

ROLE PROFILE

#RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



www.rklt.co.uk/careers



Red Kite Learning Trust is committed to supporting work–life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

Job Title:	Sports Centre Duty Manager	School:	Rossett School
Salary Grade:	13.45 per hour	Working Hours:	Flexible, to include midweek evenings and Saturdays
Contract Type:	Casual Contract	Location:	Harrogate

Responsible to: Sports Centre Manager

Role summary: We are looking to appoint a motivated and dedicated Sports Centre Duty Manager to join our team and help ensure the smooth operation of our leisure facilities. The successful candidate will have previous experience in the leisure sector and the ability to work flexible hours and to deliver an exceptional experience to all visitors.

Special conditions of service:

No smoking policy, including e-cigarettes/vaping.

Role specific responsibilities:

- Open and lock all the sports facilities internally and externally.
- Conduct a thorough site check and complete the daily site check report form, report any issues to the site team/sports centre management.
- Check the answer machine and respond to any enquiries within shift hours.
- Set up equipment with the Leisure Assistant, in line with bookings and ensure equipment is cleared at the end of the shift for school use the next day.
- Set up till daily and complete the cashing up process at the end of the shift with the Leisure Assistant. Complete the office 365 income breakdown sheet and paper copy income breakdown sheet. Sign the sheet as a true and correct record.
- Process customer payments at reception through the EZ system.
- Deal with all customer enquiries.
- Input bookings on the EZ Facility Management system.
- Chase pay-weekly users for any late payments • Ensure health & safety procedures are met.
- In the event of adverse weather, external pitches must be checked regularly to ensure they are playable. If pitches are deemed unplayable, all customers must be contacted by phone to inform them of cancellation.
- Administer First Aid and contact the emergency services if required.



- Ensure the Leisure Assistant undertakes all their responsibilities.
- Control floodlighting and car park lighting as required.
- Lock all internal and external doors, ensuring all the lights are switched off, the building is secure and the alarm is set.
- Report any issues directly to the Centre/Deputy Manage

All colleagues, regardless of career stage, will make a positive contribution to the wider life and community of our school, for example through sport, music, hobbies etc.

RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission
Nurturing ambition, delivering excellence and enriching children's lives.

Our Trust Values

- Collaboration**
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals

- We champion learning**
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Strong leadership and communication skills	*	
Ability to form good working relationships	*	

Works well independently as well as part of a team	*	
Ability to communicate with a range of stakeholders	*	
Skilled at finding practical solutions	*	
Capacity to evaluate and improve	*	
Adapts to different situations and changing scopes of work	*	
Ability to effectively manage multiple tasks simultaneously	*	
Willingness to participate in development and training opportunities	*	
Ability to work under pressure and to meet deadlines	*	
Record of good attendance and punctuality	*	
Qualifications, Knowledge and Experience	Essential	Desirable
Previous experience within the Leisure Industry	*	
Previous supervisory/managerial experience	*	
Previous experience in cash handling	*	
First aid Qualified		*
Competent in ICT including knowledge and application of Management Information Systems	*	
Good understanding of Health & Safety and First Aid Qualification		*
Experience working in a similar role		*
Safeguarding and Promoting the Welfare of Students	Essential	Desirable
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

