



# **Battle Sports Centre**

## **Duty Manager**

Information for Applicants

Manager: Mr A Hodder

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 774772  
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Website: [www.claverham.org](http://www.claverham.org)

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May 2019

Dear Applicant.

**Re: Post of Duty Manager**

Thank you for your enquiry regarding the vacancy for the above named post. The post is 20 hours per week to include afternoons, late evenings, weekends and bank holidays. This role will be paid on Single Status Grade 4, point 9-10, £18,426 - £18,795 pa. (Actual £9,960 - £10,159 pa pro rata).

Battle Sports Centre is part of Claverham Community College and operates as a dual use facility. The College have full use of all facilities Monday – Friday until 5.00pm. After this time the Sports Centre reverts to community use. The sports centre is also for community use at weekends and school holidays.

You must have an accredited Gym Instructor Qualification at Level 2. Other coaching or instructing qualifications will be an advantage. The successful applicant must ensure the effective and efficient running of the Sports Centre and to deal with situations as they arise on a day to day basis and assist the Centre Manager in developing the programme of opportunities for the local community. Knowledge of stocktaking procedures and membership systems is an advantage.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- The job description;
- The person specification;
- The selection process.

Your completed application form should be returned either by post to the HR Department at Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org) by the closing date of Friday 17<sup>th</sup> May 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS disclosure.

If you require any further information, please call 01424 774772.

Yours sincerely,



Mr A Hodder  
**Sports Centre Manager**

## **BATTLE SPORTS CENTRE**

### **JOB DESCRIPTION**

**SCHOOL:** Claverham Community College  
**POST:** Battle Sports Centre – Duty Manager  
**GRADE:** Single Status Grade 4, Points 9-10  
**RESPONSIBLE TO:** Sports Centre Manager

### **Main Purpose of the Job**

To assist in all aspects of the running of the Sports Centre.

### **Main Functions**

1. To take bookings and ensure the correct equipment/facilities are available for the customer.
2. To operate the reception till and reconcile cash at the end of the day when on duty,
3. To ensure all buildings and areas (Sports Centre, school gym and 3G artificial pitch) are secure after use.
4. To supervise all staff and ensure their duties are fulfilled,
5. Deputise for the manager in managers absence,
6. To assist in the development and promotion of activities provided by the Sports Centre,
7. To stock the vending machine,
8. To assist in health and safety including:
  - a) Maintaining the first aid equipment,
  - b) Acting as the First Aider at the centre,
  - c) Undertaking First Aid training as required.
9. To undertake Fitness Gym induction courses for new users.
10. To manage and develop the membership system.
11. To undertake cleaning duties in the absence of a cleaner and at weekends.
12. To carry out stocktakes as required.
13. To undertake training as required.
14. To carry out the above duties in accordance with the Children's Services Equal Opportunities policies and the Race, Disability and Gender Equality Schemes.
15. Any other reasonable duties as requested by the Principal.

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This job description sets out the duties of the post at the time it was drawn up. The post-holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of this post.

**EAST SUSSEX COUNTY COUNCIL  
EDUCATION DEPARTMENT**

**PERSON SPECIFICATION**

**SCHOOL:** Claverham Community College

**POST:** Battle Sports Centre – Duty Manager

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to use one's own Initiative</li> <li>• Excellent communication and organisation skills</li> <li>• Excellent customer care skills and identification of customer requirements</li> <li>• Ability to remain confident, focused and professional in all circumstances</li> <li>• ICT literate</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to innovate, and be creative particularly with regards to the design and delivery of programmes and marketing materials</li> </ul>	Application Form / Interview
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• 5 or more A*-C grades at GCSE</li> <li>• Fitness Instructor qualification</li> </ul>	<ul style="list-style-type: none"> <li>• A recognised qualification in leisure management, sports development or related subject</li> <li>• Sport specific coaching qualifications to Level 2</li> <li>• First Aid at work</li> </ul>	Application Form
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a leisure facility in a management or supervisory role</li> <li>• Experience of working in Fitness Gym</li> <li>• Experience of other financial procedures, including handling cash, till operation, stock takes, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of funding opportunities</li> <li>• Experience of marketing sport and leisure facilities to others within and beyond the local community</li> <li>• Knowledge of current trends within fitness industry</li> <li>• Experience of preparing brief written reports and analysing</li> </ul>	Application Form / Interview

		basic data	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Enthusiasm and passion for promoting sport and fitness</li> <li>• Ability to be self motivated and reliable</li> <li>• Positive attitude towards work and others</li> <li>• Proactive approach</li> <li>• Take pride in one's work and surroundings</li> <li>• Integrity</li> <li>• Willingness to be hands on</li> <li>• Understanding of and commitment to the requirements for safeguarding young people and vulnerable adults.</li> <li>• Flexible approach to work.</li> </ul>	<ul style="list-style-type: none"> <li>• Creative questioning mind</li> <li>• Confident to express views</li> </ul>	Interview
<p><b>Date (drawn up): September 2013</b>  <b>Reference of Officer(s) drawing up person specifications : Sports Centre Manager</b></p>			

## The Selection Process

The interview process will involve:

- Formal interview.

We look forward to receiving your application.

**Deadline for receiving applications: Friday 17<sup>th</sup> May 2019**