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| **Job Description** |

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| Job Details | |
| **School Name** | Turton School |
| **Job Title** | Weekend Duty Supervisor |
| **Grade** | SCP 4-6 |
| **Primary Purpose of Job** | To be responsible for the supervision of Turton Sports Centre in the absence of the Sports Centre Manager ensuring that established procedures are adhered to and that sports centre users receive a high level of service. |
| **Responsible to** | Sports Centre Manager |
| **Responsible for** | Sports centre lettings and all associated visitors and duty sports centre staff. |
| **Principal Responsibilities** |  |

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| Main Duties | |
|  | Provide a friendly and helpful service to all sports centre lettings and their participants and guests that use the centre. |
|  | Act as a point of contact for all sports centre lettings if they require any assistance during their visit. |
|  | Perform a range of reception-based duties including answering telephone calls and dealing professionally with customer enquiries. |
|  | Ensure all venues are clean and tidy prior to use by lettings and that activities are set up in accordance with the sports centre’s activity setting up procedures. |
|  | Provide first aid treatment if required by any user within the centre and ensure that the centre’s accident/incident reporting procedures are adhered to. |
|  | Provide immediate support to other centre staff including lifeguards and coaches if a centre emergency occurs. |
|  | Maintain the security of the building by ensuring that all entrances remain secure and access to the facility is restricted to members and guests of the lettings group. |
|  | Ensure that the facility is used in a safe and appropriate manner by all users and that all bookings adhere to the terms and conditions of their booking agreement. |
|  | Perform a daily health and safety building check when required by the Sports Centre Manager. |
|  | In the event of a building evacuation being required, the duty lettings officer must take responsibility for ensuring that all users are escorted to the designated assembly point and the emergency services are notified. The sports centre’s emergency evacuation procedure must be fully adhered to. |
|  | Contact the emergency services if there is a potential danger to the building or its occupants. |
|  | Carry out regular swimming pool water tests following appropriate training to ensure that the pool water is maintained in a safe and hygienic condition at all times. |
|  | Open the sports centre in accordance with the sports centre’s opening up procedure. |
|  | Close the sports centre in accordance with the sports centre’s closing procedure ensuring that all users have left the facility and the building is secured. |
|  | Any other appropriate duties commensurate with the grade of the post which may be required from time. |
| **Additional Duties & Responsibilities** | |
|  | The above requirements are intended as a basic outline. There will be other tasks relating to customer satisfaction, care and safety. The Duty Supervisor will be expected to adopt a helpful and flexible approach and ensure that other staff respond accordingly in line with school standards. |
|  | The Duty Supervisor will be expected to set a high standard of personal conduct and commitment to Customer Service. |

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated, at the discretion of the Head Teacher and to meet the needs of the school.

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| Version Control | |
| **Job Description prepared by:** | DO |
| **Job Description updated:** | 26 April 2024 |

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| Person Specification | |

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## Stage One

The minimum essential requirements for the above post are as follows. Please try to show in your application form, how best you meet these requirements. Disabled candidates are guaranteed an interview if they meet the essential criteria.

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| Skills and Knowledge | | Essential/Desirable |
|  | Basic ICT awareness: - confident in use of e mails and internet | E |
|  | Excellent level of verbal communication skills | E |
|  | Good standard of numeracy and literacy skills. | E |
|  | Excellent interpersonal skills, demonstrated by friendly, outgoing manner. | E |
|  | Mature judgement | E |
|  | Personal confidence and experience in ability to deal and respond appropriately to a variety of customer demands and abilities. | E |
|  | Ability to provide a customer orientated service. | E |
|  | High standards of personal presentation and appearance. | E |
|  | Skill and ability to develop creative positive solutions. | E |
|  | Flexible approach to working hours. | E |
|  | Awareness of sports centre demands and priorities. | D |
|  | Willingness to support development of school initiatives. | E |
|  | Attention to detail and able to organise and maintain accurate records. | E |
|  | Resilient approach to tasks. | D |
|  | Evidence ability to encourage positive outlook in team situations. | D |
|  | Competencies Please note the school’s competencies, which are considered to be essential for all roles, are in the attached Core Competencies document. | Interview |

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| Experience, Qualifications and Training | | Essential/Desirable |
|  | Current First Aid Certificate. Training will be given to applicants who do not have this qualification at the time of application. | E |
|  | NPLQ Lifeguard Qualification. | D |
|  | Sports & Fitness Coaching Qualifications. | D |
|  | National Pool Plant Operator Certificate | D |

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| Version Control | |
| **Person Specification prepared by:** | School’s HR |
| **Person Specification updated:** | 26 April 2024 |

# Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

**Developing Self and Others**

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

**Equality and Diversity**

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Code of Conduct**

Sets out behavioural expectations for employees towards colleagues, managers and the wider school. It emphasises open communication, professionalism, respect, and adherence to laws.

**Health and Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.

**Energy Efficiency**

To be aware of the energy efficiency issues in own area of work and throughout the premises.