

Congleton High School

JOB DESCRIPTION

JOB TITLE	Sports Centre Duty Manager	GRADE	2
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BASIC JOB PURPOSE

The post-holder will support to make best use of the facilities and activities offered by the service. The post holder will be responsible for the general running of the Sports Centre.

MAIN RESPONSIBILITIES

1	Assist with the running of the facilities in the Sports Centre which is used by the whole community.
2	Required to assist with the set-up and tidy-up of equipment and provide excellent customer service for all users of the facilities.
4	Dealing with customer's enquiries, providing excellent customer service
5	Responsible for the delivery of the Sports Centre programme and health and safety.
6	Ensure that safe working practices are adopted by employees to maintain a safe working environment for employees and service users. These are defined in the School Health & Safety Policy, departmental policies and codes of practice.
7	Work in compliance with the Codes of Conduct, regulations and policies of the school and its commitments to equal opportunities.
8	Ensure that output and quality of work is of a high standard and complies with current legislation/standards
9	Locking up of the sports centre facilities with team member
10	Taking and logging customer bookings
11	Liaising with team members and Office Manager to work flexibly to agree working rota patterns
12	Monitor the Sports Centre email inbox and social media Facebook page

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Notwithstanding the detail in this job description, the jobholder will undertake such work as may be determined as necessary by the Trust.