



Welcome to our Trust

Duty Manager Recruitment Pack



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Welcome to Anglian Learning

Thank you for your interest in the position of Sports Centre Manager.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact Michelle Wilson, General Manager at mwilson@anglianlearning.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin

CEO, Anglian Learning



Our Values:

Aspiration

We are ambitious for ourselves and all those in our community to be the best we can be.



Community

We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together.



Empowerment

We enable our academies, staff and learners to embrace new ideas and think creatively.



Inclusivity

We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds.



About Anglian Learning

Founded in September 2016 by four community-facing secondary schools committed to sharing knowledge and providing mutual support, Anglian Learning has grown to become one of the leading school trusts in the region.

Educating more than 9000 pupils and employing over 1000 staff across three counties, pupils, their families and the wider community benefit directly from the resources, time and expertise given by our Trust. While each school retains its own unique identity and ethos, we are collectively passionate in our belief that we are stronger together.

Alongside this, our Trust remains committed to its heritage, which is rooted in local communities. Several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under Anglian Leisure. Local, high-quality quality and representative governance of schools is a key aspect of our leadership structure.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowering our people. The role of our Trust is to provide the environment in which colleagues can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, curriculum development, inclusion, finance, ICT, business support and operations. Therefore, our schools have the capacity and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.



Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About Anglian Leisure



About Anglian Leisure

Anglian Leisure is the brand of Anglian Learning's sport, fitness and leisure centres. The brand unites facilities across Anglian Learning bringing the five individual centres run by the Trust together.

Anglian Leisure allows for greater accessibility, a better online presence and improved facilities on offer to staff, pupils and the wider community. The individual centres are Anglian Leisure Bottisham, Anglian Leisure Linton, Anglian Leisure Netherhall, Anglian Leisure Sawston, and Anglian Leisure Joyce Frankland, with Bassingbourn due to follow soon.

Anglian Leisure Bottisham is a Village Sports Centre, based on the site of Bottisham Village College, the centre provides a variety of sports activities for the local community. Our facilities include a 25 metre swimming pool, a modern fully equipped air conditioned fitness suite, group exercise studio as well as indoor and outdoor sporting facilities.

The health and well-being of our local communities is a priority of Anglian Leisure, and our vision is to ensure that a variety of recreation and leisure opportunities are accessible and inclusive to a wide range of people.



Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact Michelle Wilson, General Manager at mwilson@anglianlearning.org.

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



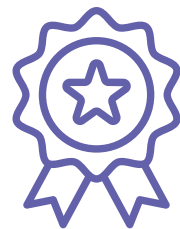
Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card



Role Summary

We are seeking an enthusiastic and committed Duty Manager to join our team at Anglian Leisure Bottisham. You will be responsible for leading operational shifts, reporting directly to the Sports Centre Manager.

You will be able to motivate staff and customers and be committed to achieving the highest standards of cleanliness, maintenance, and safety, leading by example.

This is an exciting opportunity for a proactive individual who is passionate about sport, community engagement and delivering exceptional customer experiences.

Roles and Responsibilities:

- Organise and supervise operational staff effectively.
- Maintain the highest levels of customer service.
- Lock/Unlock the Sports Centre.
- Deal with incidents and complaints where necessary.
- Assist Sports Centre Manager with administrative, financial and promotional work.
- Ensure the Health and Safety of all customers and staff.
- Operationally responsible for the safe and effective operation of the swimming pool
- Carry out inductions and personal training plans if required
- Willingness to undertake further training as required

Requirements - Essential:

- Ability to lead a team as well as work independently.
- Highly organised with excellent communication skills.
- Ability to motivate and inspire others.
- Ability to swim
- A commitment to safeguarding and promoting the welfare of children

When completing the application form the above requirements are considered essential.

Training can be provided and if you wish to develop further upskilling and qualifications can be discussed. To find out more about the role please contact Michelle Wilson at mwilson@anglianlearning.org.

Job Description

Duty Manager
Anglian Leisure Bottisham



SALARY:	Scale 5 point 12 - 17 (£28,598.00 - £31,022.00)
HOURS:	Full time 37 hours per week, 52 Weeks
PENSION:	LGPS Pension Scheme
ANNUAL LEAVE:	Starts at 25 days plus Bank Holidays, more for those with local government continuous service.
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at Bottisham Leisure but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	General Manager

