

# JOB DESCRIPTION



<b>Post:</b>	Sports Centre Manager - 12 Month Fixed Term Contract (Maternity Cover)
<b>Reports to:</b>	Vice Principal
<b>Salary:</b>	Full-Time Equivalent Salary: Grade 3 £27,254 - £33,699 Pro Rata (Actual Salary Range): £14,934 - £18,465
<b>Hours:</b>	20 hours per week (May include some evening and weekend work)

## The Role

To lead and be responsible for the day-to-day management of the sports centre providing care and play opportunities in a safe and secure environment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description 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, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the principal to reflect or anticipate changes in the job commensurate within the grade and job title.

## Key responsibilities

- To contribute to the effective working of our school.
- To lead the day-to-day management and organisation of the Sports Centre.
- To manage and lead a team of staff to ensure the effective running of the Sports Centre.
- Create duty rotas and accurately record hours worked each week to be sent to payroll.
- To be responsible for the day-to-day administration on Bookteq, record keeping, ordering, and purchasing of equipment, invoicing, supplies, and resources.
- To be responsible for administering bookings and fees.
- To manage agreed budgets.
- On occasions it may be necessary for the Sports Centre Manager to work flexibly to support key events taking place for example weekends.
- Oversee the setting up and clearing away of equipment at the beginning and end of each session.
- To liaise with parents, school, and other agencies as appropriate.
- To be aware of personal care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises.
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or come into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To undertake appropriate professional development including adhering to the principle of performance management.
- To set an example of personal integrity and professionalism.

## Wider responsibilities

- Support the school's Catholic values and ethos by implementing policies, practices, and procedures.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, code of conduct for staff and data protection.

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- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Participate in training, the performance management process, meetings, and other learning/development activities as required.
- Help develop a school and department culture and ethos that is committed to achievement.
- To be active in issues of pupil welfare and support.
- Any other duties as commensurate within the pay scale to ensure the smooth running of the school.

Bishop Challoner Catholic College is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check with children's barred list check. All staff will be expected to follow the school's child protection policy, and code of conduct for staff.