



Chigwell School

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Sports Centre Technical Manager Job Description (Full time/Permanent)



Introduction

An exciting opportunity has arisen for an experienced leisure professional to join our new sports centre team to manage the technical operation of our new centre currently under development. At Chigwell School, we are always seeking to improve our provision to pupils and the new sports centre, scheduled to open in September 2023, will provide additional and exciting opportunities for Chigwell pupils and members of the wider community. The role is full time/permanent starting in July 2023.

Background

Founded in 1629 by Samuel Harsnett, the son of a Colchester baker who went on to become Archbishop of York, Chigwell School stands on its original site with the original school building still in use. However, whilst Chigwell of today is conscious of its long-standing history, it is a forward-looking, ambitious, coeducational independent school of 990 pupils aged four to eighteen. It enjoys excellent facilities, a dedicated staff, bright and hardworking pupils, and a site of 100 acres.

Chigwell School is located in the picturesque village of Chigwell just over ten miles from central London and on the Central Line. The extensive, beautiful grounds are close to the edge of Epping Forest and it is rare for a school to have so much space and yet be so close to the centre of the capital. Most pupils are day pupils but in the Sixth Form there is a small community of international boarders, roughly thirty from sixteen countries, and these live in four small boarding houses.

As well as being an academic school, Chigwell has the reputation for providing a rich and full education, with plenty of opportunities for all pupils who are enthusiastic, co-operative and able. Chigwell is a caring and friendly school, with a close sense of community, not least between colleagues. As the Good Schools Guide reports: *Academically, pupils are put through their paces but it all seems to be done in such a civilised and pleasant manner that you are more likely to hear pupils talk about opportunities and prospects than pressure and stress. "Anyone who wants to do well here, will do well" said one student, "and I can't think of a nicer place to succeed."*



The School Development Programme

Over recent years, the School's facilities have been extensively developed in order to enhance the educational experience that pupils receive. The development programme has included the following additions:

- 2008 Wilson Building teaching block
- 2008 Floodlit AstroTurf pitch
- 2009 Junior School library extension
- 2010 Complete redevelopment of catering facilities
- 2010 Harsnett's and Church House converted into boys' boarding houses
- 2012 The Old Chigwellian Club and land was incorporated into the school estate
- 2013 Pre Prep School completed and opened
- 2013 Two new science labs created
- 2014 Drama Centre balcony extended to provide additional music and drama rehearsal space
- 2016 The Risham Sarao Sixth Form Centre completed and opened
- 2017 Extension of Dining Hall
- 2018 Renovation of the Chapel
- 2019 Extension of Junior School
- 2020 3G football pitch constructed
- 2021 New Sports Centre (currently underway)

The Governors have recently agreed a development masterplan and the next priorities on the School's development plan are to:

- Further expand our provision of bursaries
- Expand the facilities for music





The School

Some pupils join Chigwell School in Reception and there are two classes in each of the three Pre Prep year groups. A small number of children join the Junior School at 7+ (Year 3) and there are three classes in each of the KS2 year groups. At 11+ (Year 7), there is a further entry with four or five classes making up Years 7 to 11. Again, there is a small entry into the Sixth Form. Entry at each stage is selective and although there are three main sections to the School (Pre Prep, Junior School and Senior School) these sections work closely together and there is a common ethos running throughout.

There are over a hundred teachers and together with the support staff, there is a friendly, mutually-supportive atmosphere. We place considerable emphasis on life outside the classroom and believe that the opportunities that we provide help to fulfil our Vision: To inspire our pupils to fulfil their potential and forge their path to success. The School Values are:

1. Happiness First
We create a nurturing space where happiness underpins our achievements and drives us forward.
2. Courageous and Resilient
We seize opportunities all around us and have the confidence to embrace them wholeheartedly.
3. Innovative Approach
We adapt and evolve, influencing our changing world.
4. Community of Kindness
We support and collaborate with each other, making a positive contribution to the community.
5. Lifelong Learning
We cultivate curiosity, keeping the passion for learning alive beyond the school gates.



A brand-new Sports Centre

At Chigwell we are always looking to improve our provision to pupils. The Governors of the School have commissioned a buildings masterplan to look at capital projects over the medium term and to ensure the School makes the best use of its site and continues to deliver an education of the highest quality. Alongside this, the

School has started construction of a brand-new sports centre. This will be the largest capital project undertaken by the School. The new Centre is scheduled to open next October 2023.

