


Job Description and Person Specification	 <p>STANTONBURY LEISURE</p>
Job Band	Scale G SCP 11 -13 (£24,054 - £24,948)
Job Title	Leisure Centre Duty Manager
Reports to	Leisure Centre Operations Manager
Direct Reports	Operations Assistants, Receptionists
Key Internal Relationships	Gym Theatre School
Key External Relationships	Customers, hirers and users Service providers and suppliers Other similar service providers in MK and region
Job Impact	The post-holder will support the Operations Manager in enabling all partners to make best use of the facilities and activities offered by the service. The post-holder will be responsible for the health and safety, management of contractors and maintenance, quality assurance, sports development and children activities.
Environment and Context	<p>Working Pattern 37 hours per week, 52 weeks per year</p> <p>The post holder will be required to work a range of shift patterns with attendance during evenings and weekends when facilities are open to the public. Occasional unsocial hours for call outs or late-finishing events</p> <p>Ethos and Values</p> <ul style="list-style-type: none"> • To act as an ambassador in promoting and celebrating the work and achievements of the school • To ensure the vision for the school is clearly articulated, shared, understood and acted upon effectively by all • To set high expectations for students and staff, a commitment to professional learning and continuous improvement • To model principles of excellence, independence and opportunity in everyday work and practice.

Role Summary <ul style="list-style-type: none"> • To be responsible for the day to day running of the Sports Centre, • Staff supervision and allocation of tasks • Lifeguard when required (NPLQ qualification) • Dealing with customer's enquiries • Responsible for the delivery of the Sports Centre programme, health and safety and the quality service culture of Stantonbury School
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General Accountabilities

So far as is reasonably practicable, the post holder must:

- Ensure that safe working practices are adopted by employees in order to maintain a safe working environment for employees and service users. These are defined in the School Health & Safety Policy, departmental policies and codes of practice.
- Work in compliance with the Codes of Conduct, regulations and policies of the School and its commitments to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description, but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.

Application is by application form and covering letter to hr@stantonbury-tove.org.uk

Deadline is noon on Friday 2nd June 2023

Candidate maybe interviewed prior to the deadline

Person Specification		Required	Assessed
Key skills qualities and experience			
Knowledge, skills and experience	Previous experience in a supervisory position	E	I/A
	Evidence of effective operational leadership and delegation of staff in a leisure context	D	I/A
	Experience of training & development of staff	D	I/A
	Experience of effective work in a customer facing role	E	I/A
	Fully qualified NPLQ	E	I/A
Management and supervision	Experience of working within a dynamic, quality lead, customer facing organisation.	E	I/A
	Working knowledge of health and safety, safeguarding children and child protection.	E	I/A
	Leadership and motivation skills	E	I/A
	Ability to inspire and motivate individuals and teams	E	I/A
	Ability to prioritise work, delegate effectively and complete work in a timely manner	E	I/A
	Ability to work alone, as a team player and in partnership with others to suit the needs of the business	E	I/A
Contacts and relationships	Good interpersonal skills with the ability to communicate with a broad range of people both in writing and verbally	E	A
Responsibility for resources	Contribute to the development of business and strategic team plans	D	I/A
	Good understanding of personnel management, facility management, financial management and relevant regulations.	D	I/A
Creativity and innovation	Previous experience of dynamic programme delivery and expansion/improvement of programme or facilities using creativity and innovation	D	I/A
Decisions – scope and consequences	Able to accept responsibility and show leadership	E	I/A
	Contribute to strategy planning and lead operations.	D	I/A
Context and demands of role	Proven track record of managing dual use facilities and services.	D	I/A
General comments	Having recently changed management we are in the process of building a strong team and this is an opportunity for a dynamic front line leader to develop in a front line management role.		
Key	E = Essential, D = Desirable A = Application Form, R = References, I = Interview		

