



# **Sports Centre Duty Manager – HARRIS CHURCH OF ENGLAND ACADEMY**



Harris CofE Academy  
Harris Drive  
Overslade Lane  
Rugby  
CV22 6EA

**Candidate Information**

**Sports Centre Duty Manager  
(Zero-hours)**

***Together, pursuing life in all its fullness***

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was formed by the Diocese of Coventry in 2013 and is now one of 2,500 Multi Academy Trusts in England. Our children, volunteers and staff come from all faiths and none, and the Diocese remains a key partner in all that we do.

The trust is now home to twenty-two academies spread across the Diocese of Coventry. This scale makes us one of the 100 largest Multi Academy Trusts in the country.

Our vision, “together, pursuing life in all its fullness”, is based on John 10:10 and reflects the Church of England’s vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategic plan focuses on five key stakeholder groups and recognises that these groups will flourish together, far better than they will flourish alone. We aim to:

- Support colleagues to flourish
- Support children to flourish
- Support those involved with governance to flourish
- Support families to flourish
- Support the wider church school family to flourish

To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 5,000 children. You must be willing to share and learn. You must be kind, and able to support and challenge others in order to help them flourish. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, Chief Executive Officer**

The Diocesan Board of Education seeks to serve and equip the church school family in a variety of ways. The Diocesan Director of Education, Reverend April Gold, is supported by a team of highly qualified, experienced and well-regarded professionals who aim to:



- 'be there' for our church school family and act as a central reference point supporting pastorally and professionally;
- facilitate creative and flexible networking between schools;
- promote excellence and distinctiveness within the family of church schools/academies and beyond;
- share best practice collectively;
- provide professional development: for staff at all stages of their careers and for governors;
- facilitate collaborative school improvement partnerships through the growth of our six CofE majority MATs;
- support the process of academy conversion;
- promote the establishment of new church schools;
- represent church schools to the wider church, to diocesan groups, in the press, and in public and community debate;
- champion inclusion and equality including advising on admissions policies and managing appeals;
- protect the status of church schools
- and promote the importance and the continuance of the voluntary sector.



*'Our schools are a hugely significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each and every person, and reflect God's desire for the world to be a better place for us all to live in. I believe they are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.'*

*As a Diocese, our 76 Church of England schools serve 18,500 children, and their families. The 2000 members of staff and all the volunteers who support, as governors, directors, and other contributors, are seeking to offer both an excellent education and ensure that all our young people have the opportunity to live life to the full. We aim to do this by living, telling and sharing the values of Jesus Christ. Thank you for being willing to share in this journey with us!'*



**Bishop Ruth**

# Sports Centre Duty Manager (Zero-hours)

The Trust is looking to appoint an inspirational and highly effective Duty Manager who is committed to supporting Harris CofE Academy to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £13.05 per hour (FTE £25,185)
- Eligibility to join the Pension Scheme

## Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Valerie Moody, the School Business Administrator, on [recruitment@harris.covmat.org](mailto:recruitment@harris.covmat.org) for an informal discussion about the post.

Please note the closing date for applications is Sunday 7<sup>th</sup> December 2025. Completed applications and supporting documents should be sent via email to [recruitment@harris.covmat.org](mailto:recruitment@harris.covmat.org).

We welcome all applications regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews date to be confirmed.

# Job Description

## KEY PURPOSE

Responsible for the day-to-day management of Harris Sports Centre, specifically ensuring all activities programmed are ready for use, whilst ensuring high standards of cleanliness are maintained.

Operate and control customer usage/security which supports and assist all customers in making the best use of Harris Sports Centre.

## ACCOUNTABILITIES

The appointee will be line managed by Partnership Development Manager.

## PRINCIPAL RESPONSIBILITIES

- To operate within, and strive to exceed, specified commercial and social objectives and financial targets
- To ensure the Centre's services and activities operate at all times within specified standards, and to its normal operational procedures and emergency action plans
- To ensure the Centre's services and activities run to time, meet, and whenever possible, exceed, customer expectations; and that its facilities meet specified standards for safety, security and cleanliness
- To assist all users and potential users of the Centre
- To ensure safe control of the public within the Centre as directed
- Operate the Centre's service with due regard to Harris Sports Centre's Customer Care standards
- Champion excellent customer service in all aspects of the operation within Harris Sports Centre
- Actively promote activities, lettings and holiday clubs

### **Key Management Responsibilities:**

- Maintain safety, security & cleanliness of the Centre & facilities
- Ensure child protection procedures are adhered to by staff, clubs & customers
- Cash Control
- Maintain a high standard of customer service & care

### **Key Operational Responsibilities:**

- Opening & closing of the Centre ensuring all facilities are locked
- Undertake Centre & facility cleanliness to agreed standards
- Setting up and de-rigging of activities/ equipment
- Working with the PE Department, Site Team & School Sports Partnership
- Immediately report to the Manager or other appropriate person, all issues of health, safety and welfare that may lead to harm of self or others, or take remedial action as appropriate
- Positively manage customer care, monitoring facility attendance, satisfying clients at all times.

