

Parrs Wood High School
Wilmslow Road
East Didsbury
Manchester
M20 5PG
Tel. 0161 446 8640
www.parrswood.manchester.sch.uk
email: recruitment@parrswood.manchester.sch.uk

Sports Centre Duty Manager

10 hours per week, all year round

Grade 3 £16,187 to £17,419 (£8.87 per hour)
(Actual starting salary will be approx. £4,600 pa.)

Parrs Wood High School is a thriving and popular secondary school in South Manchester with a richly diverse and truly comprehensive student body which has been judged by Ofsted to be good in all areas.

We are seeking to appoint a Sports Centre Duty Manager to work as part of a team within the school who provide high quality support to staff, students and the wider community.

Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS Check.

Further information and application form can be downloaded from the school website: www.parrswood.manchester.sch.uk

Closing date for applications is: 5:00 pm on Friday 26th January 2018

Parrs Wood High School
School Sports Centre Duty Manager

10 hrs per week all year round

£8.87 per hour
Actual starting salary approximately £4,600

Working Hours: Duty Managers work various shift patterns mainly in the evenings and at weekends.

Main purpose of the job:

To assist the Sports Centre Manager in the provision of a safe, clean and friendly environment for all users of the School Sports Complex.

Under the direction of the Sports Centre Manager the post holder is expected to work both as part of a team and also under their own initiative, and will actively contribute to the achievement of its objectives.

Main Duties:

1. To assist the Sports Centre Manager in ensuring the efficient and effective daily operation of the sports facilities.
2. To provide an efficient, courteous and responsive service to members of the public using the school's sports facilities.
3. To deal with enquiries and to take and be aware of bookings made by members of the public to use the sports facilities.
4. To supervise the public and to provide a clean and safe environment for them to use.
5. To organise and set out equipment and ensure effective changeovers of group activities.
6. Be proactive when assisting members of the public and when necessary reporting accidents and incidents that take place on shift to the Sports Centre Manager.
7. Be vigilant when moving around the facility and wherever possible isolate and report any hazards to the appropriate person to ensure the health and safety of the members of the public.
8. Cash handling and reconciliation.
9. To be willing to be trained and practice as a First Aider.

10. Contribute to and attend training courses as may be required.
11. When required to liaise with the school security company based in the school main reception.
12. To ensure that following the hiring period the facilities are left clean, tidy and secure.
13. To ensure participation in new initiatives and future changes in service delivery.
14. Carry out other duties connected with the smooth and efficient running of the facility.
15. To undertake any other reasonable duty at the request of the Sports Centre Manager.
16. Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS check.