

PERSON SPECIFICATION: GENERAL MANAGER

Essential	Desirable	Evidence
Qualifications and experience:		
<ul style="list-style-type: none"> • Sports/leisure qualification and/or significant experience in field. • GCSE English and Maths • Evidence of management experience to support the day to day operation of an establishment/company within financial constraints. • Experience of managing customer relationships and proactively developing new relationships • Experience of managing health and safety. • Evidence of effective leadership and line-management of staff including a team. 	<ul style="list-style-type: none"> • Further or higher education qualification/s in related field/s. • Experience of working in the sport/leisure industry • Experience of working in a school or similar establishment. • First Aid Qualification 	Application form Letter of application References Interviews Certificates (to be available at interview)
Knowledge and skills:		
<ul style="list-style-type: none"> • Ability to build and form good relationships with students, colleagues and other professionals. • Able to lead, develop and motivate a team of staff, delegating duties as required. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Ability to improve own practice/knowledge through self-evaluation and learning from others. • Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals. • Ability to manage change and initiatives • Ability to absorb and understand a wide range of information and deal 	<ul style="list-style-type: none"> • Working knowledge of establishing and reviewing development plans. • Working knowledge of sports centre/leisure operating procedures • Experience/knowledge of leisure management software. 	Application form Letter of application References Interviews

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<p>with confidential issues appropriately.</p> <ul style="list-style-type: none"> • Managing and monitoring a budget, and providing required reports. • Ability to operate a range of ICT equipment and other specialised resources. • Ability to proficiently use office computer software including word-processing, spreadsheet, database and internet systems. • Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as health and safety. 		
Personal qualities:		
<ul style="list-style-type: none"> • Initiative and ability to prioritise one's own work. • Able to follow direction and work in collaboration with line manager and leadership team. • Able to work flexibly to meet deadlines and respond to unplanned situations. • Efficient and meticulous in organisation. • Able to work evening and weekends and attend out of hours emergencies. • Desire to enhance and develop skills and knowledge through CPD. • Commitment to the highest standards of child protection and safeguarding. • Commitment to the school's ethos, aims and its whole community. 		<p>Application form</p> <p>Letter of application</p> <p>References</p> <p>Interviews</p>