Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

Lode Road, Bottisham
Cambridge CB25 9DL
Tel: 01223 811250
www.bottishamvc.org
enquiries@bottishamvc.org

JR/st

Late October 2021

Dear Applicant,

Sports Centre Assistant Manager

Thank you for your interest in our vacancy for an Assistant Manager at Bottisham Village College Sports Centre. We are really excited about bringing together a brand new team to relaunch our Sports Centre and this role will be vital in our plans to reopen our facilities.

In this pack, you will find information about the vacancy, including a full job description alongside information about our school. To find out more about us as a college, why it is great to work here, and to explore your development opportunities, please visit our website http://www.bottishamvc.org/college-information/teaching-at-bottisham/

The closing date for this role is midnight, Thursday 04 November 2021. Please send your completed application form, together with a letter of application to Stacey Turner (HR Officer) hr@bottishamvc.org. Only completed application forms will be considered – CVs will not be accepted. We will consider all applications as they are received, so please don't wait until the closing date – send your application without delay.

I hope that this pack gives you all the information that you need at this stage and we look forward to receiving your application.

Yours sincerely

Jenny Rankine
Principal

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

ANGLIAN LEARNING
Ofsted Outstanding Provider
WAS
Wellbeing Award for Schools 2019–2022
Anglian Gateway TSA
National Teaching School
National College National Support School

BOTTISHAM SPORTS CENTRE

Bottisham Sports Centre is a local dual-use leisure facility, aiming to provide an inclusive environment where the whole community has the opportunity to participate in a range of activities designed to promote health and well-being.

Bottisham Village College and the Sports Centre has a widely important role in the local community. The Sports Centre's facilities are available to the general public as well as for timetabled Physical Education lessons for the schools and local primaries.

Workout Classes

The Centre runs an all inclusive monthly membership scheme which includes use swim, gym and fitness classes. A variety of fitness classes included as part of the membership include Pilates, HIIT, aqua aerobics & Zumba.

In the Pool

The centre boasts a 25 metre heated swimming pool with a full and varied timetable of both public and private sessions. We offer a range of weekly water based exercise classes, coached lane swimming and family swim sessions. For the family we have inflatable fun sessions in the pool. Our pool is also available for party hire.

Bottisham Sports Centre has a successful and expanding swimming lesson programme with more than 35 group lessons taught throughout the week by our ASA approved instructors. We accommodate any ability from complete beginner all the way up to the advanced performer! The swim school runs for 50 weeks of the year on a Direct Debit system. We also offer private and one-to-one lessons

Fitness Suite

The Fitness Suite incorporates 20 stations of the latest ‘Pulse Fitness’ equipment including cardiovascular and resistance machines, a warm up/stretch area, and expanding range of free weights. The centre offers Inductions, Personal Programmes and Personal training. We offer a fully inclusive monthly membership which includes swim, gym and fitness classes

www.bottishamvc.org/sportscentre
sportscentre@bottishamvc.org

Sports Facilities

We offer our Sports Hall for block hirers and casual hire ranging from football, basketball, badminton, netball and indoor tennis. Our Gymnasium is also available for badminton and basketball.

For outdoor sports we have a full size floodlit all-weather 3G pitch complimented by a multi-use games area with three tennis courts and netball courts.
The facilities also offer two 11 a side football pitches available for hire.

In addition, we have a dance studio/meeting room, currently used for dance, pilates, spinning and training sessions

Staffing Structure

The Sports Centre Manager oversees the Sports Centre and will be supported by the Assistant Manager, Duty Managers as well as a number of supporting Lifeguards/Leisure Assistants.

The Role

We are seeking enthusiastic, committed and experienced team to relaunch our Sports Centre in the heart of the community of Bottisham. You must possess excellent standards of customer care and a positive attitude to work. You will be able to motivate staff and customers and be committed to achieving the highest standards of cleanliness, maintenance and safety, leading by example.

To find out more about the role, please download an application form and information pack from our website at www.bottishamvc.org or contact Mrs Michelle Wilson, Sports Centre Development Manager on mwilson@sawstonvc.org for an information discussion. Applications must be submitted on the College's application form and sent directly to hr@bottishamvc.org . CVs will not be accepted.

Requests for flexibility in working arrangements/patterns will be considered.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to an enhanced Disclosure and Barring Service check. The Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

Job Description
Sports Centre Assistant Manager

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

Post title	Sports Centre Assistant Manager
Hours of work	In order to assist with the line management and management duties of the post it is expected that the Assistant Manager's working hours are during the Sports Centre Opening times unless there are exceptional circumstances which have been approved by the Principal.
Salary scale	Scale 5
Responsible to	Sports Centre Manager

Core Purpose

- To assist the Sports Centre Manager to achieve strategic and operational goals and standards.
- To be responsible for the safe and efficient operation of the Sports Centre when on duty, including supervising, mentoring and training other operational staff.

