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**MOULTON COLLEGE – JOB DESCRIPTION**

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**Job Title:** Sports Facilities Supervisor

**Department:** Commercial Enterprise Division

**Hours:** 37.5 hours per week. Weekend and evening working may be required when business needs demand.

**Responsible to:** Sports Facilities Manager

**Reports:** n/a

**Salary / Scale:** Support Spine – Band 4 £17,347.50 - £18,284.00

**Date of Issue:** March 2021

**Organisation Chart:**

Sports Facilities Manager

Sports Facilities Supervisor

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1. **Aims and Purpose of the Post**

1.1 The efficient and effective supervision of the College Sports Facilities in the absence of the manager.

1.2 The day to day supervision of the College Sports Facilities.

1. **Specific Responsibilities**

2.1 To support the manager in the running of the College Sports Centres and any other future sports resources developed at the college.

2.2 To maintain Safe Working Practices and Conditions, and ensure that all sports facilities are   
 used in a safe and appropriate manner.

2.3 To maintain standards laid down for the use of the Sports Facilities, including discipline,   
 security, customer care, cleanliness and tidiness.

* 1. To undertake basic client inductions within the fitness suite.
  2. To supervise students working at the centre, including evenings, weekends and Bank   
      Holidays.
  3. To help market the sports facilities outside the college, to generate lettings and to maximise   
      both occupancy of and income from the resources.
  4. To collate maintenance and repair needs and to report them to the Building Resources  
      Manager, and to undertake minor repairs including maintenance.
  5. 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.
  6. The active promotion of and commitment to best practice in equality, diversity & inclusion.
  7. 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.
  8. 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 faculty other than that to which they were originally appointed.

Core Benefits;

Local Government Pension Scheme Health Cash Plan (subject to conditions)

30 days holiday (inc bank/public holidays)\*\* 10% discount on College courses

On-site Gym Free on site parking

Subsidised catering Child Care Vouchers

\*\* = 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;……………………………… Date;………………………………

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| **POSITIVELY PROMOTING EQUALITY, DIVERSITY & INCLUSION** |

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| **Person Specification – Sports Facilities Supervisor** |

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | X |
| Minimum of grade C in GCSE Maths and English Language (or equivalent) | X |  |
| Hold an appropriate sport/fitness based qualification | X |  |
| Commitment to and evidence of CPD | X |  |
| Formal IT qualification |  | X |
| **Experience & knowledge** |  |  |
| Experience of working in a similar environment | 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 & 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 & Immigration Service Website.