



Job Description

Job Title:		Duty Manager			
School:		Befield Sports Centre			
JE Code:	AA4229	Evaluation:	439 Points	Grade:	N5
Date:	September 2017		Status:	Final	
Job purpose:		To assist with the overall management, development and administration of the sports centre and to control all aspects of the facility's operation on a day-to-day basis.			

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. To be accountable to the Managers' for ensuring the effective day-to-day operation of the facility, including the supervision of staff and customers and the operation and control of the facility.
2. To advise, support and assist the Managers' in the development of an effective programme of activities within the facility.
3. To ensure appropriate equipment, facilities and services are available for the implementation of the activity programme
4. To assist the Managers' in the control of expenditure and income so maximising the efficiency, effectiveness and economy of the facility, whilst maintaining financial records as required.
5. To ensure a high quality service is delivered to all customers' and to deal with any matters raised either directly or by reference to the Managers'.
6. To ensure the security of the facility is maintained at all times.
7. To monitor the quality of work of all staff and contractors and to address any issues as required.
8. To be responsible for the monitoring and control of all duties identified within the operational procedures documents.
9. To ensure all H&S, Risk Assessment and Safeguarding duties are carried out as required.

Trust responsibilities:

10. Work to fulfil the vision and values of the trust.
11. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
12. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
13. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.
14. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
15. Participate in appraisal, training and development and other activities that contribute to performance management.
16. Attend and participate in regular team and 1:1 meetings.