

Job Description

Teachers and Support Staff

Role:	Community Recreation Centre Manager
School:	Beckfoot Oakbank
Salary/Grade:	SO1
Reporting to:	Cluster Business Lead

Core Purpose of the Post:

Under the guidance of the Head Teacher and Cluster Business Lead/Manager to provide a quality, commercially viable recreation facility for a wide range of community users whilst maintaining close links with Oakbank School in order to achieve maximum usage of the facility.

You may from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

- Will contribute to the overall ethos/work/aims of the Trust.
- Will appreciate and support the role of other professionals.
- Be vigilant and sensitive to any child protection/safeguarding concerns that arise, reporting any concerns to the designated officer in line with school policy and procedure.
- Will deal with any issues, immediate problems or emergencies that arise in line with school policies and procedures liaising with colleagues where necessary e.g. dealing with a sick, injured or distressed child.

Main Duties and responsibilities:

Supervisory/Management Responsibilities:

- Day to day management of Recreation staff. Responsible for the management and development of this specialist area in school. May be required to take responsibility for students on work experience, trainees and voluntary helpers working within the scope of this post.
- Organisation of staffing for weekend work where appropriate.

Administration:

- Maintain the central usage chart to identify users and vacant facilities including logging bookings and cancellations.
- Note and acknowledge block bookings. Send all relevant information together with payment instructions to Finance for invoicing.
- Take payments from casual users. Enter through till and issue receipts. Check till receipts each day against daily cash report. Note any shortfalls or errors and report within accounting system.
- Up-date systems and procedures as appropriate in order to maintain the most efficient method of control.
- Manage the schools minibuses, including MOT, servicing, breakdowns etc.
- Responsible for the selection and management of resources in own area, including management of budgets and audit of resources.

Financial Management:

- Responsible for Recreation Centre bookings and invoicing of customers.
- Together with the Cluster Business Lead, set financial targets that reflect both community and commercial needs.
- Implement appropriate budget controls.
- Ensure VAT regulations are adhered to in relation to the purchase and sale of goods and the special arrangements for the block booking system.

Staffing:

- Recruitment of staff as necessary and within school procedures.
- Induction and training of staff, bearing in mind the relevant Health and Safety regulations and the need to provide a first class customer service.

- Responsible for the centre staffing rota and work flexibly within the system as the attendant in charge.
- Provide holiday and sickness cover as required.
- Undertake Performance Management as appropriate.

Marketing

- Organisation and promotion of events and facilities.
- Prepare information on facilities and promote these through various media.
- Where appropriate conduct market research and act on results.
- Promote links between school, the Recreation Centre and the local community.

Safety and Security:

- Opening and locking of Recreation facilities and the main entrances to the school grounds.
- Maintain existing and adopt new safety and security measures as appropriate.
- Liaise with the Site Manager on extra opening hours, change of circumstances during school holiday periods and any situations which may have an impact on the running of the School.
- Completion of risk assessments to comply with Health and Safety regulations.

Responsibilities:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in the performance management of support staff as a team leader.

Supervision and range of decision making:

- Line manage and supervise recreation staff.
- Work under the supervision of senior members of staff but expected to exercise considerable initiative in performing delegated duties, seeking the necessary advice where appropriate.
- Responsible to the Cluster Business Lead. Works closely with all stakeholders across School on the delivery of extended services and utilisation of the school facilities in areas other than sport. Exercises considerable initiative in the performance of delegated duties. Seeks necessary advice where appropriate based on own judgement of situations.

Communications and working with others:

- To communicate effectively e.g. employees and external agencies, parents/carers, pupils and visitors

Resources:

- Operate relevant equipment, ICT packages & systems.
- Manage and maintain storage of files, stock and supplies within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake routine administration.

Professional development:

- To participate in training opportunities and professional development as required.

Other Considerations:	
<ul style="list-style-type: none"> • To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher. • To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files. • Accept and commit to the principles underlying the Schools Equal Rights policies and practices. • Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act. • Must be legally entitled to work in the UK. 	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Intermediate Fluency Duty required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate: They can express themselves fluently and spontaneously with minimal effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	05/01/2022

Person Specification

Teachers and Support Staff

Role:	Community Recreation Centre Manager	
	Essential Requirements	How Identified
Qualifications	Sports or Leisure qualification or significant experience in a related field Minimum of GCSE English and Mathematics at grade C or above (or equivalent).	Application
Experience	Experience of managing staff Proven track record of working as a team leader as well as motivating a team Experience of working with young adults and children Experience of managing budget and managing staffing timetables and rota's	Application References Interview
Training	Be prepared to undertake first aid training and other training commensurate to the post.	Application Interview
Knowledge, Skills and Ability	<p>Knowledge of a broad range of sports and their requirements</p> <p>A flexible, customer orientated approach</p> <p>Understanding of customer care and health and safety issues</p> <p>Excellent interpersonal skills, time management and organizational skills</p> <p>An interest in physical fitness and sports</p> <p>Promote the building of self-esteem and encourage independent learning.</p> <p>Have a secure knowledge of the relevant subject(s) and curriculum areas.</p> <p>Support and enforce classroom routines to ensure an effective and safe learning environment.</p> <p>Contribute to the safety, mobility, hygiene, and well-being of pupils, staff and general public.</p> <p>Treat everyone with dignity and build relationships rooted in mutual respect.</p> <p>Support the inclusion of all students, including those with SEN, of different ethnic backgrounds, faiths, and sexual orientation.</p> <p>Support and work in compliance with the policies and practices of the Code of Conduct, Beckfoot Trust and regulations.</p> <p>Good literacy and numeracy skills.</p> <p>Good communication skills including telephone/face to face.</p>	Application Interview

	<p>Knowledge of and the ability to use office machinery e.g., photocopiers, scanners, shredding machine etc.</p> <p>Working knowledge/use of databases and other software packages e.g., Microsoft Office (Word/Excel/Outlook etc.).</p> <p>Have a neat and organised approach to work. Be willing, courteous, and able to work both using your own initiative and in a team.</p> <p>Respect confidentiality.</p>	
Personal Circumstances	<p>Must be legally entitled to work in the UK. (Asylum & Immigration Act 1996)</p> <p>Must have the ability to be flexible and work outside of normal working hours</p> <p>Interest in the school's wider role in the community</p>	Application Interview
Disposition and Attitude	<p>A passion for education and a deep-felt desire to make a difference for young people.</p> <p>To like young people and be liked by them</p> <p>To possess educational vision underpinned by values</p> <p>To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'</p> <p>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example</p> <p>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself</p> <p>Understand the importance of work/ life balance</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p> <p>Desire for significant professional development</p>	Application Interview References
Physical	<p>Resilient</p> <p>Excellent attendance and punctuality.</p>	References Interview
Equality	<p>A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.</p>	Application Interview

