



Bedford Girls' School Job Description and Person Specification Sports Lettings Supervisor

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Purpose:	To ensure the smooth operation of schools facilities and lettings during evenings, including preparing and maintaining sports areas (such as the sports hall, swimming pool, and associated equipment), ensuring user safety, and maintaining cleanliness and usability of all spaces after use.
Job Title:	Sports Lettings Supervisor
Department:	Estates and Facilities
Location:	Bedford Girls' School, Cardington Road
Reporting Line:	External Hire and Lettings Co-Ordinator
Hours:	Part time – Generally Weekday evenings 5.30 – 9.30 with occasional holiday cover required at weekends.
Line management responsibility for:	Not applicable
Main duties and responsibilities:	This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment. The main duties and responsibilities are as follows (this list is not exhaustive). • To ensure that all facilities are ready for use and check that equipment in the sports hall and pool is set out and ready. • To undertake pool tests and ensure that the pool is ready and safe for use. This will include carrying out water tests and recording the data collected, and ensuring that emergency equipment is working and in the correct locations. • To meet and greet new and existing clients prior to the commencement of their booking and to provide safety information. • To be aware of the lettings and sport diary and events scheduled, to ensure familiarity and offer support. • To undertake checks around the sporting facilities, to ensure lets are compliant with hiring terms and conditions. • To ensure all health and safety regulations are adhered to and report any issues. To check daily that fire exits are clear and fire safety equipment is in the correct position.



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- To report any maintenance requirements to the relevant team and the Site Support Services Manager.
- To report any accidents on the Evolve system and to the Estates and Facilities Manager. Maintaining accurate logs of incidents as required.
- To follow emergency procedures and School policies in the event of an emergency.
- Clean and reset facilities after use, ensuring they are ready for the next booking or school use. Replenishing consumables where required.
- To unlock and lock the Sports Complex at the start, end of shifts, and ensure the building is secure (including locking windows and turning off lights).
- Respond promptly to fire panel activations and assess the situation, escalate to the emergency services as necessary to ensure the safety and security of the school site.
- To attend any training and briefing sessions as required.
- Any other reasonable requirements from line managers / supervisors to meet the needs of the school.

This job description is current but is liable to variation to reflect changes in the requirement of the post. You may also be required to undertake such other comparable duties as the School requires from time to time.



Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	Good general standard of education.	First Aid qualification.	Certificate
Experience:	Working independently and part of a team. Previous experience within a customer facing role (or similar environment). Basic understanding of health and safety and safeguarding responsibilities.	Experience in a sport or letting role. Previous responsibility for setting up equipment or managing facilities.	Application Form References
Personal competencies and qualities	Reliable and punctual with a strong work ethic. Confident, approachable, and able to deal with the public in a professional manner. Good at problem-solving and has excellent communication skills, verbally and over the radio system. Physically able to lift/move sports equipment and undertake light cleaning duties. Ability to work independently and take and use own initiative.	Confident use of ICT or a willingness to learn. First Aid qualification. Full, clean driving licence. Knowledge of cleaning equipment and chemicals. Knowledge of COSHH (control of substances hazardous to health) regulations.	Application Form Interview Professional references



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	Flexible and willing to adapt to changing requirements or schedules. Able to cope under pressure and remain calm in the event of an emergency. Effective time management and organisational skills. Ability to follow procedures effectively. Good understanding of Health & Safety practices and the ability to mitigate and eliminate risk. A commitment to safeguarding and promoting the welfare of children and young people. Flexible to meet the needs of the school.		
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