



Comberton Village College
West Street
Comberton
Cambridgeshire
CB23 7DU

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Duty Manager - Comberton Sports & Arts Centre
Salary: Grade Scale 2 range 4 – 5 (£18,426 - £18,795 full-time equivalent)
30 hours per week
Required – September 2019

Comberton Sports & Arts Centre is located within the grounds of Comberton Village College and provides excellent facilities for the local community, including a fitness suite, sports halls, full size Astroturf, tennis courts and a full range of indoor sports facilities. The venue also showcases arts events using the dance studio or 450 seat Performance Hall both have excellent sound and lighting facilities.

The Duty Manager will be required to assist the Centre Manager with all aspects of the development and effective operation of the CSA in accordance with CSA and Comberton Village College policies and procedure. The successful applicant will ensure the smooth and efficient operation of the Sports Centre's facilities and activities and will supervise all staff on duty.

For further details and an application form please visit our website www.combertonvc.org.

To apply for this position please submit a completed application form and covering letter to Mrs L Atherton, HR Manager, via email on personnel@combertonvc.org by **midday on Monday 2nd September 2019**. Please note that we do not accept applications by CV. We have provisionally arranged for interviews to be held on Thursday, 5th September 2019.

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. An enhanced DBS check will be carried out for the successful candidate.