Main Responsibilities

Operational

1. To deputise for the Sports Centre Manager in their absence, including locking and unlocking of the building.
2. To assist the Sports Centre Manger with preparation of reports and:
    - Preparing budgets and producing information required for the board of Governors;
    - Preparation of month end reports
    - Ordering equipment and stock as required and maintaining accurate stock lists.

3. To be responsible for the maintenance of the equipment and plant and ensuring that current inspection and testing requirements are met.

4. To ensure that an excellent customer service is provided to customers and that the effective and correct administration procedures are followed to ensure that they have a positive experience.

5. To ensure that complaints are handled effectively and swiftly in line with procedures, reducing the likelihood of escalation.

6. To ensure that safe, clean and hygienic standards are maintained at all times.

7. To assist in the planning, organisation and supervision of all activities in the Sports Centre.

8. To ensure that accurate customer records and bookings are maintained in line with data protection laws.

9. To ensure that users comply with the facilities regulations at all times.

10. To undertake daily inspections of the Sports Centre buildings and facilities and to report any Health and Safety concerns or any areas which require repair or maintenance.

11. To provide cover for absence staff if required.

12. To assist the Sports Centre Manager in undertaking risk assessments if necessary.

Communication, Liaison and Marketing

1. To assist in the promotion and marketing of the service and facilities of the Centre using a variety of mediums including social media.

2. To be mindful of the public equality duty and to ensure that marketing and the provision of services is attractive and promotes sports to the minorities within the community.

3. To ensure that the presentation and impression of the Sports Centre is of a clean, orderly, professional establishment.

4. To at all times abide by the values and ethos of Anglian Learning and the school and to promote these values to staff, customers and the wider public.

Line Management

1. To manage the day to day commercial operation of the Centre, to supervise a team of staff including duty managers, lifeguards and a receptionist if required and to ensure that the highest possible level of service is provided to customers in a cost effective manner.

2. To support the Sports Centre Manager in the process of staff recruitment from advertising a vacancy through to completion of induction and probation.

3. To mentor and train less qualified Sports Centre staff to undertake their roles and to develop their careers.

4. To assist the Sports Centre Manager in the preparation of staff work patterns and rotas.

5. To ensure that whilst staff are on duty that they are undertaking their duties in a manner which complies with Health and Safety and Safeguarding and that any potential hazards are swiftly dealt with.

Compliance

1. To ensure that all Health and Safety regulations are complied with and to notify the Health and Safety Officer of any issues.

2. To ensure that customer records, booking records and staff records and databases are held in line with the data protection laws.

3. To ensure that Anglian Learning safeguarding, safer recruitment and employment procedures are adhered to.

Other Duties.

1. Attending steering groups and Anglian Learning meetings

2. To liaise with outside agencies, organisations and partners as necessary.

3. To support the Sports Centre Manager with consulting the public, service users and other interested groups regularly about the provision of services.

5. To undertake responsibility for any other aspect pertaining to the efficient, effective and safe operation of the community Sports Centre.

6. To engage with ongoing professional development.

Person Specification
Sports Centre Manager

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

Education	**Essential**	**Desirable**
Coaching and fitness qualifications	✓	
Swimming Teaching qualification		✓
Fitness Instructor/Personal Trainer qualification		✓
National Pool Lifeguard qualification		✓
GCSE grade C+ in English and Maths	✓	

Experience	**Essential**	**Desirable**
At least 2 years experience of leading/managing staff in a Sports environment	✓	
Of delivering excellent member engagement programmes	✓	
Coaching individuals in behaviourial change and adapt style and behaviour to suit target audience	✓	
Managing budgets and financial reporting	✓	
Knowledge of current Health and Safety legislation and of applying it in a Sports environment	✓	
Knowledge of Safeguarding		✓

Professional Qualities	**Essential**	**Desirable**
IT literate	✓	
An excellent communicator, both orally and in writing, to a range of audiences	✓	
Able to establish productive working relationships	✓	
Able to lead and motivate others	✓	
Well organized with good attention to detail	✓	
Able to work under pressure, to deadlines	✓	
Able to present to groups as well as 1-2-1		
Discreet and committed to maintaining confidentiality	✓	
Willing to undertake further training as required	✓	

Professional Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	

Personal Qualities	Essential	Desirable
High level of integrity, honesty and fairness	✓	
Enthusiasm, energy and personal dynamism	✓	
Confidence	✓	
Resilience	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and pupils	✓	