

<b>Job Title:</b>	<b>Leisure Centre Supervisor</b>
<b>Contract Hours:</b>	30 hours per week x 52 weeks per year flexible working hours including weekends
<b>Grade:</b>	Scale 4 point 9 - 12
<b>Responsible to:</b>	Premises Manager

**Key Functions:**

- To ensure Cornard Leisure Centre functions as a profitable business
- To ensure that Cornard Leisure Centre provides an outstanding Community Service.
- To oversee the day to day operation of the Leisure Centre

**SPECIFIC RESPONSIBILITIES**

**Staff Management**

The post holder is responsible for the management and co-ordination of all Leisure Centre staff. The post holder will not be on duty at all times the centre is open, it is therefore vital that staff are rostered to ensure adequate cover and the priorities and deadlines are communicated clearly. Specific areas of responsibility include:

- Establishing the day to day work programmes and the policy on which these programmes are set. It will be the responsibility of the post holder to allocate staff and to determine the order of priorities to meet particular deadlines and special priorities.
- Agreeing staff rosters, approving leave and arranging cover as required, to ensure the smooth operation of the Centre at all times.
- Managing the recruitment, selection and appointment of staff under the direction of the Premises Manager.
- Operating staff disciplinary and grievance procedures in accordance under established Trust and School policies.
- Maintaining up-to-date records of all hours worked by staff.
- Oversee the training and performance review process.

## **Supervision of the Leisure Centre**

The post holder is responsible for the supervision of the centre and for maintaining a cost-effective, quality service to all users. These responsibilities will include:

- Ensure that the Leisure Centre is effectively marketed.
- Carrying out regular inspections, ensuring that inventory checks are undertaken and the appropriate records of furniture and equipment are maintained.
- Undertaking repairs or authorising replacement as necessary within agreed budgets, liaising with the Premises Manager.
- Ensuring all equipment is maintained in accordance with health and safety regulations.
- Supervising the centre to ensure that the premises are maintained to the required level of cleanliness at all times.
- Ensuring that the centre complies with all relevant legal requirements or regulations, including Health and Safety, COSHH, etc. This will include undertaking regular Health and Safety inspections, risk assessments and COSHH assessments etc.
- Ensuring that all appropriate licenses and insurances are obtained for the centre.
- Ensuring that all lettings and use of the centre's facilities are cost effective.
- Identifying areas for development and improvement and making recommendations for change.
- Developing and maintaining an effective working relationship with the School PE Department.
- Developing and maintaining effective working relationships with other agencies as necessary (e.g. Borough/District Councils, The Sports Council etc).
- Administering first aid when necessary and ensuring current Health and Safety Executive approved first aid certificates are held at all times by appropriate staff.

## **Financial Management**

The post holder is responsible for a number of financial procedures with the Centre, to include;

- Ensuring that the centre's ordering and accounting procedures comply with the standards laid down by USP and the school policy.
- Bringing significant items of financial information to the attention of the school Finance Manager
- Undertaking Duty functions on a shift system and undertaking coaching duties as required.

## **OTHER DUTIES**

Any job reasonably requested by the Headteacher.

**PERSON SPECIFICATION: Leisure Centre Supervisor**

Criteria	Essential to basic performance of job	Required for fully competent performance of job
<p><b>Knowledge:</b> Technical or specialist</p> <p>Literacy and Numeracy</p> <p>Organisational</p> <p>Knowledge and use of equipment</p>	<p>GCSE level or equivalent standard.</p> <p>Minimum 4 years management experience, within a leisure environment.</p> <p>Experience of operating in an income generating business unit.</p> <p>Knowledge and experience of online financial and business management systems.</p> <p>Experience of income target setting and monitoring.</p> <p>High levels of numeracy for monitoring budget</p> <p>Marketing experience</p> <p>Detailed knowledge of use of all sports equipment.</p>	<p>Leisure/Sports Diploma or equivalent.</p> <p>NVQ IV or equivalent in management.</p> <p>First Aid qualification.</p> <p>Knowledge of relevant school policies and procedures e.g. health and safety, fire, security, licenses – bar, entertainment, radio control, play scheme.</p> <p>Knowledge of health and safety regulations and responsibilities.</p>
<p><b>Mental Skills:</b></p> <p>Research</p>	<p>The ability to think creatively and innovate.</p> <p>Ability to solve a wide variety of problems.</p>	

Planning ahead	Liaise with Upper School to plan additional evening/weekend activities.	Experience of developing and improving services in a leisure environment.
<b>Interpersonal and Communications Skills:</b>  Negotiating, influencing or conciliating skills  Verbal and written communications skills (including use of languages)	Experience of consultation, negotiation and partnership working.  High level of numeracy for budget management.  High level of literacy for developing business plan and marketing plan (to literacy and numeracy).  Ability to communicate with staff at all levels i.e head teacher, students and all users.	
<b>Physical Skills:</b>  Other manual skills	Ability to undertake minor repairs of equipment.	
<b>Other Attributes:</b>  Level of autonomy	Ability to work on own initiative with overall responsibility for management and co-ordination of Leisure Centre.	