

**JOB DESCRIPTION**

Job Title: Sports Centre Technician and Lettings Duty Manager

Hours: An average of 40 hours a week based on a shift rota

which covers all opening hours from Monday to Sunday

Responsible to: Assistant Manager

Salary: £17,000 to £18,000 per annum (pro rata)

(Dependent on qualifications and experience)

**Overview**

* The Sports Centre comprises the Sports Hall building and the adjacent tennis courts and Artificial Pitch.
* The appointee will work in a shift system with others to provide staffing during evening and weekend lettings of the Sports Centre and Artificial Pitch.
* During normal School hours, when on shift, the appointee will provide technical support to the School’s staff using the Sports Centre and the Artificial Pitch.
* During the evenings and at weekends during term time and at all other times the appointee will provide day to day Management of letting of the sports facilities to outside groups, including bookings, provision of information and management of the lettings taking place whilst on shift.
* The appointee will be an employee of Aldenham School and will work under the Sports Centre Manager. The appointee will also, where appropriate, take day to day instruction from the Director of PE, the Director of Sport and the Director of Activities for matters relating to particular School classes or Activities.

**School Specific Duties**

* Setting up of equipment prior to classes and activities in the Sports Centre and clearing away of equipment after classes and activities as per an agreed schedule and, on occasion, as required.
* Daily changeover on Artificial Pitch from outside lettings to School requirements.
* Maintain booking details of Sports Centre and Artificial Pitch facilities for all School uses.
* Oversee the Sports Centre equipment and report any defects and carry out or arrange repairs.
* To provide a staff presence in the Sports Centre and to ensure that the facilities are properly maintained and that only authorised persons access the appropriate areas.
* To advise if equipment is not being correctly used or procedures are not being correctly followed in Activities sessions.

**Lettings Specific Duties**

* To respond to customer enquiries and take bookings for the facilities when not required by the School.
* To take and account for payments for booking of the facilities.
* To manage the day to day running of the Sports Centre and Artificial Pitch when on shift.
* To ensure that the correct equipment is set up for each booking and to clear away equipment after lettings where necessary.
* Administrate block booking and casual booking systems.
* Manage purchases/stock control of vending machine.
* Carry out weekly building and equipment Health and Safety check sheets/Risk Assessments.
* To provide first aid services where necessary for outside users.
* To manage any casual staff employed to assist with specific lettings whilst on shift.
* To assist with the preparation and implementation of the Sports Centre’s policies and business requirements and to make recommendations on methods of income generation.

**General**

* To maintain a progressive and proactive approach to the management of the Centre.
* To safeguard the welfare of the staff and all user of and visitors to the Sports Centre and Artificial Pitch.
* To ensure the Sports Centre is kept safe, clean and tidy and to report any defects.
* To ensure the vending machine is adequately stocked and operational.

The duties and responsibilities outlined above are not exhaustive and may be varied from time to time after consultation with the post holder.

**Person Specification:**

Essential:

* Computer literate with experience of Word and Excel.
* Good oral and telephone communication.
* Able to work flexibly to meet needs of business (Evening & Weekends).
* Ability to work without direct supervision and use own initiative.
* Able to prioritise workload and multitask.
* Stay calm when working under pressure.
* Ability to manage part time staff.

Desirable:

* Knowledge of Sport Centre.
* Sports Qualifications.
* Experience in events supervision/management.

All offers are subject to receipt of satisfactory references and a clear Disclosure and Barring Services check.

Three months probationary period

Admission to the School’s Pension Scheme

Death-in-Service Benefit

Free Uniform

**Closing Date: Monday 13th June 2016**