



Sports Centre Manager **Full Time - hours include evenings and weekends**

POSITION: Sports Centre Operations Manager

REPORTING TO: Commercial and Events Manager and ultimately the Bursar

Epsom College is a co-educational day and boarding school with approximately 880 pupils aged 11-18. The College is located one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree filled campus of some 80 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society. Highest standards of excellence in academic work and co-curricular activities are expected, but equally valued is the development of the pupils into independent responsible adults with a purpose and an understanding of the benefits of contributing to their community.

The College has a state of the art 40-station fitness suite and dance studio, with new equipment installed this year and additional equipment to follow on a 2-year programme. Indoor facilities include 2 sports halls, fencing room, 6 squash courts, classroom and an indoor 25m swimming pool. Externally, there are two artificial pitches for hockey, tennis and football (one of which is floodlit) and 9 netball/tennis courts. There are numerous grass pitches covering football, rugby, cricket (including a Cricket Pavilion), athletics, lacrosse, rounders and volleyball depending on the termly school activities.

Pupils use all these facilities during school hours and then external hirers outside these times. The College has an extensive programme of commercial letting of school facilities, and a successful personal trainer centre in the Fitness Suite, alongside a timetable of classes in our studios, all of which we are looking to continue and expand. The general public therefore use the facilities through clubs, organisations, class instructors and personal trainers.

The Post

The successful candidate will be responsible for managing the operation of the College's Sports Centre, balancing pupil and staff use of the facilities whilst generating income from their effective use.

The post holder must be able to provide a friendly, efficient service, with the highest standards of customer care for pupils, staff and visitors using the facilities. They must ensure that the operation of the Sports Centre complies with Health and Safety legislation, adheres to agreed operational procedures as well as best practice.

Main Duties

- To manage staff and draw up the staff rota, recruiting and training staff as necessary to supervise the Fitness Suite, swimming pool and sports facilities, working with the Human Resources Manager as necessary;
- In conjunction with the Commercial Manager, prepare the annual budget for the Sports Centre, managing and monitoring its subsequent implementation;
- To provide advice on Health and Safety issues, and review, update and implement agreed and appropriate policies and procedures for all the College's sports facilities;
- To implement the business plan as agreed with the Commercial and Events Manager, offering suggestions as to how the College can further develop its letting programme;
- To manage and supervise the use of the facilities and equipment, ensuring the safety and welfare of all users, offering appropriate training, guidance and advice as and when necessary;
- To maintain the high standards of cleanliness and operation within the building and equipment, arranging servicing and repairs as necessary;
- To engage, contact and respond to sales enquiries, manage bookings and solicit user feedback, recommending changes as necessary to senior management and co-ordinating commercial events around the College's timetabled use of the facilities;
- To build strong relationships with hirers to ensure repeat bookings and customer loyalty;
- To liaise with the Director of Sport, and other sports staff, to confirm the College events programme and prepare the facilities for groups and events as necessary;
- To maintain your own training records and remain physically fit and aware of industry developments;
- Any other reasonable tasks as requested by the Commercial and Events Manager, Bursar or other senior member of staff.

Skills, Experience and Qualifications:

Essential Qualification, Experience and Skills Requirements

- Demonstrate a passion for fitness;
- Evidence of successfully leading and managing a team of staff;
- Have worked in a commercial leisure environment, managing a fitness suite, sports centre and pool;
- Appropriate qualifications including Level 2 Gym Instructor Qualification e.g. YMCA, Premier and REPs registered minimum level 2, Health and Safety Level 2; and First Aid at Work (training can be provided);
- Display energy, commitment and enthusiasm necessary for the smooth running of the Sports Centre;
- Evidence of strong organisational skills and the ability to work independently or within a team, with a highly proactive, flexible and positive approach to all duties and responsibilities;
- Demonstrate excellent interpersonal skills, a willingness to go the extra mile and a 'can do' approach;
- Demonstrate the existence of good administration skills and attention to detail;

- Demonstrate excellent interpersonal skills, high level emotional intelligence with a sense of humour and an enabling attitude;
- Have competent ICT skills, (including the ability to use a range of relevant software packages such as Word, Excel, Power Point and Outlook).

Desirable Qualification, Experience and Skills Requirements

- Experience of working within an academic/school environment;
- National Pool Lifeguard Qualification;
- Other sports qualifications;
- Coaching qualification for classes;
- Health and Safety Level 3;

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

Terms and Conditions

- **Salary:** Circa £28,000 to £30,000 per annum, depending on skills experience.
- **Working Hours:** 40 hours per week, working 5 days per week throughout the year on a rota basis, including evenings and weekends;
- **Holidays:** The holiday entitlement is 20 days paid holiday per annum increasing by 1 day per annum to a maximum of 25 days per annum pro rata for part time working + pro rata bank holiday entitlement. Two weeks of the holidays are to be taken due Epsom College school holidays, whilst the remainder should be taken during term time in agreement with the Commercial and Events Manager.
- **Pension:** There is an automatic enrolment into the Epsom College Automatic Enrolment Scheme for employees who are eligible. The Scheme is administered by the Pensions Trust. The Employee will be required to contribute a minimum of 1% of Basic Salary and the College will contribute 2% in compliance with current legislation. It is anticipated that these contributions levels will rise to 3% for both the Employee and the College from 1 April 2018. Eligible employees may opt out of the scheme if they wish.
- **Offer of Post:** The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.
- **Miscellaneous:** Free lunch and refreshments are provided when the Dining Room is open. Free membership to Fitness Suite and pool during staff opening times. The College is a non-smoking environment

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Application

Applicants are required to complete the Application for Employment Form available from our website www.epsomcollege.org.uk. To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received. Please apply as soon as possible.

Closing Date: 5pm Sunday 14th January 2018