



OUNDLÉ
School

Duty Supervisor (Sports Centre)

Applicant Information



Oundle School

The Corporation of Oundle School

The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and

social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

Some of the above are non-contractual.

See also the Employment Information section.



Duty Supervisor

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

Working within the Sports Centre team, the role holder will report to the Deputy Sports Centre Manager.

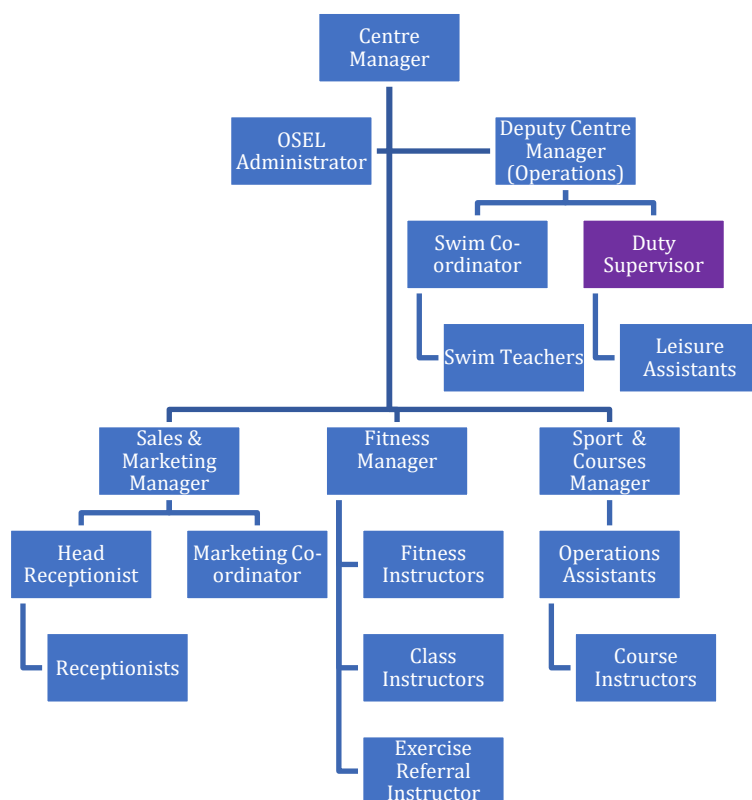
The Duty Supervisor is responsible for the safe, efficient, and effective operation of the sports centre. Acting as a senior staff member on site, the Duty Supervisor oversees staff, supports customers, and ensures that facilities, programmes, and services run smoothly and safely. This role plays a key part in delivering excellent customer service and maintaining high operational standards.

The Duty Supervisor will be expected to monitor the condition of the facility and equipment, report and act on any issues, and contribute to a positive team culture. This role requires initiative, confidence, and the ability to lead by example in a busy, customer-focused environment. By ensuring a high-quality, safe, and inclusive experience for all users, the Duty Supervisor plays a key part in the success and reputation of the centre.

About the department

As well as providing new and improved facilities for the School's pupils, the Sports Centre facility has been designed to allow increased access to local residents, sports clubs and schools. It includes a large sports hall, 50m swimming pool, 50 station fitness suite, multiple dance studios and café. The new centre also hosts the Schools match-day entertainment for visiting school teams.

After accommodating the educational and social demands of pupils, the School is eager to develop wider access to the Centre and encourages participation by the local community in a range of sports and leisure activities organised and managed by the Centre staff. The Centre is managed by the School's trading company on a commercial basis. Critical to the success of the Centre is a commercially targeted and client focused staff team. Staff readily accept the responsibility of representing the School and Enterprise company in the local community.



Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

Lifeguarding Responsibilities

- Maintain constant supervision of pool areas when on lifeguarding duties.
- Undertake general lifeguarding duties, ensuring the pool is never left unattended whilst in use.
- Monitor number of bathers in the pool and advise additional lifeguards or management when limits are exceeded.
- Conduct pool water tests and monitor conditions, advising management of any necessary adjustments.
- Be aware of general pool conditions and report any changes from the norm.
- Check safety equipment and report defects to the Deputy Sports Centre Manager.
- Maintain NPLQ qualification and undertake regular staff training.
- Ensure the safeguarding and wellbeing of all children and vulnerable adults.

Operational Duties

- Supervise and support the day-to-day operations of the centre, ensuring facilities, programmes and services run smoothly and safely.
- Implement and adhere to the Normal Operating Procedures and Emergency Action Plans.
- Complete shifts in accordance with the rota, including daily task sheets.

