



NORTHGATE  
SCHOOL

# Leisure Facilities Lettings Manager Job Description



**Job Title:** Leisure Facilities Lettings Manager

**Responsible to:** School Business Manager

**Grade:** Grade 4, SCP13 – Grade 5, SCP19

**Role purpose:** The Leisure Facilities Lettings Manager plays a key role in the effective management, safety, and development of the school's facilities which include the Sports Centre and the Arts Centre. They will shape and develop a high-quality environment that is available for students and staff during the day, while maximising income through external lettings and community use outside core school hours.

## Roles and Responsibilities:

### Sports Centre Management

1. Oversee the after-school operation of the school Sports Centre, including halls, fitness areas, changing rooms, outdoor pitches and running track.
2. Oversee the after-school operation of the Art Centre including main halls, dance studio and drama halls.
3. Ensure equipment is maintained, safe, and suitable for curriculum and community use.
4. Manage Sports Centre bookings, staffing, and customer experience.
5. Support PE staff and extracurricular sport while balancing community lettings.
6. Responsible for the opening/locking up of all facilities both morning and evening.
7. Ensure an enjoyable experience for all customers visiting the centre(s).
8. Respond to customer complaints or inquiries.
9. Deal with any incidents such as accidents, emergencies or theft.

### Lettings & Community Use

1. Manage all school lettings, including sports facilities, classrooms, halls, and event spaces to generate revenue.
2. Develop and implement lettings policies, pricing structures, and procedures.
3. Show good commercial awareness and effective promotion of facilities to encourage external sports clubs, community groups, and commercial users to utilize the facilities.
4. Maintain excellent relationships with neighbours and community groups etc.
5. Coordinate bookings, contracts, invoicing, and payments.
6. Act as the main point of contact for external hirers.
7. Ensure lettings operate safely and do not disrupt the school day.
8. Ensure sports equipment is set up and ready for bookings.

### **Staff Management**

1. Recruit, train, upskill motivate and supervise staff including managing staff rotas to support evenings, weekends, and holiday lettings.
2. Monitor performance including annual performance reviews and arrange training as required.
3. Develop, encourage and maintain effective communications throughout the team.

### **Financial & Administrative Responsibilities**

1. Manage facilities and lettings budgets.
2. Monitor income and expenditure, identifying opportunities to increase revenue.
3. Maintain accurate records for bookings.
4. Prepare reports for senior leadership and governors.

### **Safeguarding & Professional Responsibilities**

1. Work in line with the school's safeguarding and child protection policies.
2. Ensure all external users comply with safeguarding requirements.
3. Promote equality, diversity, and inclusion in all aspects of the role.

### **Working arrangements**

The post is full time, 37 hours a week. Working patterns will include evenings and weekends.

### **Other**

Ensure that Health and Safety Regulations are complied with. Comply with school policies for example Safeguarding, Data Protection and e-safety. Ensure that confidentiality is observed at all times. This job description sets out the major duties associated with the stated purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised. The duties of this post could vary from time to time due to new legislation, changes in technology or policy changes. Appropriate training will be given to help the postholder undertake this new/varied work.

### **Decisions made**

The majority of decisions expected of this post are taken within established procedures, practices and routines. The postholder is expected to deal with variations from the accepted pattern, missing documentation or other unusual aspects and, as appropriate, bring the matter to the attention of their line manager. The postholder is expected to suggest changes to procedures and routines and raise awareness where this could lead to an improvement in the effectiveness of meeting the needs of students.

January 2026