- Deliver high standards of customer service responding to customer enquiries, complaints and concerns courteously and efficiently, referring to supervision as appropriate
- To provide security surveillance for all public and private usage patrolling viewing galleries, staff car parks, changing rooms and ancillary areas as directed by the Manager.
- Promote and establish a culture of 'inclusivity', 'customer care', 'quality service' and 'continuous improvement' among colleagues and within activities, encouraging ideas and suggestions for service improvements
- Confront and tackle the conduct and behaviour of customers and other visitors, where not taking action may lead to injury or distress, either directly or through support of manager or other appropriate person
- To administer Normal Operating and Emergency Action Plans with a minimum of supervision
- To ensure public areas are clear of equipment and that emergency points are not obstructed
- To report immediately any safety hazards including defective fire doors, extinguishers or any potential security problems likely to render any area unsafe
- To ensure the safety and good social conduct of all Sport Centre users and visitors
- Operational duties, including the assembly, dismantling, carrying, moving and safe storage of equipment
- Cleaning duties, ensuring equipment and facilities remain clean and safe to use at all times

### **Organisational Requirements:**

- To commit to quality service provision and customer care in carrying out duties, and ability to establish and enforce appropriate standards
- To be sensitive to how different customers may have different needs or expectations and work proactively to address them
- To be able to recognise the causes of inequality in employment and service delivery and help to develop action plans for their eradication
- To display the confidence and desire to tackle known or suspected breaches to Centre policies and procedures, or to legislation, either directly or through support of manager
- Promote the Centre's vision and values and adhere to its Employee Code carrying out duties
- To understand the importance of maintaining confidentiality and discretion

### **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust, the Deputy CEO - Education will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

### **STRENGTHENING THE COMMUNITY**

Academies exist in a distinctive social context, which has a direct impact on what happens inside the school. Academy leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

**This will include:**

- Building a school culture and curriculum which takes account of the Church Foundation and the richness and diversity of the school's communities.
- Creating and promoting positive strategies for challenging harassment of any kind.



- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the school's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

## **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/disclosure-and-barring-service)

**The Trust will ensure that:**

- The policies and procedures relating to safeguarding and safer recruitment are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

## **DATA PROTECTION**

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

## **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with all Trust policies and procedures and 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 Chief Executive 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.



# Person Specification

Personal Qualities, Qualifications and Experience		Essential	Desirable	Application	Interview Process	References
<b>Qualifications and Experience</b>						
1.	Educated to secondary level	✓		✓	✓	
2.	Good basic standard of literacy and numeracy	✓		✓	✓	
<b>Professional Experience and Knowledge</b>						
1.	Knowledge of Health and Safety issues	✓		✓	✓	
2.	Ability to interpret and apply the Centre's Operating Procedures, Emergency Action Plans and other policies and procedures and to make recommendations for improvement thereof.	✓		✓	✓	
3.	Excellent written and oral communication skills	✓		✓	✓	
4.	Excellent written and oral communication skills	✓		✓	✓	
5.	First Aid at Work Qualification		✓	✓	✓	
6.	Supervisory experience and motivational leadership skills		✓	✓	✓	
<b>Personal Qualities</b>						
1.	Commitment to achieving high standards of customer service	✓		✓	✓	
2.	Ability to exercise judgement in order to make sound decisions	✓		✓	✓	
3.	Ability to work under pressure	✓		✓	✓	
4.	Ability to establish priorities and meet them	✓		✓	✓	
5.	Ability to work on your own without supervision	✓		✓	✓	
6.	Willingness to work additional hours when needed	✓		✓	✓	
7.	Willingness to be flexible	✓		✓	✓	
8.	Willingness to undertake training if required	✓		✓	✓	
9.	Willingness to maintain confidentiality on all school matters	✓		✓	✓	
10.	Trustworthy and reliable	✓		✓	✓	✓

I **(name)** hereby confirm that I have received a copy of the Job Description for the post of **Sports Centre Duty Manager**.

Signed .....

Date .....

# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**St Nicholas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
c/o St James CofE Academy  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



**Dunchurch Boughton CofE Junior Academy**  
Dew Close  
Dunchurch  
CV22 6NE



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Leamington Hastings CofE Academy**  
Birdingbury Road, Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Dunchurch Boughton CofE Infant Academy & Nursery**  
School Street  
Dunchurch  
CV22 6PA



**Ryton-on-Dunsmore Provost Williams CofE Academy**  
Sodens Avenue  
Ryton-on-Dunsmore  
CV8 3FF

