**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MOULTON COLLEGE – JOB DESCRIPTION**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Title:** Commercial Sports Assistant Manager (Maternity Cover)

**Department:** Sport Faculty

**Hours:** 37 hours per week. Weekend and evening working will be required.

**Responsible to:** Commercial Sports Manager

**Reports:** Sport Facilities Supervisors, Casual Sports Facilities Assistants

**Salary / Scale:** Professional Staff Pay Spine - Band 8 Point 29 £28,192.00 per annum.

**Date of Issue:** October, 2025

**Organisation Chart:**

Commercial Sports Manager

Sports Facilities Supervisors

Commercial Sports Assistant Manager

Sports Facilities Assistants

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Aims and Purpose of the Post**
   1. The efficient and effective Management of the College Sports Facilities in the absence of the Sports Facilities Manager.
   2. The day-to-day Operational Management of the College Sports Facilities.
2. **Specific Responsibilities**
   1. To support the manager in the running of the College Sports Centres and any other future sports resources developed at the college.
   2. To participate in the on-call duty rota for the Commercial Sports team.
   3. To ensure that the Operations team complete their daily duties and to take appropriate action to ensure the relevant standards are maintained.
   4. To actively seek customer feedback and respond in line with policy and refer issues to the Sports Facilities Manager when required.
   5. To establish and maintain excellent relations with all customers through effective communication.
   6. To produce utilisation and usage reports for review as and when required and act on data to improve commercial usage of sports facilities.
   7. To manage basic financial processes such as Banking and Debtor Chasing.
   8. To be accountable for all aspects of the day to day running of the facilities, including Standard Operating Procedures (SOPs).
   9. Carry out Risk Assessments to be signed off by Sports Facilities Manager.
   10. Carry out monthly health & safety checks.
   11. Create and manage staff rotas.
   12. To make decisions and solve issues on behalf of the department, escalating to other departments when needed.
   13. To Support and run large events using the sports facilities at the college.
   14. To work to grow the business through relationship management, business generation and client meetings.
   15. To maintain Safe Working Practices and Conditions, and ensure that all sports facilities are used in a safe and appropriate manner.
   16. To maintain standards laid down for the use of the Sports Facilities, including discipline, security, customer care, cleanliness and tidiness.
   17. To supervise students working at the centre, including evenings, weekends and Bank Holidays.
   18. To help market the sports facilities outside the college, to generate lettings and to maximise   
       both occupancy of and income from the resources.
   19. To collate maintenance and repair needs and to report them to the Building Resources Manager, and to undertake minor repairs including maintenance.
   20. Ensure appropriate calibration and maintenance of all sport and exercise science equipment, including routine assessment of equipment accuracy and reliability and maintain appropriate records.
   21. Generate written/online specifications and procedures of sport and exercise science equipment for safe use in accordance with professional standards.
   22. Monitor stock levels including maintenance of a comprehensive stock and equipment database, as well as tracking servicing and repair of equipment. Monitor all servicing of equipment including responsibility for ensuring the regular testing of equipment in line with the manufacturer’s guidance and compliance with legal requirements.
   23. Ensure the software required for specialist equipment is installed and maintained in accordance with technical, health and safety procedures.
   24. To promote and adhere to the College’s Safeguarding Policies and Procedures.
   25. To promote and adhere to the College’s Health & Safety Policies and Procedures.
   26. To manage student conduct in accordance with College policies.
   27. Promote the welfare of young people and vulnerable groups in all aspects of College life and to ensure safeguarding arrangements are adhered to at all times.
   28. The active promotion of and commitment to best practice in equity, diversity & inclusion.
   29. Contribute and demonstrate fully and at all times the positive promotion and role modelling of the College core values, generic competencies and professional behaviours expected of all staff employed by Moulton College.
   30. Undertake any other duties as required by the Principal and as may be reasonably expected commensurate with the post. This may include either the temporary or permanent re-deployment to an equivalent grade of post within the organisation.

This job specification represents the major tasks to be carried out by the post holder and identifies the level of responsibility at which the post holder will be required to work.   In the interests of effective working the major tasks may be reviewed from time to time to reflect the changing needs and circumstances.  Such reviews and any subsequent changes will be carried out in consultation with the post holder.  All members of staff are appointed to the College as a whole and may reasonably be asked to undertake similar or related duties in an operational area or school other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan\*

33 days holiday (inc bank/public holidays)\*\* Enhanced Maternity & Paternity Benefits\*

Discounted On-site Gym Membership available Free on-site parking

Cycle to Work Scheme\* 10% discount on College courses

High Street Discounts Wellbeing programme

Opportunity for an annual Volunteering day Subsidised catering

(\* Subject to conditions / \*\* Pro rata for part time)

I confirm my acceptance of the role as outlined above and agree to apply myself fully to the responsibilities of the post.

Signed (Employee);……………………………… Date;………………………………

Employee

|  |
| --- |
| **POSITIVELY PROMOTING EQUITY, DIVERSITY & INCLUSION** |

|  |
| --- |
| **Person Specification – Commercial Sports Assistant Manager** |

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Commitment to and evidence of CPD | X |  |
| First Aid at Work |  | X |
| Formal IT qualification |  | X |
| Hold an appropriate sport/fitness based qualification |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar role | X |  |
| Able to demonstrate the application of business acumen | X |  |
| Competent user of IT | X |  |
| Working knowledge of a range of fitness equipment | X |  |
| **Personal Attributes** |  |  |
| Excellent verbal and written communication skills | X |  |
| Confident to deal with a wide range of people | X |  |
| Flexible approach to work, especially hours of work | X |  |
| Ability to learn new tasks quickly | X |  |
| Ability to forge positive a valuable business relationships quickly | X |  |
| Commitment to high standards in all areas of work. | X |  |
| **Safeguarding** |  |  |
| Satisfactory enhanced DBS disclosure | X |  |
| Ability to display awareness, understanding and commitment to the protection and safeguarding of children and young vulnerable adults. | X |  |
| Knowledge of policies on child protection, health and safety, confidentiality, student behaviour / discipline and equal opportunities | X |  |

**NOTE;**

All candidates will be asked for proof of their eligibility to work in the UK during the interview and selection process. Tier 2 Certificates of Sponsorship are restricted by the UK Visas and Immigration Service and the position advertised above is unlikely to qualify for sponsorship. We are therefore unable to consider applications from candidates requiring Tier 2 immigration status to work in the UK at this time. For further information please visit the UK Visas and Immigration Service Website.