# Copleston JOB DESCRIPTION

POST: Sports Centre Administrator and Supervisor

**JOB FAMILY: ADMINISTRATION/FINANCE/BUSINESS MANAGEMENT**

##### GRADE: 5 above the bar

**LINE MANAGER: Director of Attendance and Behaviour**

**JOB PURPOSE: The post holder will be responsible for the day-to-day supervision, co-ordination and administration of the Copleston Sports Centre, ensuring that the availability of the school facilities and equipment is utilised effectively and efficiently.**

**The post holder will also be required to pro-actively market and develop the services and use the resources of the centre in the most cost effective way to fulfil the needs of the School and the Community. Must be able to work confidentially as required.**

**HOURS:**  37 hours per week, to include hours worked on Saturday and Sunday

**LEVEL DESCRIPTION:**

All duties will be carried out within recognised procedures or guidelines. The post holder will need to have a good knowledge of a range of organisation policies and procedures.

May include ad hoc duties, which require initiative.

The post holder will undertake a range of tasks, which require theoretical, practical and procedural knowledge across a technical or specialist area or in an equivalent level of organisational, procedural and policy knowledge.

The post holder will be expected to respond independently to unanticipated problems and situations.

The job requires analytical and judgmental or creative and development skills to analyse and interpret complex information or situations and to solve difficult problems or develop solutions or plans over the medium term (several months, up to a year).

Exchanges complicated or sensitive information orally or in writing with a range of audiences.

Demonstrate sensitivity and tact in contentious situations.

The post holder will organise own workload and will have direct responsibility for the supervision, co-ordination, direction or training of other employees.

Manager is available for overall direction of work and advice and guidance on serious problems.

**INTRODUCTION:**

The level description gives an overview of the level of competence required to carry out work at this level. Each School is organised differently, and the range of duties carried out at this level will be different in each school. Some jobs may carry out a diverse range of duties whilst others may be engaged on a narrower range of tasks.

The next section of this job description gives examples of the types of work that may be carried out at this level. This list is not exhaustive and is intended to give a flavour to help schools to assimilate jobs to the appropriate level.

## DUTIES AND RESPONSIBILITIES

**Main duties and responsibilities:**

**Staff Supervision**

Line Management responsibility sports centre staff to include:

* Monitor and supervise evening/weekend leisure staff ensuring that correct procedures are in place and adhered to.
* Agree staff rosters and arrange cover as required to ensure the smooth running of the Sports Centre
* Identify and organise training as required.
* Establish work programmes, priorities workloads and resolve problems as they arise.
* Assist with recruitment in line with the School procedures and guidelines.
* Deal with staff queries with regard to hours and pay as appropriate.
* To be responsible for the performance management of the Sports Centre staff.

**Pitch Management**

* Responsible for maintenance of the sports pitches and artificial pitches
* Liaison with the pitch contractors as required
* Liaison with Facilities Manager ensuring he/she is aware of any developments or planned changes
* Arranging visits of contractors ensuring Facilities Manager is aware of their attendance
* Management of contractors whilst they are on site, ensuring compliance with health and safety and giving due regard to safeguarding

**Administration**

* Dealing with a wide range of enquiries in respect of the Sports Centre and its activities.
* Identifying and setting up appropriate systems and procedures within the Sports Centre office including an electronic booking system to ensure the smooth running of the service.
* Ensure all ordering and purchasing procedures are maintained including cost effective stock levels.
* Arrange and attend regular team meetings, take minutes as required and ensure distribution to absent members.
* Act as first point of contact and main communication for Copleston Centre, dealing with telephone enquiries, letters, email, including dealing with complaints.
* To manage existing resources as well as taking every opportunity to improve our portfolio of sports recreational provision, thereby ensuring “value for money”.
* To coordinate all after school sporting activities and clubs to ensure that usage of the Schools facilities are maximised.
* Complete all incident report forms in line with recognised procedures.
* Generate and produce correspondence and ensure all records are filed in accordance with procedures.
* Oversee the accurate recording and updating of staff information using both manual and computerised records as appropriate.
* Ensure appropriate licenses are obtained for the Centre.
* Design appropriate systems for reading, monitoring and reporting statistical information.
* Work with I.T department a design a Website to assist with Marketing of the Centre.
* Sorting incoming and outgoing mail and maintaining necessary records.
* Record and monitor all internal minibus bookings using the appropriate systems.

**Financial Responsibilities**

* To prepare annual budget allocations
* To be the schools authorizing signature on the Hirers Booking form.
* To work with the Chief Finance Officer in targeting, monitoring and delivering financial statements. In the first instance, to assume responsibility for drawing up financial plans and oversee the maintenance of accurate financial records.
* Record and monitor income and expenditure against budget headings, produce reports as required, identify and bring any significant anomalies to the attention of the Head of Finance.
* Administer payments (including direct debits) and ensure monies/invoices received are processed and passed to the Head of Finance; ensure that receipts are issued as appropriate.
* Negotiate appropriate cost effective fees and facilities for hirers.
* Ensuring that deadlines are met for the completion of all finance documentation.
* Ensure the preparation and documentation for payroll in order for staff to be paid correctly and on time.
* Maintain stock control of the cafe, check statements and prepare trading accounts as appropriate.
* To manage and oversee all invoicing of hiring of the facilities.
* Annually review hire costs of venues and surfaces to ensure profitability

**Other Duties**

* Co-ordinate working practices to maintain customer focussed service that meets both the needs of the local community and the school. This includes involvement with day to day duties as required. E.g.putting equipment out and getting it in, ensuring customer signatures are received.
* To ensure regular checks of the fitness suite equipment take place and refer any concerns to the site manager.
* Plan and implement development programmes, utilising the facilities and staff of the Centre to ensure maximum cost effective efficiency and utilisation of all resources.
* Devise and implement advertising and marketing campaigns for promoting the use of the Centre Facilities.
* To liaise with safeguarding officers in accordance with school policy if and when appropriate.
* To ensure Pastoral Teams are kept informed of any underlying emotional or social factors affecting students ‘progress.
* Ensure the site is litter-free during school opening hours.

**Additional Management Duties to reflect position above the bar**

* Ensure the site is securely locked immediately after the last visitor has left
* Ensure the ground maintenance contract is fulfilled according to the schedule agreed with third party contractors
* Ensure the 3G and MUGA surfaces rental is maximised, and the third party contractors and in house staff maintain the surface to the required standard
* Maintain positive relationships with key partners who hire the facilities
* Monitor the opportunities for generating grants to enhance the facilities available to hire
* Ensure thorough cleaning regimes are conducted by the Sports Team during the periods before, during and after hire
* Development of the vision for the 3G facility and the growth of the school as a community hub
* Ensure the site is well managed at all times with a particular focus on the running of out-of-hours activities
* Take a lead in making decisions as to whether lettings and sports fixtures take place at Copleston (e.g. linked to weather or other variables)

NB:

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 nature/level undertaken within the school are not excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changed; appropriate training may be given to enable the post-holder to undertake this new/varied work.

Signature ……………………………………………………… Date

(A Green)

Signature ……………………………………………………. Date ………………………