Our new sports centre will have a 6 lane indoor swimming pool, 5 court multi-purpose sports hall, alongside a gym and studios, all of these eco- friendly designed. We plan for these facilities to be available for use by local residents groups and clubs outside normal school hours thus retaining and supporting our connection with the local community. Alumni will also be able to benefit from the facility with an exclusive Old Chigwellians membership.



Architectural render of proposed swimming pool and sports centre

The Role

The main purpose of this position to manage the technical operation of the Centre:

- To ensure that the Chigwell School Sports Centre is maintained and repaired to high standards, in accordance with legislation and good practices
- To manage the pool plant machinery and ensure the safe delivery of chemicals
- To undertake regular maintenance inspections for all plant and machinery
- To manage the BMS (Building Maintenance System) system
- To liaise with contractors and ensure regular pre-planned maintenance visits take place

SUMMARY OF RESPONSIBILITIES AND DUTIES

- To undertake regular, periodic inspections of all plant, machinery and equipment and
- undertake regular maintenance as required.
- To order pool chemicals and technical equipment as required, ensuring safe delivery and
- storage.
- To manage a Planned Preventative Maintenance programme and control periodic
- checking of plant and machinery and provide monthly review to Sports Centre Manager.
- To be the CSSC technical lead on latest defect issues
- To manage external contractors and ensure that regular and statutory inspections and
- works are carried out. Including access and induction processes
- To manage budgets as directed by the Sports Centre Manager

- To manage the daily, weekly, and monthly technical checks and produce monthly summary reports
- To manage the dashboard utility reports and produce monthly summary reports
- To liaise with the Estates Department to request maintenance assistance and specialist work requests.
- To undertake repairs to plant, machinery and equipment as required.
- To manage projects as directed by the Sports Centre Manager / Director of Operations.
- To respond to and co-ordinate out of hour callouts.
- To support the Director of Operations when required.
- To carry out night work as agreed with the Sports Centre Manager
- To undertake any other duties as requested by the Centre Management team.
- To lead on defects as part of the post build period of the Sports Centre.
- Produce monthly overviews of tasks logged vs completed

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business as sensitive and confidential materials are regularly handled in the Department. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

PERSON SPECIFICATION

SKILLS & ABILITIES

- A motivated individual able to work on own initiative.
- Ability to work as part of a team.
- The ability to work in a 'live' environment.
- Proven problem-solving skills, planning and decision making.
- The ability to provide exceptional customer service at all times.
- Willingness to undertake relevant training.
- A reliable and enthusiastic individual with a flexible approach to work.
- Good verbal and written communication skills.

EXPERIENCE

Essential:

- Experience in a similar role with the ability to work on your own initiative with the minimum amount of supervision.
- Must have a broad range of maintenance skills.
- Full driving licence
- Experience of managing pool plant
- Pool Plant Operators qualification

Desirable:

- Experience in plumbing, electric, carpentry or building works.
- Health & Safety qualification such as IOSH



Hours

The hours of work will be 40 each week and will be flexible. This includes callouts, weekend & overnight working.

Salary

We offer a competitive salary and benefits package. The annual salary will be £32,000 to £35,000 per year depending on the candidate's previous experience.

Benefits

Chigwell School is a very happy place to work and the School provides a supportive working environment. There is a well-developed programme of professional development. Pupils are enthusiastic, well-behaved and eager to learn, and colleagues are supportive, dedicated and get on well together. There is a strong sense of community.

Other benefits of working at Chigwell School include:

- A competitive salary
- Generous holiday entitlement
- Commitment to professional development
- Membership of the Pension Scheme
- Personal Accident Cover
- Death in Service
- Employee Assistance Support Programme
- Complimentary lunch and break time refreshments during term time
- Generous fee remission for eligible children
- Use of school sports facilities outside of the school day
- Free parking and cycle racks
- Medical Centre on site
- Use of School Library
- A beautiful working environment – 100 acre site, beautifully landscaped with a number of listed buildings
- Good transport links by tube (Central Line), road and local bus route
- A supportive community of highly motivated students and staff



Applications

Applicants should complete the staff application form which can be accessed directly from our website: <https://www.chigwell-school.org/about-us/vacancies/> and sent to the HR Manager at: hr@chigwell-school.org

The Bursar, James Rea, will be happy to answer any questions; he can be contacted at the School by telephone 020 8501 5711 or email bursar@chigwell-school.org

Closing date: 14th May 2023 - early applications are welcome.

Applications will be considered upon receipt. Candidates will be contacted by telephone or email to attend interview if required. The School reserves the right to interview and appoint before the closing date.

Chigwell is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening including checks with past employers, prohibition orders and enhanced DBS.

