

JOB DESCRIPTION

Post Title: DUTY OFFICER	
Department: Childrens Services	Establishment/Post No:
Division/Section: Parrenthorn High	Post Grade: Grade 7
Location: COMMUNITY SPORTS CENTRE	Post Hours: 27.5
Special Conditions of Service: Evening and weekend work as part of normal working week.	
Purpose and Objectives of Post: To ensure there is effective day to day operational management of the Centre in accordance with contract specification, under the direction of the Business Manager	
Accountable to: Head Teacher	
Immediately Responsible to: Operations Manager	
Immediately Responsible for: Casual staff i.e. instructors/coaches, general attendants – number depends on any cover required, special programme of events	
Relationships: Internal: All staff and pupils at Parrenthorn High School. Colleagues at Vision Multi Academy Trust.	External: Members of the public Local, Regional and National Sporting Organisations/Clubs Suppliers of goods and services
Control of Resources: Personnel: Training, direction and supervision of Centre staff Financial: Responsible for control of floats and all monies collected from tills and machines in the Centre in line with Audit guidelines Equipment/Materials: To maintain and control equipment, stock and stores in all areas within the Centre. To maintain First Aid and Safety equipment Health & Safety: To ensure the maintenance of a healthy and safe environment for staff and public	

Duties/Responsibilities:

1. To ensure the opening and closure of the facilities and car park in accordance with the Centre requirements including the setting of all alarm systems.
2. To ensure facilities are operated in accordance with the program.
3. The post holder to be responsible for undertaking training to assist personal and professional development
4. To ensure staff maintain a high standard of hygiene and cleanliness throughout the building both externally and internally.
5. To be involved in the creation and implementation of quality assurance procedures.
6. To ensure the correct setting up and dismantling of equipment.
7. To take bookings and give all necessary information to user groups.
8. To ensure appropriate communication to all relevant staff and the general public.
9. To be responsible for the running of special events.
10. To assist in the planning and costing of instruction courses and in the formulation of the Centre program.
11. To be responsible for reporting faults and breakdowns of the heating system and other associated plant and equipment.
12. To carry out / report minor repairs in the Centre.
13. To ensure a high standard of customer care is maintained at all times.
14. To ensure all reception procedures are carried out in accordance with agreed guidelines.
15. To control, order and replenish re-saleable stock and equipment.
16. To ensure all income is received and accounted for in accordance with laid down procedures.
17. To ensure all personnel and administrative functions are carried out.
18. To ensure all health and safety procedures and legislation are implemented in accordance with the contract specification.
19. To be observant at all times reporting any occurrences that may have a detrimental effect on day-to-day operation.
20. To provide guidance and support to work experience placements.
21. To ensure that sales and promotion of the centre is carried out.

Job Description prepared by	Sign: M Heselwood	Date: 23/01/2026
Agreed by Postholder	Sign:	Date:
Agreed correct by Supervisor/Manager	Sign:	Date: