

RIDGEWAY ACADEMY - JOB DESCRIPTION SPORTS CENTRE AND LETTINGS MANAGER



Job Title:	Sports Centre and Lettings Manager
Grade:	H8/H9
Hours:	37 hours per week, shift pattern to be agreed including weekends and evenings, 52 weeks per year
Responsible to:	Operations Manager

Purpose

- To manage, promote and maintain the Sports Centre, co-ordinating and overseeing all lettings across the school site, supervising the activities and taking responsibility for security, health and safety and cleaning.

Main Duties

Supervision of Activities and Premises

- Presence in the Sports Centre and School during Community Use to ensure safe and proper use of facilities.
- Close liaison with relevant school staff (departments, site team, reception staff), co-ordinating lettings activities with the school's needs.
- Awareness of and compliance with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person.
- Manage users to ensure timely closure of the Sports Centre.
- Supervise quality and thoroughness of cleaning.
- Supervise security provisions – lockups, lighting etc.
- Channel maintenance needs to Site Management team.
- 3G pitch maintenance; including brushing of the surface.

Line Management of Personnel

- To include Duty Managers and Leisure assistants (salaried and volunteers).
- Recruitment.
- Performance management.
- Time management.

Business Development

- Through active marketing in the community, bring in new business, co-ordinate opportunities and obtain proper authorisation before signing contracts.
- Review and maintain the Lettings Policy including the pricing structure.
- Maintain a timetabling system to manage demand and communicate plans to other staff.
- Negotiate prices and close business subject to adherence with Lettings Policy and approval procedure.

Health and Safety

- Determine amendments to policies and update as required.
- Conduct risk assessments.
- Ensure an appropriate level of supervision is present, from H&S and CP standpoint.
- Ensure signage and notices are in place, accurate and up to date.

Budgeting and Finance

- Work with the School Finance Manager to produce reports of financial results for SLT, Governing Body and any sub-committees.
- Control Sports Centre costs and achieve income projections.

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- Billing and credit control in liaison with the School Finance Manager.

Person Specification for Sports Centre and Lettings Manager

Experience: Previous experience of working in a leisure centre or sporting environment. Good knowledge of customer care.

Qualifications (training can be provided):

- First Aid qualification
- Awareness of Health and Safety requirements
- NVQ level 2 or better
- Degree in sports related subject

Practical skills:

- Supervision of customers and ability to exercise control where necessary. Provide a friendly welcome to Community Users.
- Effective communication with users and colleagues, both in writing and verbally.
- Anticipate problems and prevent accidents – intervene to prevent behaviour which is unsafe.
- Identify emergencies quickly and take appropriate action.
- Give immediate first aid.

Personal qualities:

- Flexible in terms of working hours.
- Able to work unsupervised and use own initiative.
- Able to work under pressure, in a busy environment.
- Able to work as part of a team.
- Entrepreneurial new business driven.
- Able to make sound judgements and decisions within the boundaries of the post.

Additional Information:

This is a key role within the school which is likely to involve access to highly confidential 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. An enhanced disclosure will be sought through the Disclosure Barring Service as part of Hertfordshire County Council's pre-employment checks.

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.

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