

JOB DESCRIPTION

JOB TITLE	Leisure Centre Assistant Manager
GRADE BAND	L
RESPONSIBLE TO	Leisure Centre Manager
DATE	January 2019

SIGNED	
PRINTED	
DATED	

SAFEGUARDING COMMITMENT

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

JOB PURPOSE

To assist and support in the management of the Leisure Centre. Working as directed by the Leisure Centre Manager to provide the best possible customer experience, whilst managing allocated responsibilities that contribute to the overall centre objectives.

MAIN TASKS, DUTIES & RESPONSIBILITIES

Key Accountabilities:

- Assisting the Leisure Centre Manager (LCM) in delivering the aims of TWHF in providing a safe, positive customer experience in line with community, commercial and participation objectives.
- Supervising duty staff ensuring the principles and values of TWHF are consistently delivered, whilst managing day to day staff rotas to ensure correct staff ratio's at all times.
- Manage as directed by the LCM any allocated budgets ensuring best value whilst following TWHF financial regulations.
- Support the LCM in providing a safe environment ensuring all health & safety policies are followed, whilst protecting TWHF assets.
- Support and deliver an effective programme of activities and events that engages the local community to ensure maximum facility usage.
- Contribute to the development and delivery of site business plans and other associated improvement plans ensuring that all activities conform to all relevant legislation.
- Ensure the safe day to day operation of the swimming pool, plant room and filtration system; including chemical dosing, backwashing pool filters and pool circulation system in line with current legislation.
- Build and maintain positive working relationships with key stakeholders.
- Promoting equality and diversity best practice in all areas of work.
- Manage allocated sales targets for key activities such as health & fitness ensuring effective sales processes are utilized to achieve set targets.
- Engage with marketing campaigns to ensure the effective promotion of leisure activities.
- Ensuring facilities are safe, hygienic and fit for purpose.
- Ensure all activities and programmes conform to TWHF's safeguarding policy and relevant legislation, as directed by the LCM.

Decision Making:

- Managing work in liaison with line manager to meet business needs
- Effective day to day risk management
- Effective allocated budget management

Physical Effort:

At certain points of the day the post-holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. setting up equipment, cleaning, pool rescue, minor maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment.

Emotional Demands:

- Work with colleagues and pupils
- Line management of duty staff
- Leisure specific risk management

ADDITIONAL DUTIES & RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school and federation.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school and leisure environment which supports equal opportunities for all.
- Provide a high level of customer service to all stakeholders.
- Promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times.

PERSON SPECIFICATION

Method of Assessment This table indicates the requirements of the role under section to evaluate the competencies in each area as assessed	Essential or Desirable	Application Form	Interview Stage
Qualifications, Education and Training			
NVQ 2 OR equivalent qualification desirable	D	X	
Good numeracy/literacy skills / GCSE (or equivalent) Maths and English	E	X	X
Specific training in specialist area	D	X	
Willingness to undertake induction training	E		X
Willingness to participate in development and training opportunities	E		X
Experience and Knowledge			
Leisure/staff management experience	D	X	
Product/business development experience	D	X	
Working knowledge of relevant policies/codes of practice/legislation	E		X
Relevant experience desirable	D	X	X
Skills and Abilities			
Team-leading skills	D	X	X
IT literate	E	X	X
Values and Behaviours			
Self-motivation	E		X
Ability to engage with and motivate others	E		X
Contacts and Relationships			
Ability to relate well to children and adults	E		X
Ability to build positive working relationships with key stakeholders	E		X
Physical, Mental and Emotional Demands			
Knowledge of moving, handling and equipment procedures	E	X	
Physically able to perform the role	E	X	X
Special Requirements			
First Aid at Work	D	X	
RLSS NPLQ	D	X	
Pool Plant Operators	D	X	