



DUTY MANAGER

WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students. Our comprehensive staff development programme and strong support network ensure that our staff thrive both professionally and personally.

We are looking for a new Duty Manager to work 24 hours per week at our Canons Sports Centre. The role includes day to day operational management of the centre including health and safety, customer care, leading and managing staff, administration e.g. reception duties, bookings, dealing with enquiries, receipt of monies, membership recruitment and retention.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



A handwritten signature in black ink that reads "VMBingham".

VICKY BINGHAM
HEADMISTRESS



Generally supported by The Bressanone Family
with additional support from The Phipps Family

North London
Collegiate School
Founded 1850

DUTY MANAGER

THE OPPORTUNITY

Canons Enterprises Ltd. manages the sports facilities outside school hours and during the weekends and school holidays. The indoor swimming pool was opened in 1993 and the adjoining sports hall and fitness suite was opened in October 1998. Canons provides a membership scheme for the use of the Sports Centre at specific times, run a comprehensive swimming lessons programme and also a number of sports courses, children's parties, vocational courses and fitness classes.

THE ROLE

Hours of work: 24 hours per week.

Part time on a two-week rolling rota where shifts will vary between 11am – 9:30pm term time and 7:30am – 9:30pm during holidays. Additional hours may be available to cover leave and sickness.

The shift pattern will include working on Saturdays and Sundays.

LINE MANAGER:

Centre Manager

CONTRACT:

Permanent working all year round.

SALARY:

FTE £31,172 - £34,408 per annum.
Actual Salary: £18,703 - £20,645 depending on skills and experience.

MAIN RESPONSIBILITIES

- Day to day operational management of the centre including assisting the Centre Manager with administration, membership recruitment and retention, receipt of monies, supervision of employees, organising events and activities.
- To take responsibility for the Centre in the absence of the Centre Manager.
- Responsibility for managing all aspects of the swimming lesson programme at the Centre.
- Ensure that use of the facilities is supervised and if necessary, provide immediate first aid assistance as required.
- In conjunction with the Centre Manager, ensure that all staff are appropriately trained to perform their roles.
- To assist the Centre Manager with marketing, administration and organisation of courses, events and activities, including; Exercise classes, Fitness Suite inductions, Birthday Parties, Crash Courses & Staff Training.
- Planning and arranging most efficient use of the Swimming Pool, Sports Hall, Alexander Room. As well as any other internal and external spaces that are allocated for use by the Centre.
- Responding professionally to all customer care enquiries, (members and non-members).
- Ensuring safe working practices in accordance with the Normal Operating Procedures, Emergency Action Plan and risk assessments, and in-particular swimming pool safety.
- Ordering and receipt of supplies and equipment.
- Pool plant operation and maintenance of pool water conditions.
- Monitoring maintenance requirements and building cleaning, reporting and dealing with any issues that arise.
- Compliance with Health and Safety at Work Act, Codes of Practice, adhering to COSHH regulations, and all Canons policies.
- Canons Enterprises reserves the right to vary the specific responsibilities or duties in accordance with the requirements of the Centre.

The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers



THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

EDUCATION & QUALIFICATIONS

Educated – to at least ‘O’ Level standard or equivalent with GCSE/O Level English & Maths grade C or above

A current NPLQ (essential)

First aid qualification (essential)

A current Pool Plant Qualification (desirable)

A current Level 1 or Level 2 Swimming Teacher Qualification (desirable)

A qualification in Leisure

SKILLS & ABILITIES

A good working knowledge of Microsoft Outlook and Word.

Experience of TEAMS

Basic EXCEL knowledge

EXPERIENCE & KNOWLEDGE

Working within a school or sports centre environment

OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

TERMS, CONDITIONS & BENEFITS

KEY DATES

Closing date for applications:

Wednesday 8th January 2025 at 7.00am

Interview Date:

Wednesday 15th January 2025

Start Date: Required as soon as possible

LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

SALARY

Highly competitive salary, paid according to experience and qualifications.

ANNUAL LEAVE

A generous annual leave allowance of 25 days for full time staff . This is pro-rated for part time staff.

PENSION

Staff are eligible to join the NEST Pension Scheme.

MEALS

A free lunch is available for all staff during term time. Chartwells Independent, our dedicated caterer, accommodates all dietary requirements.

EYE CARE SCHEME

NLCS contributes towards eye care costs.

CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



