

Duty Managers x 2

Term Time only plus 10 weeks

(Full-Time/Part-time, Permanent Contract)

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over a hundred 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 with excellent links to London, Surrey and the south coast.

We are offering a fantastic opportunity for 2 x Duty Managers to join us from 1 September 2021. The Duty Managers play a crucial part in the day-to-day operations of the Sports Centre and form part of the Sports Centres facility management team, which is collectively responsible for the effective delivery of a range of services throughout the facility.

MAIN DUTIES AND RESPONSIBILITIES:

The successful candidate will be expected to:

- To undertake regular checks around the facility and all the equipment, as well as housekeeping standards and take prompt action where remedial action is required.
- To be responsible for the Health and Safety of all staff and visitors and to be the main first aider while on duty.
- To supervise or undertake equipment set up and take downs according to the programme of activities. (This will involve lifting or moving of medium weight equipment).
- To provide inductions and training to new staff (Lifeguards) as well as refresher training to existing staff members.
- To be responsible for the security of the building and equipment.
- Adhere to all procedures and guidelines listed within the Sports centre Emergency Action Plan (EAP) and Normal Operating Procedures (NOP)
- Assist in the development of the Sports Centre programme and range of services in order to enhance the user's experience.
- To ensure that the highest standard of customer service is delivered at all times.
- To effectively deal with user/ visitor complaints and queries and aim to reduce or eliminate escalation of complaints.

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

- NPLQ (National Pool Lifeguard Qualification)
- First Aid qualification
- Fitness Instructor level 2 (desirable)
- Excellent verbal and written communication skills.
- Previous experience of working with children or young adults.
- Ability to supervise pupils and other facility users under direction of the Sports Centre Manager.
- Knowledge of relevant sports Health and Safety legislation.
- Knowledge of Sports Centre operating procedures.
- Reasonable level of fitness to accommodate manual handling duties.
- A reasonable standard of administrative skills and IT literacy.
- Smart and presentable appearance.
- Flexibility, adaptability and a 'can do' attitude.
- Desire to achieve the highest standards.

FURTHER INFORMATION

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

- 22 days' holiday pay to be taken outside of term time.
- 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.
- 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



CONDITIONS OF SERVICE

This position is offered as a part-time contract from 1 September 2021.

One Duty Manager will be required to work 6 days per week. The hours of work will rotate between the following evening and weekend shift patterns, totalling 40.5 hours. The second Duty Manager will be required to work weekends only. The hours of work will be 16.5 hours per week.

Duty Manager 1

- **Monday:** 5pm to 9:30pm
- **Tuesday to Thursday** 5pm to 10pm
- **Friday:** 5pm to 9:30pm
- **Saturday:** 8am to 6:30pm (1 hour unpaid lunch break)
- **Sunday:** 8:30am to 4:30pm (1 hour unpaid lunch break)

Duty Manager 2

- **Saturday:** 8am to 6:30pm (1 hour unpaid lunch break)
- **Sunday:** 8:30am to 4:30pm (1 hour unpaid lunch break)

Salary

The salary for this post will be at Point 12 of the Whitgift Foundation Support Staff Pay Scale. This is currently £22,319 per annum (FTE).

We welcome applications from all parts of our community as we aspire to attract staff that match 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 daily and we invite interested candidates to apply as soon as possible.

Closing date: Midnight on Sunday 8 August 2021

Interviews: Week commencing Monday 9th August 2021

Due to the current uncertainty regarding the COVID-19 pandemic, the school may amend the closing date. Flexibility regarding the interview may also be required to ensure the health and welfare of our school community.

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.

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