



**Sports Centre Manager
Congleton High School
Grade 6 + Pension Scheme (LGPS)**

**For a confidential discussion about this post with the
Headteacher, more information, or to arrange a visit,
please contact the school on 01260 730123 or
enquiries@congletonhigh.com**





Congleton High School is a very popular and successful 11-18 school. Academic achievement and attainment are high and the school has a rich and broad curriculum combined with excellent teaching and learning. We are fully committed to making Congleton High School a great place to learn and work and we place a great emphasis on well-being of students and staff. In our last Ofsted Inspection (February 2023), we were rated as a 'Good' school. The school is expanding and has a growing Sixth Form of 250 students.

I know that having great people is our biggest asset and we work very hard to make sure that we provide good professional development and create a positive working environment for all staff. The school has a strong Induction Programme and places high importance on the well-being of staff. The people you will be working with will support and motivate you to achieve your career ambitions. Staff are fully committed to providing the very best lessons for students and we have a strong focus on Teaching and Learning. I am proud of the 'team' ethos we have created, and staff have planned opportunities to work together and share the very best practice across the school.

As part of The Learning Partnership, staff have the opportunity to work with the 14 schools within the trust as well as our partner primary schools in the local area.

More information about the school can be found on our website and in our most recent Ofsted report. However, if you have any questions or queries about the post, please get in touch with me on jbarlow@congletonhigh.com or 01260 730123.

Heidi Thurland

Headteacher
Congleton High School

JOB PURPOSE

- Responsible for the day-to-day operation of the Sports Centre, including management of the delegated budget, and for the Management of Sports Centre staff.

MAIN AREAS OF RESPONSIBILITY

- Management and operation of the Sports Centre
- In liaison with school, development and delivery of centre policies and procedures (and relevant school policies and procedures)
- Promote and market the 3G pitches to external users.
- Promote and market the Centre and facilities by developing a programme of events and marketing these through appropriate media.
- Under the line manager, generate revenue for the Centre by developing the use of facilities through new bookings.
- Ensure staff and users of the Centre comply with existing and future health and safety requirements including first aid certification.
- Oversee the maintenance and cleaning of equipment and premises through liaison with cleaning contractors and maintenance team.
- Lead, manage and motivate a team of Sports Centre staff, taking responsibility for recruitment, induction, task delegation (including organising duty rotas), performance management and appraisal. This would include supervision of activities over the weekend.
- Organise bookings with external sports clubs to enable them to run weekly activities or holiday courses.
- Offer a quality customer service by directly interacting with members of the public, and developing others to effectively fulfil this activity.
- Responsible for ordering new equipment needed by the Centre.
- Responsible for preparing, checking and managing the budget and finances of the Centre, reporting, through Line Manager to Governors on financial status of the Centre, making recommendations in the report about any necessary remedial action
- Responsible for working with finance staff to ensure all criteria are met for audit.
- Carry out a range of finance tasks including the receipt, collection and banking of income from users of the Centre. Responsible for ensuring that monthly invoice payments are met.
- Ensuring completion of a range of administrative tasks.
- Carry out an induction for new users of the fitness suite, including ensuring that relevant health information has been obtained and verified.
- Provide a brief monthly report to the Business Manager on developments in the Sports Centre.
- Further develop income streams by promoting the use of the Centre to the public, where appropriate, investigating potential sources of funding and assisting in completion of funding bids.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Multi-Academy Trust on all issues to do with health, safety and welfare.
- Support the Multi-Academy Trust's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, etc.

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post. The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to:

- 1) Equal Opportunities
- 2) Health and Safety
- 3) General Data Protection Regulations (2018) and Data Protection Act (2018)
- 4) Safeguarding children

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

PERSON SPECIFICATION

ATTRIBUTES	DESCRIPTION	DESIRABLE
Knowledge and Experience	GCSE English, Maths grade C or above. (or equivalent Level 2 qualifications) Experience of working in a similar role Ability to supervise and motivate colleagues	Level 3 qualifications (A level or equivalent) First Aid at work certificate Qualification in leisure
Skills and Abilities	Enthusiastic, adaptable and a good team player A can-do approach and the ability to work independently. Keep calm under pressure Excellent customer care skills. Good planning and organisation skills Knowledge of ICT software and ability to use the Internet.	Experience of leadership of a team
Personal Qualities	A positive approach to hard work. A positive role model for staff and young people Passionate about delivering excellent leisure facilities. Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels. Positive advocate of the Trusts values within the community	

Note: TLP is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.



Staff Benefits at Congleton High School

In addition to competitive salaries, subscription to the Teachers' Pension Scheme and for Support Staff the Local Government Pension Scheme, Congleton High School has a great deal to offer staff at the school.

Over the last few years, the school has shown commitment to improving staff well-being and implemented strategies to address workload issues.

What can we offer you?

1. A range of benefits such as, cycle to work scheme and store discounts.
2. Staff activities, such as Staff Band and Badminton Club.

As a school we have implemented a range of strategies to promote well-being and address workload.

1. Provided training for staff on managing stress, building resilience and developing well-being & happiness.
2. Implemented a Flexible Working Policy allowing staff to temporarily change their working hours due to changes in their personal circumstances.