MAIN RESPONSIBILITIES

Responsible for full operational procedures on operational shifts

- Ensure that the Sports Centre is operated as efficiently, effectively and safely as possible, breathing the ethos of Anglian Learning and the Centre at all times.
- Daily procedures including unlocking and securing the Centre buildings and dealing with any emergencies or incidents as necessary.
- Demonstrate positivity, professionalism and the ability to motivate colleagues and customers.
- Ensure standards of cleanliness are of the highest levels
- Operationally responsible for the safe and effective operation of the swimming pool, including essential plant room maintenance and duties.
- To be responsible for chemical handling and the maintenance of water quality in accordance with industry guidelines. To correct any issues immediately to ensure visitor and staff safety

To organise and supervise operational staff effectively

- Accountable for ensuring that operational staff are demonstrating professionalism and efficiency and undertaking tasks as outlined in the Centre's PSOP.
- Ensure staff are deployed efficiently and effectively to offer the highest customer service levels.
- To demonstrate exceptional management and leadership skills, acting as a role model for outstanding work ethics.
- Ensure operational staff are fully trained to safely and efficiently undertake their duties.
- To assist with peer assessments and performance management reviews for operational staff, being prepared to address any underperformance.

To deal with incidents, accidents and complaints where necessary

- Ensure incidents and accidents are dealt with in accordance with the Centre's PSOP.
- Complaints should be resolved satisfactorily and professionally using knowledge and initiative.

To assist the Sports Centre Manager as required in the administrative, financial and promotional work of the Sports Centre

- To implement new ideas and initiatives to move the Centre forward and offer the best possible customer experience.
- To manage the Reception Area and maintain detailed records and financial reports.
- To assist with the planning, organisation and supervision of activities within the Centre.
- To actively promote the Sports Centre, attend meetings and events as required and liaise with external agencies and governing bodies as necessary.

To carry out a daily inspection of the Sports Centre building and its facilities

- To undertake a daily inspection of the Sports Centre buildings and its facilities and to report any areas requiring repair or maintenance.

To be aware of Health and Safety regulations and the Centre's PSOP

- To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- To ensure the Health and Safety of all customers and staff. To complete Health and Safety documentation as required

Fitness Suite/Swimming Pool duties

- To carry out inductions and personal training plans if required
- To be RLSS Pool Lifeguard trained and attend regular training sessions

Additional duties

- To carry out additional duties and responsibilities as requested by the Sports Centre Manager.
- To be an active member of the College community, to support its distinctive ethos and to encourage staff to follow this example.
- To continue personal development as required.
- To engage actively in the performance management process.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Sports Centre Manager to undertake work of a similar level that is not specified in this job description.

Person Specification

Duty Manager
Anglian Leisure Bottisham



Qualifications and Training

Essential:

- GCSE grade C+ in English and Maths (equivalent to Grade 4/5)

Desirable:

- Swimming Teaching qualification
- Fitness Instructor/Personal Trainer qualification
- National Pool Lifeguard Qualification
- National Pool Plant Operator Qualification
- National Pool Management qualification
- Coaching and Fitness Qualification

Experience

Essential:

- Management of a small team

Desirable:

- Lifeguarding public swimming sessions
- Carrying out inductions and personal training plans
- Health and Safety monitoring of a site

Professional Qualities

Essential:

- A high level of organisational ability
- Ability to establish productive working relationships
- Excellent communication skills enabling effective liaison with a wide range of stakeholders, including staff, pupils, parents, governors, the local community and external organisations
- Able to converse at ease with members of the public, understand and interpret requirements accurately, by effective listening, questioning, clarification and recording of information. To provide advice in accurate spoken English.
- Ability to learn quickly
- Ability to work independently and as part of a team
- Ability to prioritise and meet deadlines
- Ability to lead and motivate others
- Willing to undertake further training as required
- A high level of literacy with the ability to proof-read and draft communications
- Highly skilled in a range of office applications, such as Google G- Suite (mail, sheets, docs, slides) and/or MS Office (Word, Excel, PowerPoint, Outlook)
- Flexibility in relation to tasks carried out
- Willing to undertake further training as required
- An interest in education

Personal Qualities

Essential:

- A commitment to safeguarding and promoting the welfare of children
- Enthusiasm, energy and personal dynamism
- Confidence
- Resilience
- Excellent attendance and punctuality.
- A liking and respect for young people.
- Appropriate professional relationships, with colleagues and pupils.
- Ability to work as part of a team
- Ability to remain calm in difficult situations
- Appropriate professional relationships with colleagues and children

How to apply

Dates

CLOSING DATE:	11 th May 2026
INTERVIEW DATES:	TBC
START DATE:	To be agreed, subject to safeguarding checks

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Sports Centre Manager and meet the person specification we invite you to apply for this exciting opportunity via [our portal](#).

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's HR Team via hrrhub3@anglianlearning.org.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - <https://anglianlearning.org/information/data-protection-policies/>

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.



Get in touch

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