- Deliver duties across a range of activities including housekeeping, setting up rooms and equipment, reception, and lifeguarding.
- Ensure all sporting facilities and equipment are ready and suitable for use and stored away appropriately.
- Patrol all areas of the Centre to ensure correct usage of facilities.
- Maintain storage areas in a clean and tidy condition in accordance with store plans.
- Assist in the preparation and operation of events and activities, including assembly and dismantling of equipment.
- Ensure cleaning duties are carried out to Centre standards, including daily, weekly and monthly check sheets.
- Assist catering/café staff in maintaining presentation of the area.
- Ensure the security of the sports centre by opening and closing the facility at the start and end of day.
- Monitor and sign in/out all contractors and visitors.
- Ensure all lost property is handled and recorded in line with procedures.
- Attend Centre activities to enhance product knowledge and support customer service.
- Process payments for memberships, activities, and retail items.
- Reconcile till and other payments.
- Provide cover for other departments as required (e.g. Reception, Fitness Studios).

Personnel Management

- Supervise staff and monitor team productivity during shifts.
- Support the Deputy Sports Centre Manager with staff recruitment.
- Induct and mentor new or inexperienced leisure assistants.
- Conduct regular 1:1s and OPDRs with Leisure Assistants in collaboration with the Deputy Sports Centre Manager.
- Support the Deputy Sports Centre Manager with maintaining and communicating work rotas and deep cleaning schedules.
- Attend team meetings and complete monthly training including customer care, product knowledge, EAPs, communications, and CPD.

Customer Service & Engagement

- Promote quality customer service at all times, dealing with feedback and escalating serious issues.
- Provide information and assistance to customers, directing them to reception as appropriate.
- Promote activity schemes, current sales offers, and retail items to users.
- Actively encourage and promote membership under guidance of the Sales & Marketing Manager.
- Communicate booking enquiries to the Sales & Marketing Manager.
- Take bookings for facilities and activities, including fitness inductions.
- Assist in organising and hosting children's parties and Centre social events.
- Be aware of the Commercial and School allocation timetable and assist with related queries and amendments.

Additional Assignments

- Each Supervisor will work closely with departmental managers to take the lead on additional assignments and projects such as:

- **Training & Development Focus**

Take responsibility for supporting the coordination of training and development activities at the Centre. This includes tracking induction completion, maintaining NPLQ and staff training records, and assisting with mandatory training processes, in collaboration with departmental managers and the Deputy Centre Manager.

- **Swim School & Activities Focus**

Take responsibility for supporting with administration and organisation of the swim school and Centre activities. Work proactively with the Swimming Co-ordinator to ensure effective scheduling, communication, and smooth delivery of programmes.

- **Timetable & Booking Focus**

Take responsibility for maintaining the Commercial and School allocation timetable. Collaborate with the Deputy Centre Manager to manage bookings, resolve potential scheduling conflicts, and ensure accurate record-keeping to support operational needs.

Additional Duties

- Where appropriately qualified, and as directed by the Deputy or Sports Centre Manager, assist in the delivery of monthly staff training sessions in line with RLSS recommendations. *This responsibility is additional to the core duties outlined in this job description and will only apply where the individual holds the relevant qualification.*

General

- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
NPLQ	✓	
Pool Plant Operator Qualification or willingness to work towards and complete within probation	✓	
Fitness instructor (Level 2)		✓
First Aid at Work Qualification		✓
ASA Swimming Teacher (Level 1/2)		✓
RLSS Trainer/Assessor qualification		✓
Coaching/fitness class qualifications		✓
Competencies, Skills & Experience	Essential	Desirable
Experience of working within the leisure industry	✓	
Demonstrates the ability to collaborate effectively with colleagues from a range of backgrounds and roles, working well as part of a cohesive team.	✓	
Communicates clearly and professionally, through both written and verbal, to internal and external correspondence, adapting to different working styles.	✓	
Confident user of Microsoft Office Suite (Word, Excel, Outlook).	✓	
Ability to pass a pre-employment practical skills test in the pool	✓	
Experience of supervising/ managing a team		✓
Experience of dealing with emergency situations		✓
Experience of working on reception		✓
Experience of an electronic point of sale system		✓
Experience of co-ordinating Swim School activities		✓
COSHH training		✓
Personal qualities	Essential	

Calm manner	✓
Able to work a flexible working pattern	✓
Confident when dealing with people	✓
Able to work on own initiative and as part of a team	✓

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** To be confirmed.
- **Contract:** 52 weeks (not affected by School Term Time)
- **Hours of work:** Average 40 hours per week, on a 3-week rolling rota.
- **Salary:** £31,230 per annum base salary, with the opportunity to earn more if qualified as a RLSS Trainer.
- **Contributory Pension Scheme:** You will need to contribute a minimum of 3% of your contracted salary and you are eligible to receive a contribution from the School capped at 5% of the contracted salary.
- **Life Assurance:** 3 x salary, subject to scheme rules.
- **Holidays:** Your entitlement is 6.4 weeks (32 days) including 8 Bank Holidays. The Sports Centre usually closes on the following public holidays: Christmas Day, Boxing Day and New Years Day. Any other public holiday when the Sports Centre is open will be classed as a normal working day for the purpose of rotas and you will receive your normal rate of pay for working on those days.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Interview date to be confirmed

If you have any questions about the role, please contact:

HR Department

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email c/o: opportunities@oundleschool.org.uk / Tel: 01832 277193