



Reed's School Job Description RSE OPERATIONS COORDINATOR

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

The Department and Role:	Reed's School Enterprises manages the lettings and community use of Reed's and Ripley Court School's exceptional sports and leisure facilities, including tennis, swimming, and event spaces. The team also supports other commercial activities within the school, including the School Shop and Tuck Shop. We pride ourselves on providing a professional, safe, and welcoming environment for members, visitors, and hirers. We are seeking a reliable, organised, and proactive Operations Coordinator to help deliver the smooth and compliant operation of Reed's School Enterprises. This varied role covers compliance monitoring, health and safety, first aid provision, membership administration, lifeguard rota coordination, activity setup and close-down, site security, and occasional support for retail operations within the school. The role is a full-time, year-round position and some weekend and evening hours will be required. The role will report into the RSE Manager.
Main Duties and Responsibilities:	• Oversee compliance and safeguarding documentation for all hirers, coaches, and instructors. • Conduct regular health and safety inspections and risk assessments across facilities. • Act as a designated First Aider and maintain first aid kits and records. • Prepare and secure facilities for activities, events, and external hires. • Manage tennis and swimming memberships, renewals, and enquiries. • Coordinate the lifeguard rota, ensuring coverage and up-to-date qualifications. • Support site security, including opening, closing, and monitoring systems. • Assist in the School Shops, supporting with uniform appointments, stock takes, and providing cover for

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	staff absences. • Provide occasional support in the Tuck Shop during busy periods or to cover sickness.
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Reed's School Person Specification
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	Essential	Desirable
Qualifications:	• Driving Licence.	• Health and Safety Qualification. • Coaching or Sports Fitness Qualification. • First Aid Qualification. • National Pool Lifeguard Qualification.
Experience:	• Experience of working co-operatively as part of a team.	• Experience in a sports, leisure, or school-based operational environment.
Skills	• Excellent IT skills, with the ability to use Microsoft Outlook and Excel. • Highly organised with strong administrative and communication skills. • Reliable, approachable and professional. • Confident in supporting customer facing duties.	

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Knowledge		• Knowledge of Safeguarding. • Knowledge of Health and Safety legislation and regulations.
Personal competencies and qualities	• Motivation and enthusiasm to work with children and young people. • Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct. • Flexible, with the ability to work evenings and weekends as part of a rota.	• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.