

Comberton Sports & Arts: Duty Manager

JOB DESCRIPTION

Last reviewed: Jan 2019

Salary: Grade Scale 2 range points 4 - 5 (£18,426 - £18,795 full-time equivalent)

Hours of work: 30 hours per week, 52 weeks per year

The post holder will be based at Comberton Sports & Arts Centre (CSA) which is located at Comberton Village College (CVC).

Line of Responsibility

The post holder reports to CSA Centre Manager.

Job Content

The post holder is responsible for:

- All aspects of the development and effective operation of the CSA in accordance with CSA and Comberton Village College policies and procedure.
- Ensuring the smooth and efficient operation of the Sports Centre's facilities and activities, and to supervise all staff on duty.
- Assisting the General Manager in the co-ordination of the centre

Duties and Responsibilities

The post holder is responsible for the management of CSA, including staffing, budgets, Health & Safety, customer satisfaction and income generation. In addition the post holder is expected to build positive relationships with key stakeholders and actively manage a number of events on an annual basis.

Operational

- To oversee facilities and equipment maintenance.
- To oversee all leisure facilities at Comberton whilst on duty
- To safely set up and take down equipment
- To take fitness inductions and classes e.g. junior gym
- To take 1 to 1 client fitness and small group training sessions

Administrative

- To support leisure bookings
- To supervise and manage leisure attendants/receptionists
- To arrange cover for shifts and classes in the General Managers absence.
- To ensure all booking requirements are met and a high level of customer service is provided
- To be flexible with working hours. To cover shifts in addition to contracted hours, as and when required.
- To complete receptionist and administrative duties as and when required
- To assist in the setting up of functions, meetings and other booking requirements

General

- To take on additional responsibilities in the absence of the General Manager or in busy periods.
- To work as part of a team of Duty managers, Leisure assistants, receptionists and directly report to the General Manager
- To ensure high levels of customer service.
- To ensure a high standard of presentation and cleanliness of leisure facilities
- To maintain a high standard of personal presentation, etiquette and attire
- To operate to the building and facilities in accordance with Normal Operating Procedures, Emergency Action Plans, and the College's Health and Safety policy in order to provide a safe environment for all.
- To ensure the safety and wellbeing of users at all times, helping to maintain a safe and clean environment including cleaning
- To adhere to the organisation's codes of conduct, policies and procedures

It should be noted that this is not necessary a full definition of duties regarding this post. It is expected as part of a team you will be required to assist other staff in other duties as maybe necessary

Conditions of employment

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).
- The post holder is required to support and encourage the College ethos and its objectives, policies and procedures as agreed by the governing body.
- The post holder shall uphold the College's policy in respect of child protection and safeguarding matters.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The post holder shall be subject to all relevant statutory and institutional requirements.
- The post holder may be required to perform any other reasonable tasks after consultation.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.