



Sports Centre Manager  
from July 2022

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 829 pupils, of which 314 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In The Heights'.

# The Department

The Awdry Sports Centre is comprised of many different elements including the gym, dance studio and swimming pool. This is a busy department which is an important part of the pupils learning and extra curricular activities at Dauntsey's.

## Job Description

### Key Duties and Responsibilities:

**Line Manager:** Assistant Bursar, Head of Estates and Facilities  
**Responsible to:** Director of Sport

### Role Overview:

To be responsible for the day-to-day operational management of the Awdry Sports Centre. To professionalise, manage, maintain and develop the Awdry Sports Centre and other sporting facilities on the school site. Manage and supervise the team working within the Sports Centre including the Deputy Sports Centre Manager, Head Lifeguard, Lifeguards, Swim School Manager and other supporting staff to ensure that all sports facilities are available to be utilised to their full potential in a safe and professional manner.

### Key Duties and Responsibilities:

#### Sports Complex

- Take responsibility for the school sports and fitness facilities to include the Swimming Pool, Sports Hall and Fitness Suite.
- The management and coordination of the school's usage requirements with those of outside clubs, organisations and Outreach Schools to ensure year-round continuity and use of the facilities.
- To liaise with the Head of PE, Director of Sport and House Staff regarding booking and safe usage of the Awdry Centre by pupils.
- To effectively promote and market the Sports Centre, working with the Marketing Department to provide a range of promotional materials.
- To oversee the development of the Swim School to ensure its continued success.
- Take bookings for use of all the school sports facilities from external parties (including the Sports Centre, Athletics Track, Astros, grass pitches and courts, basketball courts and the Pavilion).
- To lead with the development and organisation of sports camps run by Dauntsey's during the school holidays and be proactive in securing revenue generating bookings from outside organisations wanting to hold summer training camps.
- Liaise with organisations using the school during the holidays on the usage of the sports facilities during their stays.
- To oversee the safe usage of the Sports Hall and Dance Studio in the evenings and liaise with House Staff about the development of a structured programme for the boarders out of normal school hours and at weekends.

- Carry out risk assessments and health and safety checks on the equipment within the Sports Centre and wider sports facilities.
- Ensure that the whole complex is cleaned and ready for use at all times.
- To be responsible for the maintenance and replacement of all the Sports Centre equipment.
- To be responsible for the security of the Sports Centre at all times.
- To act as the front of house to show around prospective parents and guests of the School.
- Develop a strong working relationship with pupils and staff.
- To attend staff training as directed by your Line Manager.

### **Management of the Gym and Sports Hall**

- Ensure that all adequate supervision arrangements are in place to ensure that gym users are using the gym safely.
- Ensure that gym inductions and bespoke fitness programmes are carried out for all pupils and staff where required.
- Making sure that all users sign in and out each time they use the gym.
- Co-ordinate a programme to advise pupils on strength and conditioning programmes and safe training techniques specific to each individual user.
- Making sure all the gym equipment is safe to use and regularly maintained.
- Manage gym opening hours and liaising with House staff over usage.
- Managing the gym staff to ensure that the gym is safely monitored.

### **Management of the Swimming Pool**

- As Line Manager, supervise, deploy and appraise a team of staff in the day to day running of the pool, ensuring that all health and safety legislation, codes of practice and operating procedures are complied with at all times.
- To line manage the Head Lifeguard, Lifeguards and the Sports Centre cleaners.
- To co-operate with your Line Manager and the School in all issues of health and safety and have responsibility for the health and safety and well being of all staff and visitors to the Centre under the provisions within the Health and Safety at Work Act 1974, Dauntsey's Health and Safety policy – 'Pool Safety Operating Procedures' (PSOP) and any other subsequent and/or relevant legislation or Code of Practice.
- In-conjunction with the Head Lifeguard provide lifeguard training, with the assistance of other trainer assessors, in respect of the Royal Life Saving Society (RLSS) National Pool Lifeguard qualification (NPLQ).
  - This includes new staff induction and staff 'on-going' training and administrative duties. The task entails including complying with the RLSS (IQL) and ensuring Dauntsey's continued 'Approved Training Status'.
  - To act as the ATC for Dauntsey's School.
- To ensure that the Dauntsey's pool is staffed safely and effectively and in accordance with industry guidelines and best practice.
- To log and monitor pool staff working hours and issue the relevant time sheets to ensure all staff work within current working time directives.
- To be responsible for the effective management and administration of the pool in conjunction with the Assistant Bursar and Director of Sport.
- To ensure that all equipment used in the pool is erected and dismantled in accordance with the manufacturers' recommendations and any approved codes of practice, and is used properly by the hirers and visitors at all times.

