



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



January 2022

Dear Applicant,

Sports Centre Duty Manager

Thank you for your interest in our vacancy for a Duty Manager at Bottisham Village College's Sports Centre,

In this pack you will find information about the vacancy, including a full job description and person specification, alongside information about our school. To find out more about us as a college, www.bottishamvc.org/college-information/ or our Sports Centre site, www.bottishamvc.org/sportscentre

The closing date for all applications is midnight, Tuesday 01 February 2022. Please send your completed application form, together with a letter of application to Emma Wright (HR Assistant) hr@bottishamvc.org. Only completed application forms will be considered – CVs will not be accepted.

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. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all staff in regulated activity will be subject to an enhanced Disclosure and Barring Service check as well as a Barred List check. Certificates of Good Conduct and other checks may be requested if applicable. We value diversity and welcome applications from everyone, including those with protected characteristics under the Equality Act. Flexible working considered.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at www.anglianlearning.org





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



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 looking for Leisure Assistants to join our team as part of a shift rota, providing support to customers using our facilities. Please keep reading for the full job description.

To discuss the role informally, please contact our Sports Centre Manager, Mr Harry Bubb on hbubb@bottishamvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

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



Anglian Learning

Job Description

Duty 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.

Core Purpose	To be responsible for the safe and efficient running of the Sports Centre when on operational shifts, including the effective supervision of operational staff.
Core Accountabilities	<p>Responsible for full operational procedures on operational shifts</p> <p>To organise and supervise operational staff effectively</p> <p>To deal with incidents, accidents and complaints where necessary</p> <p>To assist the Sports Centre Manager as required in the administrative, financial and promotional work of the Sports Centre</p> <p>To carry out a daily inspection of the Sports Centre building and its' facilities</p> <p>To be aware of Health and Safety regulations and the Centre's PSOP</p>
Reporting to	Sports Centre Manager
Liaising with	Sports Centre Manager, Sports Centre Assistant Manager, Sports Centre staff, Sawston Village College staff, Bottisham Village College staff, customers, external agencies / governing bodies.
Salary / Grade	Scale 3

Key Tasks	
Responsible for full operational procedures on operational shifts	<p>Ensure that the Sports Centre is operated as efficiently, effectively and safely as possible, upholding the ethos of Anglian Learning and the Centre at all times.</p> <p>Daily procedures including unlocking and securing the Centre buildings and dealing with any emergencies or incidents as necessary.</p> <p>Demonstrate positivity, professionalism and the ability to motivate colleagues and customers.</p>



	<p>Ensure standards of cleanliness are of the highest levels.</p> <p>To undertake swimming pool testing and take remedial action where necessary and if required.</p>
<p>To organise and supervise operational staff effectively</p>	<p>Accountable for ensuring that operational staff are demonstrating professionalism and efficiency and undertaking tasks as outlined in the Centre's PSOP.</p> <p>Ensure staff are deployed efficiently and effectively to offer the highest customer service levels.</p> <p>To demonstrate exceptional management and leadership skills, acting as a role model for outstanding work ethics.</p> <p>Ensure operational staff are fully trained to safely and efficiently undertake their duties.</p> <p>To assist with peer assessments and performance management reviews for operational staff, being prepared to address any underperformance.</p>
<p>To deal with incidents, accidents and complaints where necessary</p>	<p>Ensure incidents and accidents are dealt with in accordance with the Centre's PSOP.</p> <p>Complaints should be resolved satisfactorily and professionally using knowledge and initiative.</p>
<p>To assist the Sports Centre Manager as required in the administrative, financial and promotional work of the Sports Centre</p>	<p>To implement new ideas and initiatives to move the Centre forward and offer the best possible customer experience.</p> <p>To manage the Reception Area and maintain detailed records and financial reports.</p> <p>To assist with the planning, organisation and supervision of activities within the Centre.</p> <p>To actively promote the Sports Centre, attend meetings and events as required and liaise with external agencies and governing bodies as necessary.</p>
<p>To carry out a daily inspection of the Sports Centre building and its facilities</p>	<p>To undertake a daily inspection of the Sports Centre buildings and its' facilities and to report any areas requiring repair or maintenance.</p> <p>To manage re-stocking of vending machines if required.</p>
<p>To be aware of Health and Safety regulations and the Centre's PSOP</p>	<p>To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.</p> <p>To ensure the Health and Safety of all customers and staff.</p> <p>To complete Health and Safety documentation as required.</p>



<p>Fitness Suite/Swimming Pool Duties</p>	<p>To undertake irregular swimming instructor duties if required whilst on shift</p> <p>To carry out inductions and personal training plans if required</p> <p>To do master training sessions of up to 6 people</p>
<p>Additional duties</p>	<p>To become RLSS Pool Lifeguard trained if required and attend regular training sessions.</p> <p>To carry out additional duties and responsibilities as requested by the Sports Centre Manager.</p> <p>To be an active member of the College community, to support its distinctive ethos and to encourage staff to follow this example.</p> <p>To continue personal development as required.</p> <p>To engage actively in the performance management process.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from the Sports Centre Manager to undertake work of a similar level that is not specified in this job description.</p>



Person Specification

Anglian Learning Duty Manager

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

Education	Essential	Desirable
GCSE in Maths and English (or equivalent qualification)	✓	
Fitness Instructor Level 2 (or equivalent qualification/experience)		✓
NPLQ		✓
RSLL Lifeguard trained		✓

Experience	Essential	Desirable
Carrying out inductions and personal training plans		✓
Experience of undertaking master training sessions/experience of swimming pool testing	✓	
Health and Safety monitoring of a site	✓	
Management of a small team	✓	

Professional Qualities	Essential	Desirable
A high level of organisational ability	✓	
Ability to establish productive working relationships	✓	
Excellent communication skills enabling effective liaison with a wide range of stakeholders, including staff, pupils, parents, governors, the local community and external organisations	✓	
Able to converse at ease with members of the public, understand and interpret requirements accurately, by effective listening, questioning, clarification and recording of information. To provide advice in accurate spoken English.	✓	
Ability to learn quickly	✓	
Ability to work independently and as part of a team	✓	
Ability to prioritise and meet deadlines	✓	
Discreet and committed to maintaining confidentiality	✓	
Ability to lead and motivate others	✓	



Professional Qualities	Essential	Desirable
A high level of literacy with the ability to proof-read and draft communications	✓	
Highly skilled in a range of office applications, such as Google G-Suite (mail, sheets, docs, slides) and/or MS Office (Word, Excel, PowerPoint, Outlook)	✓	
Proficient in SIMS.net or other school management information system		✓
Flexibility in relation to tasks carried out	✓	
Willing to undertake further training as required	✓	
An interest in education	✓	

Personal Qualities	Essential	Desirable
A commitment to safeguarding and promoting the welfare of children	✓	
Energy and enthusiasm	✓	
Confidence	✓	
Resilience	✓	
Good sense of humour	✓	
A sense of perspective	✓	
Ability to remain calm in difficult situations	✓	
Ability to work as part of a team	✓	
Excellent attendance and punctuality	✓	
A liking and respect for young people	✓	
Appropriate professional relationships with colleagues and children	✓	

September 2019