



## JOB DESCRIPTION

**POSITION:** LEISURE CENTRE MANAGER

**SCALE:** APT&C Scale 5 (22-25) Starting pay: £22,284

**HOURS & PAY** 35 Hours per week, working pattern late afternoon and evenings, weekends on rota

## PURPOSE OF JOB:

- To oversee and take responsibility for the daily running of The Sydney Russell Leisure Centre
- To ensure excellent levels of customer service are offered at all times by staff.
- To ensure all customers are provided with a safe environment
- To promote and publicise the facilities available to interested parties
- To maximise income potential

## MAIN PURPOSE OF JOB:

- To ensure all rooms are set up according to clients requirements
- To ensure Health & Safety regulations are met
- To ensure all sports facilities are set up according to clients requirements
- To ensure all staff work safely and to agreed guidelines
- Take responsibility for ensuring the Leisure Centre is presented to the highest levels of cleanliness
- To implement staff rota responsibilities to ensure the smooth running of the centre
- Take responsibility for all bookings and ensuring details are recorded
- To ensure all clients complete necessary paperwork to hire any Sydney Russell facilities
- Deal with all client complaints and compliments ensuring School Business Leader is made aware
- To ensure all equipment is safe and arrange repairs where necessary
- To be seen as the Leisure Centre Manager and behave as appropriate and contribute to its development through meetings with the School Business Leader
- To direct all staff in a professional and courteous manner
- To maximise the income potential of The Sydney Russell Leisure Centre
- The ensure the school site is kept safe
- To obtain all DBS & safeguarding information from each group who hire out the premises



## STAFF

- To ensure staff are motivated and morale is kept high
- To work with site staff to ensure security is maintained at all times
- To create staff rota each week
- To cover staff where necessary in cases of sickness or leave
- Where additional hours are required, under normal circumstances, be taken as lieu time. In exceptional circumstances, overtime (at flat rate) may be paid at the discretion of the School Business Leader
- To ensure staff are adequately trained, this should include First Aid & Fire Warden Training

## FINANCE

- To work with the Sydney Russell finance team to ensure monthly invoices are sent to all clients
- To ensure payments are received promptly from paying clients
- To produce weekly spreadsheet detailing all income and working with finance team to ensure income to allocated to correct client

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the School Business Leader of Sydney Russell School.



## PERSON SPECIFICATION

### LEISURE CENTRE MANAGER

#### EDUCATION & QUALIFICATIONS

##### Essential

- GCSE In Maths & English or equivalent
- Recognised qualification in the leisure or hospitality industry

#### SKILLS & EXPERIENCE

##### Essential

- Proven experience of managing or deputising in a lettings facility
- Experience of liaison with external partners
- Knowledge of Microsoft Office including Word and Excel
- Experience and evidence of building relationships with a wide range of partners
- Experience of line managing staff

#### COMMUNICATION AND INTERPERSONAL SKILLS

##### Essential

- Excellent communication skills
- Excellent interpersonal skills demonstrating the ability to relate well to young people and external partners
- Able to act with confidentiality, tact and discretion
- Demonstrates a courteous and friendly approach
- Work as part of a team
- Proven organisational skills with a high level of accuracy
- Ability to be flexible and to adapt to changing and challenging circumstances
- Operate calmly and effectively
- Show initiative and be self-motivating
- Ability to manage a variety of competing priorities and meet deadlines.
- Ability to formulate ideas and solutions and present them effectively