



# CLAYESMORE

## D O R S E T

<b>Job Title</b>	<b>Sports Centre Shift Manager</b>
<b>Responsible to</b>	<b>Sports Centre Manager</b>

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### **Role Overview**

To assist the Sports Centre Manager in the day to day management of the Clayesmore Sports Centre (CSC) and the delivery of sporting facilities to the School and the public. To have overall responsibility, whilst on duty, for the operational management of the CSC including supervising employees and the security, safety and maintenance of equipment and the building.

### **Responsibilities and Duties**

- To assist the Sports Centre Manager in the oversight of the business and operational areas of the facility.
- Day to day building operations and health and safety.
- Plant room management, maintenance and day to day operation.
- Public use of facilities in line with the Public Usage Policy (P.U.P.).
- Organise staffing rota cover and supervise staff to achieve their daily objectives as required.
- Offer a quality customer service by directly interacting with centre users including pupils, staff and public.
- Delegation of duties where appropriate to encourage development of team staff and also to promote a sense of ownership and responsibility of work.
- Acting as Sports Assistant/ Lifeguard when required.
- Ensuring all staff comply with safeguarding measures and remain vigilant to all safeguarding risks.

### **Person Specification**

#### ***Essential***

- A minimum of 2 years' experience in a leisure environment including at least a year's experience

of managing employees.

- Experience in or a proven ability to take responsibility for the safety and security of the building, equipment, stock, cash, contractors on site and customers.
- A good level of computer literacy.
- Embody the values of Clayesmore
- Excellent communication skills.

### ***Desirable***

- A formal qualification at NVQ Level 3 in Leisure or Recreation.
- National Pool Lifeguard Qualification (NPLQ)
- Pool Plant Operator qualification

### **Contractual Information**

- This is an all year round role.
- 37.5 paid hours per week. The CSC is open from 06:00 to 22:15 and the post holder will work a shift pattern between these times over 7 days as required by the role requirements.
- Holiday entitlement will be 30 days (pro rata) per year (1 September – 31 August), plus 8 bank holidays. You may be required to work any public holiday when the School is open, for which time off will be given. The School reserves the right to designate up to 5 days per holiday year in order to facilitate School closure
- Benefits include a free lunch-time meal, free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme
- Membership of the Clayesmore Society and associated member benefits.

### **Working Conditions**

The post holder works in a well-maintained Centre where there are facilities and procedures in place to minimise the risk to health and safety. The mix of activities undertaken requires computer use. The job will involve a degree of physical activity, walking, standing and assisting in the manual handling of large equipment (for which guidance is provided); however a degree of physical fitness is essential. When working in a pool environment the conditions will be warm, humid and noisy and may be endured for prolonged periods.

This position will involve evening and weekend work including the need to cover at short notice if required and may be required to undertake any duty within their capability and skill set; including duties not normally associated with the Sports Centre.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

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(Job Holder)

Date: .....

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(Human Resources Manager)

Date: .....

**Date reviewed :**      **October 2018**

**Reviewed by :**      **Sports Centre Manager / Human Resources Manager**

Clayesmore School is an Equal Opportunities Employer.