

Sports Centre Duty Manager (Casual contract)

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

OUTLINE OF POST:

We are seeking to appoint a casual **Sports Centre Duty Manager** for our onsite Sports Centre. Responsibilities will include overseeing the operations of the sports centre and other duties around the school. The applicant should be able to adapt to different situations, communicate well with people, be capable of working as an individual or as part of a team, they should be hard working and self-motivated and able to work with minimum supervision. Experience of working in a sports environment would be preferred but is not essential.

OUTLINE OF POST:

Under the general direction and line management of the Sports Centre Manager, to ensure the smooth running of the Sports Centre and to support events across the school site.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist the Sports Centre Manager in ensuring the Sports and Conference Centre is a well-regulated, supervised, safe and exciting environment.
- Stay fully conversant with Sports Centre Health and Safety matters and remain up to date with "good practice".
- Be conversant with all operating procedures for the Sports Centre including such items as swimming pool water quality checks, etc.
- Ensure daily that all fire and emergency equipment and notices remain in full working order and that the facility is efficiently evacuated in the event of an alarm.
- Ensure Health & Safety protocols are followed at all times by all staff.
- Liaise regularly with the Sports Centre Engineer to ensure the highest standards of maintenance throughout the building.
- Liaise regularly with the cleaning staff to ensure the highest standards of cleanliness are maintained.
- Respond to any damages in the Sports Centre immediately and with the Sports Centre Manager, the Sports Centre Engineer to arrange appropriate repairs or replacements where necessary.
- Act as Manager to the lifeguards on shift.
- Ensure the continuous manning of the Sports Centre front desk and the monitoring of CCTV systems.
- Oversee any outside contractors working in the Sports Centre and ensure they comply with all H&S and child protection protocols.
- Liaise with all external users of the Sports Centre to ensure their requirements are met and that the facility is used and looked after appropriately.
- Engender a workmanlike, supportive, and happy environment so that all users from the school, organising bodies, clubs, and the general public experience a caring and helpful Sports Centre staff.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually 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.

PERSON SPECIFICATION:

Essential

- NPLQ (National Pool Lifeguard Qualification) or NRASTC (National Rescue Award for Swimming Teachers and Coaches)
- First Aid
- Ability to manage a small team of staff.
- Excellent verbal and written communication skills.
- Some previous experience of working with children or young adults.
- Ability to supervise pupils and other facility users under direction of the Sports Centre Manager.
- Knowledge of relevant sports Health and Safety legislation.
- Knowledge of sports centre operating procedures.
- Reasonable level of fitness to accommodate manual handling duties.
- A reasonable standard of administrative skills and IT literacy.
- Smart and presentable appearance.
- Flexibility, adaptability and a 'can do' attitude.
- Good humour and the desire to achieve the highest standards.
- Hardworking and self-motivated with a significant degree of initiative
- Flexible and adaptable approach to meet the needs of the department.
- Ability to work efficiently and calmly, particularly at busy times.
- Ability to prioritise workloads and manage deadlines.
- Attention to detail and a desire to achieve the highest standards of service.
- Excellent timekeeping and punctuality

Desirable

- Previous experience of sports centre management or similar environment
- Good sense of humour
- Customer care skills
- Welcoming, efficient and have a diplomatic approach when dealing with difficult or sensitive situations.
- Positive, cheerful, and co-operative disposition
- Excellent timekeeping and punctuality

FURTHER INFORMATION

All our staff benefit from a competitive package, including:

- Onsite parking, when available.
- Enrolment to Pension Scheme.
- Free On-Site Lunch during Term Time.

CONDITIONS OF SERVICE

This position is offered as a part-time, casual contract from **1 September 2026**.

The Sports Centre Duty Manager will be required to rotate their shifts between the following evening and weekend shift patterns:

- Monday to Friday: 5pm to 10pm
OR
- Saturday/ Sunday: 8am to 1pm/2pm or 2pm to 7pm/ 9pm when required.

The salary for this post is £11.67 gross pay per hour or £12.71 gross pay per hour if over 21 years old (dependent on age and is in line with National Living Wage / National Minimum Wage rates).

APPLICATION INFORMATION

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service, online media checks and overseas checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

July 2026