

# THE KING'S SCHOOL IN MACCLESFIELD



## SPORTS CENTRE SUPERVISOR

### FURTHER DETAILS AND PERSON SPECIFICATION

#### PE DEPARTMENT/SPORTS CENTRE

King's pupils achieve extremely high standards in a range of sports and our fixture lists involve the best schools in the North of England and further afield. Teams regularly achieve success in county, regional and national finals and, individually, many pupils are selected for county, regional and even national squads in many sports.

In September 2020, the school relocated to new purpose-built facilities on our new state-of-the-art campus on the edge of Macclesfield and Prestbury.

The new Sports Centre will enrich pupils' learning and provide a wealth of different sports facilities for pupils and the wider community.

The impressive new Sports Centre contains a six-lane swimming pool, built to Sports England specifications, plus an indoor three-lane cricket centre, a dance/martial arts studio, a large six-court sports hall for ball sports and trampolining, plus a café for pupils and parents.

Alongside the new Sports Centre are expansive areas for outdoor sports, such as the 1st XI cricket pitch (The Wilson Field), eight rugby pitches, two floodlit all weather Astroturf hockey pitches, six floodlit tennis and netball courts, 400-metre athletics track and a dedicated rounders pitch.

#### THE VACANCY

We have an exciting opportunity to join our Sports Centre team in our new state-of-the-art sports and leisure facility. The successful candidate will assist in maintaining the Sports Centre facility and equipment, provide reception and booking functions, assist with key events and form part of the lifeguard team for swimming events and lessons.

The post holder will be NPLQ and First Aid qualified, and ideally hold Pool Plant qualifications or have the necessary skills and desire to train towards these. Exceptional customer service skills along with the ability to work under your own direction and as part of a team are essential.

Main duties and responsibilities will develop over time, but will include:

- Deputising for the Sports Centre Manager in their absence, including managing the shift rota and casual staff to ensure adequate levels of supervision, and ensuring that health and safety, cleanliness, hygiene and security are maintained;

- Assisting in the management of usage of the sports facilities, including working anti-social hours, with the aim of maximising use and increasing income;
- Liaising with and assist PE/Games and caretaking staff and external hirers in setting up and removal of equipment for lessons/clubs/activities;
- Being responsible for liaising with customers, taking bookings, issuing invoices, receiving payments and dealing with queries;
- Recording and reporting all accidents and incidents;
- Maintenance of pool plant and equipment;
- Ensuring that pool water tests are carried out, chemical stock levels and day tanks are monitored and readings outside the accepted levels are reported with appropriate action taken;
- Reporting and repairing any maintenance issues to the Sports Centre Manager or Estates Manager;
- Supervising, training and reviewing lifeguards and other casual staff on the direction of the Sport Centre Manager;
- Maintaining and supporting the membership scheme for the Sports Centre and extending the use of the facilities during term-time and school holidays;
- First point of contact for all medical/health emergencies within the Sports Centre;
- Assisting with the running and organisation of holiday camps.

The successful candidate will also have to undertake additional duties which include lifeguarding, first aid, fire warden and supervision within the gym facility.

This is a full-time post and will involve working a 40-hour week on a shift pattern with the Sports Centre Manager. It is envisaged that weekday shifts will run from 1:00pm until 10:00pm including a one-hour unpaid break. Weekend shifts are likely to be from 8:00am until 5:00pm and 1:00pm until 10:00pm. The Sports Centre Supervisor and the Sports Centre Manager will divide these shifts between them but both positions will involve a rota of weekend work with days off being taken within the working week, Monday to Friday. The school will also consider applicants who may wish to work on a part-time basis covering a number of these shifts on a weekly basis. Please indicate on your application form if you are interested in a part-time role.

## **PERSON SPECIFICATION**

This post would suit someone who is suitably qualified as a lifeguard and who is first aid trained, with a desire to work in a school environment, and is prepared to take on a new challenge and to develop the role and reputation of the King's School Sports Centre. Pool Plant qualification or similar would be preferred or a willingness to work towards this would be advantageous. Organisation, strong interpersonal skills, customer skills and IT skills are essential.

All employees of the school must display commitment to the protection and safeguarding of children and young people.

## **SALARY AND CONDITIONS**

The salary for this post will depend upon the qualifications and experience of the appointed candidate and will be discussed at interview. It is likely to be in the region of £20,173-£20,924 per annum.

Candidates should note that all appointments are subject to a routine enhanced check with the DBS.

The school has a strong commitment to professional development and it is a condition of employment that all members of staff participate in any scheme of appraisal, review and professional development currently operating in the school.

Children of members of staff, subject to passing the entrance exam and the availability of places, may be educated at King's with a substantial discount from the Junior Department to the Senior Divisions. We are a non-smoking establishment and an equal opportunities employer. We value diversity among pupils and staff and encourage applications from all individuals regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## **APPLICATIONS**

If you wish to discuss the post, please telephone Marcus Goodwin, Sports Centre Manager, at the school on 01625 260000.

Your completed application form should be sent to Human Resources ([staffvacancies@kingsmac.co.uk](mailto:staffvacancies@kingsmac.co.uk)) as soon as possible, so that we receive it no later than **9.00 am on Monday 29th November 2021**. The school prefers the form to be completed electronically. It is available from the school's website: [www.kingsmac.co.uk](http://www.kingsmac.co.uk) on the Job Opportunities page.

We hope to interview for this post during week commencing **29th November 2021**. Further particulars of the school and the selection process will be sent to short-listed candidates.

Thank you for your application and for your interest in the King's School. We regret that we can only write to those candidates short-listed and are unable to provide tours of the school until the interview stage. If you have not heard from us within two weeks of the closing date, please assume that your application has been unsuccessful.

**Human Resources  
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