



RADLEY

Sports Centre Duty Manager

Radley College, Abingdon, Oxon OX14 2HR

01235 543000

www.radley.org.uk/employment/working-at-radley

About Radley College

Radley College is an independent boarding school of 765 boys situated five miles south of Oxford on a rural campus close to Radley village. Radley is a wonderful place to work. Set in a beautiful 800 acre campus, we are blessed to have fantastic facilities in a peaceful, rural location. However, most of all we are proud of our collective sense of purpose and community. We are immensely proud of the way we foster a friendly atmosphere. As such, relationships between all staff and between staff and boys are very strong. We place great emphasis on spending time with each other socially, enjoying each other's company through whole-staff events. We are looking for people to join us who aspire to learn new skills, are loyal, committed and wish to grow and develop within an inspiring culture.

Job Overview

We are looking for a Duty Manager to join the team, who will be responsible for assisting with the day to day running of our busy and successful commercial operation. Based at The Sports Centre. The successful applicant will be working as part of a team, and whilst on duty would be expected to supervise a team of leisure assistants and casual lifeguards to ensure the smooth running of the Sports Centre and other College facilities.

You must be a team player who is extremely enthusiastic, motivated and committed to customer care. Candidates will have strong communication and organisational skills. A flexible approach to working hours is essential.

This role is on a rota basis, including evenings and some weekends.

The successful applicant would ideally hold a current NPLQ (National Pool Lifeguard Qualification) or be willing to attend our next course. All staff are required to keep their NPLQ training up to date. All applicants must be 16 or older.

Uniform is provided, along with a number of other staff benefits including free meals during term time, pension and College sickness scheme.



Key Responsibilities

- Responsible for the setting up of several different fitness classes, pool sessions and sports hall events.
- Ensure all fitness equipment is in good working order and safe to use.
- Ensure the Fitness Suite, Weights Room, Swimming Pool and all other sporting areas are clean, tidy and displaying relevant and up to date information.
- Supervision of Boys' Fitness Sessions.
- Conducting tours of the gym and associated facilities.
- Handle customer enquiries efficiently to maintain high levels of member satisfaction and establish an excellent rapport with all customers.
- Generate an atmosphere where the customer experience is paramount.
- Answer queries from boys, staff, and the public. This will include both face-to-face contact and use of the telephone and email.
- Be alert to health & safety issues, including routine testing of the pool water and checking of all areas.
- Carry out regular checks of the changing rooms to ensure that they are always clean and ready for use.
- Maintain qualified lifeguard status throughout your employment, which includes attendance at monthly training sessions.
- Provide lifeguard cover for early morning and lunchtime staff swimming sessions. as required.
- Assist with first aid cover for the Sports Centre whilst on duty.
- Supervise Leisure Assistants when on duty.

Any other duties that may be required as part of the general running of the facilities.



Staff Benefits

- Competitive salaries.
- College sickness scheme.
- Pension (contributory group personal pension scheme).
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership of our nine-hole golf course.
- Employee Assistance Programme.
- Free school meals during term time.
- Free parking on site.

How to apply

Applications may be submitted by accessing the link on our website: www.radley.org.uk/employment/operational-vacancies.

The deadline for applications is 12 noon, Thursday 16 April, but we reserve the right to consider applications as they arrive.

Should you wish to have an informal chat about the role before submitting an application, please contact the HR Department to arrange this HR@radley.org.uk or 01235 548518.

Safeguarding

Safeguarding is at the heart of all we do in the school.

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 and Keeping Children Safe in Education and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. They will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.