



Kenilworth Multi Academy Trust

Aspiring to Excellence through Quality, Ambition and Independence



JOB DESCRIPTION

Job Title:	Senior Leisure & Lettings Coordinator
Salary Grade:	Grade: H, points 14-17
Hours/Weeks	37 hours per week for 52 weeks per year – predominantly evenings and weekends
Location:	Any school sites associated with the Trust
Line Manager:	Chief Financial Officer
Tenure:	Permanent

KEY PUPOSE:

The postholder will supervise the effective delivery of leisure services to a wide customer base.

ACCOUNTABILITIES

The appointee will be line managed by the KMAT Chief Financial Officer. The appointee will line manage the KMAT Leisure & Lettings Coordinators.

PRINCIPLE RESPONSIBILITIES:

Leading the Leisure and Lettings team you will be required to carry out the following duties:

1. Coordinate the day-to-day delivery of Leisure & Lettings services.
2. Ensure that the centre meets its Trust and community objectives.
3. Manage and maintain the Pitchbooking system, which includes the schedule of community bookings and scheduling the workload of instructors.
4. Delivery of School Holiday programmes
5. Line management and supervision of KMAT Leisure & Lettings Coordinators, including the production of weekly staff rotas, conducting staff appraisals and ensure staff meet all training requirements.
- 6.
7. Ensure that Leisure & Lettings staff are delivering high standards of performance at all times.
8. Daily and weekly inspections of facilities to ensure that customers have the best experience, and that the centre meets appropriate standards for a leisure facility.
9. Communicate and consult with community users and other stakeholders where appropriate.
10. Ensure health and safety standards are upheld including overseeing the day-to-day maintenance and cleaning within the Centre.
11. Responsible for marketing of KMAT Leisure & Lettings via social media and other appropriate channels.
12. Attend a termly Leisure & Lettings Committee meeting and prepare appropriate reports as required in advance.
13. Inform Site Manager of maintenance and repair issues in a timely manner.

14. Work with Chief Financial Officer and KMAT Finance team to resolve finance queries relating to Pitchbooking and budget setting.
15. With support from the KMAT Chief Financial Officer, responsible for monitoring and reporting of KPIs.
16. Working with the Executives as appropriate, when liaising with external bodies for example Sport England, the Council, club coaches etc. Work with schools within the Trust to support lettings and identify new opportunities for income generation.
17. Working with the Chief Financial Officer to develop the Leisure and Lettings team and its profile in the community.
18. Make sure all accidents and near misses are recorded using the KMAT portal.
19. Due regard for safeguarding of children and mitigating any safeguarding risks between community and school usage during the school week.

CORPORATE RESPONSIBILITIES:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To comply with all reasonable management requests.

OTHER:

Working in collaboration with the Trust Central Team and all Trust staff as appropriate.

- Covering for absent colleagues and undertaking other duties commensurate with the grade.
- Willingness to travel to any Academy within the Trust as required.
- Maintaining knowledge and skills in appropriate technology and undertake any training as necessary.
- Safeguarding and promoting the welfare of children of whom you come into contact with.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

As part of the Kenilworth Multi Academy Trust the Leisure & Lettings Manager will be expected to develop and maintain strong, positive relationships with colleagues in the Trust, and within the family of Trust academies.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This trust is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the trust reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

SignedDate.....

(Post-holder)

SignedDate.....

(Line Manager)

Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
Qualifications and Training						
1	Right to work in the UK	✓		✓		
2	GCSE Grade C or above or equivalent in Maths & English	✓		✓		
Professional Experience and Knowledge						
1	Previous experience of working in a leisure facility or managing lettings within a school / trust,		✓	✓	✓	
2	A passion for the industry demonstrated through continuous professional development		✓	✓	✓	
3	Experience of problem solving customer service and staff management	✓		✓	✓	
4	Able to think on your feet and respond to variable demands	✓		✓	✓	
5	Excellent verbal and written communication skills	✓		✓	✓	
	Excellent and demonstrable organisational skills	✓				
6	Good working knowledge and experience of using ICT; Word, Excel and relevant software	✓		✓	✓	
7	Understands and demonstrates the importance of confidentiality and discretion	✓		✓	✓	
8	Experience of managing priorities in a pressurised environment whilst meeting agreed deadlines/timescales	✓		✓	✓	
9	Experience of building and maintaining effective working relationships	✓		✓	✓	
10	Has an understanding and knowledge of safeguarding and promoting the welfare of children		✓	✓	✓	
Skills and Abilities						
1	Excellent communication and presentation skills both verbal and in writing	✓		✓	✓	
2	Commitment to the KMAT team and Trust	✓		✓	✓	
3	Excellent organizational skills and ability to work with a high degree of accuracy, with meticulous attention to detail	✓		✓	✓	
5	Works productively in a high-pressure environment. Managing conflicting priorities	✓		✓	✓	
6	Works in a systematic, methodical and orderly way	✓		✓	✓	
7	Follows procedures and policies	✓		✓	✓	
8	Detail orientated and able to take ownership of tasks and work with minimal supervision	✓		✓	✓	
9	Possesses effective problem-solving skills	✓		✓	✓	
Personal Qualities						
1	Maintains confidentiality and discretion	✓		✓	✓	
2	Adapts to the team and helps to build team spirit	✓		✓	✓	
3	Maintains a positive outlook at work	✓		✓	✓	
4	Has a flexible and enthusiastic approach	✓		✓	✓	

5	Focuses on customer needs and satisfaction	✓		✓	✓	
6	Achieves high standards for quality and quantity	✓		✓	✓	
7	Motivated to continually improve standards and achieve excellence above norms	✓		✓	✓	
8	A willingness to undertake continuing professional development		✓	✓	✓	
9	Commitment to the safeguarding and welfare of all pupils	✓		✓	✓	
10	This post is subject to an enhanced Disclosure and Barred Service check	✓				