



Welcome to our Trust

Sports Centre 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



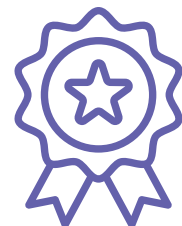
Employee Assistance Programme offering a range of services to staff and their families



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 looking for an experienced, motivated and dynamic Sports Centre Manager to lead the day-to-day operations of our busy community Sports Centre. The successful candidate will be responsible for delivering a high-quality, safe and customer-focused service, while driving participation and maximising income through innovative programmes.

You will lead and develop a dedicated team, ensure full compliance with health and safety and safeguarding standards, and maintain excellent facility standards, including the safe operation of the swimming pool. Working closely with the General Manager, you will also contribute to the strategic and commercial development of the Centre, helping to ensure its long-term sustainability.

Applicants must be flexible to work shift patterns scheduled across opening hours between 7am and 10pm, including early mornings, evenings, and weekends where required.

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

Job Description

Sports Centre Manager

Anglian Leisure Bottisham



SALARY:	Scale SO2 Point 26 - 28 (£37,280.00 - £39,152.00 FTE).
HOURS:	Full time 37 hours per week, 52 Weeks Flexible shift work covering opening hours between 7am and 10pm.
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

Core Purpose

To ensure the effective, efficient and safe management of the Sports Centre and lettings through sustaining and developing a high-quality programme of community sport and letting activities whilst abiding by UK Health and Safety legislation and Anglian Learning's policies and procedures.

To develop, promote and implement sporting programmes and further sporting opportunities for the community.

To liaise and work with the Anglian Leisure General Manager to create commercial strategic direction, ensuring that the Centre is profitable and sustainable.

Strategic and Operational

- To manage the Sports Centre on a day-to-day basis, ensuring that the Sports Centre's standards are excellent in terms of provision, safeguarding and Health and Safety, including locking and unlocking the building.
- To contribute to the management and control of the Centre's finances, liaising with the Finance Manager and General Manager:
- Monitoring income and expenditure against budget targets
- To assist with the preparation of budgets and the production of information required for the board of Governors
- Preparation of month end reports
- Advising the Sports Users' Committee on charges including pricing strategies that are in line with the other Anglian Leisure Sports Centres
- Continually develop new and innovative ways to maximise income ensuring the Centre meets and exceeds income targets
- Ordering equipment as required and maintaining accurate stock lists

- To assist with the negotiation and administration of fitness contracts (such as GP Referral Scheme) with individual service providers to ensure value for money and the development of the Centre on a sound commercial basis.
- To produce detailed reports such as Business Plans and Marketing Plans and policy frameworks for the consideration of Anglian Learning, the School and Sports Committees.
- To assist with the strategic development, implementation and monitoring of the business plan and project plans, ensuring that the plan is in line with the strategic direction of all other Anglian Leisure Sports Centres.
- To be responsible for notifying the Site Manager of all Centre buildings, pool plant room and equipment maintenance issues and for ensuring that the necessary work is completed to a high enough standard.
- To be responsible for the safe and effective operation of the swimming pool, including essential plant room maintenance and duties including backwashing, cleaning and ensuring regular water quality testing and chemical logs are maintained and recorded. 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 and to seek advice from qualified personnel where necessary.
- Develop procedures to improve and ensure that the customer's experience is of an excellent standard from enquiring on joining through to retention as a valued customer.
- Develop procedures to ensure that all complaints are handled effectively and swiftly, reducing the likelihood of escalation.
- To work in conjunction with Anglian Learning and the School to ensure that the educational needs of pupils within Anglian Learning are met in relation to the Sports Centre.
- To ensure the safe and effective operation of the swim school, including lesson coordination, staff training, adequate staffing levels, swim lesson ratios and implementation of changes where required.
- To provide cover for absence staff if required.
- To be responsible for ensuring that risk assessments are completed where necessary. To ensure that any potential risks and hazards are identified, documented and addressed appropriately in a timely manner.

Communication, Liaison and Marketing

- To assist the General Manager in promoting and marketing the service and facilities of the Centre using a variety of mediums and effectively develop new services within the Centre which will meet local needs, provide additional income and attract further grant funding.
- To be mindful of the public equality duty and to ensure that marketing and the provision of services is attractive and promotes sports to the minorities within the community.
- In conjunction with the other Anglian Leisure Sports Centres to liaise with the local District Council to assist in developing the Sports Centre promotions and programmes in conjunction with other district wide initiatives as appropriate.
- To attract local, regional and national events to the Sports Centre as appropriate.
- To ensure that the presentation and impression of the Sports Centre is of a clean, orderly, professional establishment.
- To react calmly and immediately to emergency situations and administer appropriate care. To lead staff safely and effectively in an emergency.
- To always abide by the values and ethos of Anglian Learning and the school and to promote these values to staff, customers and the wider public.

Line Management

- To manage the day-to-day commercial operation of the Centre, to line manage a team of staff including duty managers, lifeguards and a receptionist and to ensure that the highest possible level of service is provided to customers in a cost-effective manner.
- To be responsible for the process of staff recruitment from advertising a vacancy through to completion of induction and probation, including ensuring that the necessary safeguarding checks and procedure has been undertaken prior to the member of staff working.
- To ensure that staff have the necessary training and qualifications to undertake their role and that this is renewed at the appropriate periods.
- To ensure that staff work patterns and rotas are fair, abide by Working Time Regulations and that sufficient staff are on duty for the activities and abide by Health and Safety standards.
- To ensure that whilst staff are on duty that they are undertaking their duties in a manner which complies with Health and Safety and Safeguarding and that any potential hazards are swiftly dealt with.
- To mentor and develop staff and to seek opportunities for their development and progression across Anglian Learning.

Compliance

- To ensure that all Health and Safety regulations are complied with and to notify the Health and Safety Officer of any issues.
- To ensure that customer records, booking records and staff records and databases are held in line with the data protection laws.
- To ensure that Anglian Learning safeguarding, safer recruitment and employment procedures are adhered to.

Other Duties

- The postholder shall keep themselves fully informed of current practice and relevant legislation.
- Attending steering groups and Anglian Learning meetings
- To liaise with outside agencies, organisations and partners as necessary.
- To consult the public, service users and other interested groups regularly about the provision of services.
- To undertake responsibility for any other aspect pertaining to the efficient, effective and safe operation of the community Sports Centre.
- To engage with ongoing professional development.

Person Specification

Sports Centre Manager
Anglian Leisure Bottisham



Qualifications and Training

Essential:

- Coaching and Fitness Qualification
- GSCE 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

Experience

Essential:

- At least 2 years experience of leading/managing staff in a Sports Environment
- Experience of delivering excellent member engagement programmes.
- Coaching individuals in behavioral change and adapt style and behavior to suit target audience
- Knowledge of current Health and Safety legislation and of applying it in a Sports environment

Desirable:

- Managing budgets and financial reporting
- Knowledge of Safeguarding

Professional Qualities

Essential:

- IT Literate
- An excellent communicator, both orally and in writing, to a range of audiences
- Able to establish productive working relationships
- Able to lead and motivate others
- Highly organised with strong attention to detail
- Able to work under pressure, to deadlines
- Able to present to groups as well as 1-2-1
- Discreet and committed to maintaining confidentiality
- Willing to undertake further training as required
- A commitment to safeguarding and promoting the welfare of children

Personal Qualities

Essential:

- High level of integrity, honesty and fairness
- 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.

How to apply

Dates

CLOSING DATE:	30 th June 2026
INTERVIEW DATES:	To be confirmed
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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