



Ridgeway Academy
Herns Lane, Welwyn Garden City
Hertfordshire AL7 2AF
Tel: 01707 351350



Sports Centre and Lettings Manager

Pay scale: H8/H9 (SCP 23 - 31) £32,076 - £39,186
Hours: 37 hours per week, shift pattern to be agreed including weekends and evenings, 52 weeks per year

Ridgeway Academy is a member of the Alban Academies Trust (AAT), together with Sandringham, Verulam, Garden Fields JMI, Skyswood Primary and Nursery, Wheatfields Junior and Wheatfields Infants' and Nursery schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. The AAT motto is 'Educational Excellence for Everyone'. The trust offers significant opportunities for career development of staff at all levels within our organisation. This is an exciting time to join the school as it takes the next step in its journey to becoming good and then outstanding. To learn more about the Trust please visit <https://albanacademiestrust.org.uk/>. If you would like to join us on our journey and have access to amazing career prospects through the trust, we would love to hear from you.

We opened in September 2018, as part of the Alban Academies Trust, to great excitement from our community with the aim of becoming a truly outstanding school in the future. Our motto is 'Everyone can achieve' and we are looking to appoint an outstanding person who can help us achieve our ambitions

We require a dynamic and customer focused Sports Centre and Lettings Manager. To manage, promote and maintain the Sports Centre, co-ordinating and overseeing all lettings across the school site, supervising the activities and taking responsibility for security, health and safety and cleaning.

The ideal candidate must be able to work on their own initiative and co-operatively with a wide range of staff.

We can offer you:

- A supportive team with a passion for continuous improvement
- A commitment to professional development
- A collaborative working environment

We are looking for someone who:

- Has good interpersonal and leadership skills
- Has excellent organisational skills, including the ability to prioritise and allocate work
- Has a flexible and adaptable approach to working in a very busy environment
- Has a first aid qualification or willingness to train

If you would like to join us on our journey and have access to career prospects through the Trust, we would love to hear from you.

Ridgeway Academy is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/or with protected characteristics, to apply. Ridgeway Academy is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check, satisfactory references and medical clearance.

To apply, please submit a completed application via mynewterm <https://www.mynewterm.com/> or see school website www.ridgeway.herts.sch.uk if you have an issue completing the application form via mynewterm please contact the HR Officer by email (appointments@ridgeway.herts.sch.uk) or extension 3373.

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.

Closing date: 9:00am Thursday 4 July 2024
Interview date: Week Commencing 8 July 2024
Start date: ASAP