



RIDGEWAY ACADEMY – JOB DESCRIPTION SPORTS CENTRE DUTY MANAGER

Job Title: Sports Centre Duty Manager (casual)

Job Summary: An energetic, sports-orientated person is needed to assist in the smooth operation of all community bookings that run across the School and Sports Centre facilities

Hours: Casual hours (covering children’s parties and holiday camp activities, staff annual leave, busy events/lettings)

Reports to: Sports Centre Manager

Job Description

- Meet and greet customers
- Ensuring equipment is set out and put away properly before each booking and that the facilities remain clean at all times
- Ensure the buildings in use have appropriate levels of heating
- Security of the building, including CCTV control, and locking of other buildings, as directed
- General maintenance, including cleaning duties, of the Sports Centre/School and equipment stock control
- Cash handling, including accepting deposits/payments
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, reporting all concerns to the appropriate person
- Observing behaviour of hirers to ensure safe and proper use
- Ensuring timely vacating of Centre when time has expired
- Execute knowledge of upcoming Sports Centre events/promotions and advertise to incoming customers. Control and input into Sports Centre Social Media streams
- Manage Leisure Assistants workload and direct as necessary when on shift
- Actively engage with members of the public to promote programmes run by the Sports Centre (holiday camps, birthday parties, events etc)
- Administer first aid as required (training provided)
- Provide flexibility within the structure of the team and cover as a Leisure Assistant/Site Duty Manager if/when necessary (at the relevant hourly rate)
- Any other tasks, as directed

Person Specification for Sports Centre Duty Manager

| | Essential / Desirable |
|---|-----------------------|
| Experience | |
| Previous experience of working in a leisure centre or sporting environment. Good knowledge of customer care | D |
| Qualifications (training can be provided) | |
| First Aid/Emergency Aid qualification | E |
| Awareness of Health and Safety requirements | E |
| GCSE (or equivalent) in Maths and English | E |
| Sporting qualification suitable to delivery children’s parties and/or holiday camp activities | E |
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| Practical skills | |
| Supervising customers and able to exercise control where necessary | E |



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| Able to combine this with a friendly welcome for customers | E |
| Able to manage cleaning and security | E |
| Communicate effectively with users and colleagues | E |
| Anticipate problems and prevent accidents – intervene to prevent behaviour which is unsafe | E |
| Identify emergencies quickly and take appropriate action | E |
| Give immediate first aid | E |
| Personal qualities | |
| Flexible approach to work various shifts in evenings/weekends/school holidays | E |
| Able to work unsupervised | E |
| Able to work under pressure, in a busy environment | E |
| Able to work as part of a team | E |

Additional Information:

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It 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. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

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|-----------------------------|-------------------------|
| Signed (member of staff) | Signed (Headteacher) |
| Date | Date |