- To conduct pool water tests at the start and finish of all working shifts and implement a two-hourly check.
- To immediately report all mechanical or electrical failures to the Clerk of Works and, if necessary, close the pool.
- To review and update all risk assessments associated with operating the pool.
- To carry out formal staff appraisals.
- To maintain the highest standards of customer care in all transactions.
- To ensure that equal opportunities are offered to all staff, members and visitors to the pool, in accordance with School policy and all relevant legislation.
- Oversee the management of the Dauntsey's Swim School.

### **General**

- To participate in staff training programmes as required.
- To oversee and undertake the cleaning of the changing rooms, pool and all areas within the complex including the gymnasium.
- To record all accidents or injuries and near misses that occur within the Sports Complex in the accident report book
- To supervise the swimming pool to ensure the welfare of all pool users in accordance with the PSOP.
- To oversee the access of sports facilities to external bookings, including safe use.
- To create duty rotas for all Sports Centre staff.
- To use own initiative and maintain a professional manner at all times, promoting a high public profile and customer care image on behalf of Dauntsey's.
- Any other duties, appropriate to your role as directed by the Assistant Bursar or Director of Sport.

The following duties are ones which all staff are required to perform:

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

### **Safeguarding Responsibilities**

- As this post is in a school the successful person will engage in regulated activity relevant to children.
- Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders)

can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies> . Please read this information as part of your application to the role.

The post holder may reasonably be required to perform duties other than those given in the job description for the post, including work with a different department or team. The particular duties and responsibilities attached to posts may vary from time to time without changing the character of the duties or the level of the responsibility entailed.

<b>Person specification</b>			
<b>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</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Sports Coaching Degree or similar professional experience or qualification</li> <li>• Emergency First Aid qualification or First Aid at Work Certificate</li> </ul>	<ul style="list-style-type: none"> <li>• RLSS National Pool Lifeguard Award</li> <li>• RLSS National Pool Lifeguard Training Assessor</li> <li>• Personal Training Qualification (PEPS level 2 or 3 or equivalent)</li> <li>• Pool Plant Operator</li> <li>• Teacher of swimming</li> </ul>	View certificates and qualifications  Interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous management experience in a multi-user facility</li> <li>• Previous experience of working in a school or a sports / leisure facility</li> <li>• Experience of Microsoft office</li> <li>• Knowledge of health and safety with experience of risk assessments, maintenance and safety inspections of equipment and facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Operation of pool plant and management of pool staffing (training will be provided if no experience)</li> </ul>	Application form  Interview  Professional references

<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good administrative skills</li> <li>• A high level of computer literacy</li> <li>• An ability to successfully manage competing priorities and meet deadlines in a calm and efficient manner</li> <li>• High levels of initiative and problem-solving skills</li> <li>• Ability to work independently and proactively in a fast-paced environment</li> <li>• Ability to liaise confidently and responsibly with a range of stakeholders</li> <li>• A keen attention to detail</li> <li>• An ability to work collaboratively to achieve aims</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to develop and successfully manage staff</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Professional references</p>
<b>Personal competencies, qualities, attitude and behaviours</b>	<ul style="list-style-type: none"> <li>• Courteous and welcoming demeanour</li> <li>• Keen interest in sport</li> <li>• Physically fit</li> <li>• Self motivated and good team player</li> <li>• Energy, enthusiasm and initiative.</li> <li>• Ability to contribute to the effective working of the Sports Centre Department.</li> <li>• Good interpersonal skills</li> <li>• Willingness to learn new skills and attend training courses</li> <li>• Good organisational skills</li> <li>• Willing to work shifts on a 7-day rota</li> <li>• Commercially savvy with an eye to opportunities to generate additional income.</li> </ul>		<p>Application form</p> <p>Interview</p> <p>Professional references</p>

## Terms and conditions

### Hours of work

You will be required to work 50 hours a week on a rota basis between Monday-Sunday 06:00 – 22:00. Some working outside of standard working hours may be required in order to deliver the requirements of the role, for example, occasional early or later than normal opening of the Sports Centre.

## **Holiday**

- During the school year, you will be entitled to 6 weeks annual leave (excluding bank holidays) which must be taken during the school holiday periods. Written notice of your wish to take leave must be given to your Line Manager no less than 3 weeks prior to the date of leave. The May Day Bank Holiday is a normal working day. Staff are required to take some compulsory leave over the Christmas holidays.

## **Salary**

The salary offered is competitive and will reflect the skills and experience of the successful candidate.

## **Application Process**

If, having read the above information, you would like to be considered, please apply by completing the application form before the closing date of 9am on Monday 7<sup>th</sup> June and e-mailing it, together with a letter of application, to [recruitment@dauntseys.org](mailto:recruitment@dauntseys.org)

Please be aware that candidates may be invited to interview before the closing date, so you are encouraged to apply as soon as you are able. The vacancy may close early if an appointment is made following an interview.

All future correspondence will be by email. Please add dauntseys.wilts.sch.uk and dauntseys.org to your safe sender list to avoid emails going through to your junk email so that you are aware should you be invited to interview.

Thank you for your interest in the position.