



## Gordon's School

### Sports Hub Supervisor – Job description

- Reports to:** The Commercial & Development Manager and works closely with the Director of Sport and Head of PE
- Hours:** 37.5 hours per week worked on a shift pattern to include evenings and weekends
- Salary:** £25,000 - £27,000 per annum dependent on experience

Gordon's School is a co-educational, academically non-selective State Boarding Secondary School for over 900 students, located in West End, Woking. For information about the school visit our website [www.gordons.school](http://www.gordons.school) where you can read about the range and levels of sport played.

We are excited to have new sports facilities opening this Autumn; a four-badminton court Sports Hall (including indoor cricket nets) with café and changing rooms, and a 3G all-weather pitch primarily for rugby and football. These new facilities together with an existing sand-dressed all-weather pitch and two netball/tennis courts, all floodlit, create the Gordon's Sports Hub. There are also four grass pitches close by. The new facilities have been financed through The Gordon Foundation, a separate charity that owns the land and buildings occupied by Gordon's School

A Community Use Agreement is in place for external hire of the Sports Hub to clubs and organisations, for which there is considerable interest. During term, the School has priority use during the day, with some time also allocated to residential boarders in the evening and at weekends. During the school holidays there will be opportunities to develop specialist sports courses; we also plan to develop a range of sports clubs based at the Sports Hub to encourage staff, parent and alumni and community sports participation.

#### Main Purpose of the Job

This role is responsible for the day-to-day operational management of the Gordon's Sports Hub, service standards, cleanliness, health and safety, line management of sports assistants and supporting business development in order to maximise income within set guidelines.

#### Duties and Responsibilities

##### Line Management

- Supervise and co-ordinate the work of the Sports Hub employees (except café staff)
- Undertake all necessary line management duties such as holiday approval, sickness procedures, staff training and staff appraisals
- Provide for necessary cover and ensure facilities are staffed in accordance with the minimum requirement
- Participate in staff training as required and co-ordinate the provision of staff training as required.

##### Administration & Finance

- Manage all records relating to the activity that takes place within the Sports Hub, ensuring records are of an appropriate standard for audit purposes. The Commercial & Development Manager is responsible for securing bookings, contracts and payments.
- Assist the Commercial & Development Manager with the effective promotion and marketing of the facilities.
- Manage an inventory of all assets and equipment across designated facilities.

##### Health and Safety / Compliance

- Ensure the Health and Safety Policy is adhered to within the context of the Sports Hub and its programmes, ensuring that all required documentation is up to date and Health and Safety standards are maintained.

- Manage the programme of maintenance necessary to ensure the safe condition of all equipment
- Liaise with HR to ensure that all staff have the necessary pre-employment checks in place prior to the start of employment

### **Provision of Service**

- Day-to-day operational management of the Sports Hub and its facilities
- Simple fault rectification and/or fault reporting of any damage to buildings, pitches and equipment caused by hiring organisations or School users
- Monitoring access to all sports facilities, providing adequate safety to the Sports Hub, equipment, staff and users
- Dealing effectively and efficiently with customers
- Cooperate in the development of and oversee children's activities including holiday clubs and parties, and other similar opportunities
- Liaise with other staff regarding timetabled requirements for Sports Hub usage.
- Provide excellent service standards to hirers by ensuring all areas of the facilities are meeting users' needs both in the standard of service delivery and in the physical appearance of the facilities.
- Support the School PE and Sports staff with their management of sports equipment.

*The above list is not exhaustive and may be altered from time to time with due consultation.*

### **Special Factors**

- This role will involve working on a shift pattern which will include weekends and evenings and flexible working
- You will be required to wear the uniform provided.

### **Person Specification**

#### **Experience/Knowledge**

- Experience of working in a Leisure or Sports Centre
- A First Aid qualification (desirable)

#### **Personal Skills**

- Excellent customer service skills with the ability and understanding of how to relate to customers of all ages and abilities and also to all levels of staff
- A team player with excellent communication and organisational skills
- An open, honest and confident personality
- Able to problem solve and manage own time effectively
- A passion and energy for sport and the leisure industry

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*