Job Description: Sports Centre Supervisor (SCS)

Hours: 25 hours per week (see example rota below)
52 weeks per annum, Pension, 4 weeks holiday plus Bank Holidays
Pay: £10-£12 per hour depending on experience
Responsible to: Lettings & Events Manager

- Responsible for the day to day Operational Management of the Sports Centre (including Jubilee Pool, Fitness suite, Morton Hall, Squash Courts, Climbing Wall, Rawdon Meadows, Basement changing rooms and playing fields including the 3G Grainge Pitch.

- Responsible for the Operating Policies and procedures for the Sports Centre

- Lead, manage and motivate a team of Sports Centre Assistants (SCA’s) , taking responsibility for recruitment, induction, task delegation (including organising duty rotas), performance management and appraisal.

- To liaise with the Lettings and Events Manager (LEM) regarding the various hirers and their requirements, ensuring that the agreements governing third party usage of the schools’ facilities is adhered to.

- To be the school’s operational liaison point for external users of the sports facilities, at the time of hire, ensuring that requirements notified by the LEM are fulfilled. To welcome, advise and assist users of the centre and exceed their customer service expectations.

- To ensure that the school’s facilities and assets are used properly and that all relevant Health & Safety requirements are met including drafting and monitoring appropriate risk assessments including interface with partner health and safety representatives or other designates persons for third party use. Record accidents or incidents according to guidelines

- To carry out regular inspections, ensuring that inventory checks are undertaken, to ensure that the School’s sporting facilities are kept in a good state of repair. To advise the Operations Director of measures that will need to be taken to ensure sensible programme of repair and renewal.

- To prepare appropriate activity areas for sports centre lettings and clear / store sports equipment after a letting.

- To liaise with the Domestic Services Supervisor and Senior Caretaker regarding the cleaning and maintenance of the Sport centre and facilities. To ensure cleanliness and hygiene expectations are met at all times.

- To be present during evenings and weekends as required by rota, events and activities. The SCS is expected to share the weekend and evening rota and to support the work of the SCA’s, where necessary.

- To undertake other tasks as may be required from time to time by the Headmaster, Operations Director and Marketing & Development Manager
Job Specifications

- Able to manage a team of part time Sports Centre Assistants
- Previous supervisory experience within the leisure industry desirable
- A National Pool Lifeguard Qualification (desirable)
- First Aid trained or willing to undertake training
- Flexibility towards the hours and role
- To undertake tasks or duties relevant to one’s career development and training needs i.e. to attend training to maintain and retain the National Pool Lifeguard Qualification
- Proven Customer Service skills
- Positive can do attitude
- To work with a high profile presence around the Sports Centre.

Working pattern will include:
1 x 8 hour weekend day shift
2/3 evenings per week

Example Rota:
Week 1: Sun 8.30-5.30am / Tues 3-10pm / Wed 3-8pm / Thurs 1-7pm
Week 2: Mon 3-9pm/ Tues 5-10pm/ Wed 1-7pm/ Sat 8-6pm

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