centre and Pool. Reporting directly to the Sport Centre Manager, this position is ideal for individuals with a passion for the sports and fitness industry.

As a Sport Centre Assistant Manager, you will be essential in providing outstanding customer service during evenings and weekends. Your responsibilities will include addressing customer inquiries, setting up equipment, managing bookings and serving as the primary point of contact for our Duty Managers.

Closing date for applications: 9:00am on **Tuesday 3 March 2026**

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

Key facts about the role:

Contract Type

PART-TIME (30 HOURS)

Reporting To

SPORT CENTRE MANAGER

Benefits

ON-SITE PARKING
FREE GYM MEMBERSHIP

Hours

EVENINGS AND WEEKENDS ON A 2 WEEK ROTA

Salary

£25,000 PER ANNUM

JOB DESCRIPTION

Summary

- To help maintain service standards, cleanliness, health and safety whilst aligning with the brand's expectations
- To nurture the growing membership base through provision of marketing materials
- Help manage the Sport Centre team, you will need to be flexible and adaptable, with the availability to work a varied rotation of shifts, including early mornings, evenings, weekends and some public holidays

Main Duties and Responsibilities

- Carry out health and safety checks on the equipment and site as necessary
- Complete management checks to ensure safe and enjoyable gym experience for our members.
- Help co-ordinate the weekly fitness timetable
- Responsible for day-to-day management of the leisure centre, carrying out the Duty Manager role when on a duty management shift, which will include the facilitation of operational shifts
- Support the General Manager in leading and developing high-performing teams through effective recruitment, people management, development, retention and succession planning strategies for the centre
- Support the preparation of annual service plans, financial plans and statistics
- Organise and directed marketing initiatives with your line manager to drive our new memberships and improve retention rates
- Cleaning and maintenance of the Sport Centre where necessary
- Any other duties that are commensurate across the MHSE roles



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 Tuesday 3 March 2026**.

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.

The Mill Hill Education Group reserves 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.



Mill Hill Enterprises.
The commercial arm of the Mill Hill Education Group.



FIT FOR PERFORMANCE **FIT FOR LIFE**

Mill Hill Enterprises

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