



Rossett School
Success for everyone



JOB PROFILE

| | | | |
|-----------------------|---|---------------------------|---|
| Job Title: | Sports Centre Supervisor | School/Department: | Rossett School |
| Salary Grade: | Band 7 SCP 8 -12 FTE Salary: £25,992 - £27,711 Actual Salary: £20,372 - £21,719 | Working Hours: | 29 hours per week (Rolling 2 weekly rota) |
| Contract Type: | Permanent, Full Year | Location: | Rossett Sports Centre |

Responsible to: Sports Centre Manager

Role summary:

We are looking to appoint a motivated and dedicated Sports Centre Supervisor to join our team and help ensure the smooth operation of our leisure facilities. The successful candidate will have previous experience in the leisure sector and the ability to work flexible hours and to deliver an exceptional experience to all visitors. This is an excellent opportunity to join a thriving department.

Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.

Special conditions of service:

No smoking policy, including e-cigarettes.

Role specific responsibilities:

- Leading the operations of the Sports Centre, including:
 - Undertaking a site health & safety check at the start of each shift
 - Setting up / taking down sports equipment during shift
 - Using the online based facilities booking system and Outlook email
 - Dealing with customer enquiries both face to face at reception and over the phone
 - Taking payments at reception
 - Working with the duty staff to ensure all shifts run efficiently
 - Collating the banking at the end of shift
 - Locking and alarming the building
- Reporting maintenance issues or defects to the school shift team and sports centre management
- Mentoring and nurturing the Duty Staff team to aid smooth operations and to ensure health & safety protocols are always met
- Maintaining the Sports Centre website and social media platforms
- Reporting to the Sports Centre management team



RK People responsibilities:

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

Our Trust Mission

Nurturing ambition, delivering excellence and enriching children's lives.



Our Trust Values



Collaboration

We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.



Integrity

We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.



Respect

We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

Our Trust Goals



We champion learning

Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.



We promote wellbeing

Ensuring the wellbeing of every child and member of staff in our Trust.



We invest in our people

Supporting every member of staff throughout their career to be the best that they can be.



We innovate with technology

Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.



We are our Trust

Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.



| PEOPLE PROFILE | | |
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| Aptitudes and Characteristics | Essential | Desirable |
| Highly effective strong leadership and communication skills | * | |
| Ability to form good working relationships | * | |
| Ability to work within and contribute to an effective team | * | |
| Capacity to evaluate and improve | * | |
| Ability to work flexibly and collaboratively as part of a team as well as on own | * | |
| Capacity to evaluate and improve | * | |
| Ability to work flexibly and collaboratively as part of a team as well as on own | * | |
| Good organisational skills and high levels of self-motivation | * | |
| Energy, self-confidence and ability to 'give more' when the occasion demands it | * | |
| Willingness to continue and improve on professional development | * | |
| Ability to work under pressure and to meet deadlines | * | |
| Record of good attendance and punctuality | * | |
| Qualifications, Knowledge and Experience | Essential | Desirable |
| Previous experience within the leisure industry | * | |
| Previous supervisory/managerial experience | | * |
| A keen interest in health, fitness and leisure activities | * | |
| Competent in ICT including knowledge and application of Management Information Systems | * | |
| Ability to work flexible hours, including evenings and weekends | * | |
| Good understanding of Health & Safety and First Aid Qualification | | * |
| Safeguarding and Promoting the Welfare of Students | Essential | Desirable |
| An appropriate motivation to work with children and young people | * | |
| Ability to maintain appropriate relationships and personal boundaries with children and young people | * | |
| Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline | * | |

