

## **THE BLUE SCHOOL – WELLS BLUE SPORTS CENTRE**

### **Information for Candidates**

Thank you for expressing an interest in working at The Blue School in the Wells Blue Sports Centre (WBSC).

The Blue School caters for over 1500 students aged 11 to 18 drawn from the City of Wells and its surrounding communities. The successful postholder will be working at Wells Blue Sports Centre (WBSC) which is owned and run by The Blue School, focussed on the community use of our sports facilities out of school hours. These facilities include a 4 court Sportshall, Gymnasium, Multi-Activity Room, Fitness Suite, Weights Room, Outdoor All Weather Pitch and Playing Fields. As well as membership of the fitness areas, the public use WBSC for Club bookings and activities, coaching, classes and children's activity birthday parties. It also runs the successful Sportwise Holiday Club for 5 to 12 year olds. WBSC has built up a reputation as a friendly, accessible community resource valued by many local residents, clubs and societies.

### **The school's staff**

There are over 250 staff employed at The Blue School, within a range of full-time or part-time, permanent, fixed term or casual contracts. Teaching or support, all roles are deemed equally vital for the smooth and effective running of the school. Staff of WBSC are employees of The Blue School and benefit from the same conditions of service as the rest of the school's support staff.

As well as the pay, we offer a range of other benefits, including paid holiday weeks, paid bank holidays, the option of a contributory pension scheme and sick, maternity, paternity and shared parental leave pay. Many of our staff are parents/carers of children attending The Blue or at other local schools and we endeavour to follow family friendly policies for our staff whilst balancing the need to fulfil the role in school. In this matter please note that the hours of work at WBSC will be outside of school hours – at weekends, during school holidays and during term-time evenings.

### **Vacancy Details**

#### **WBSC DUTY MANAGER**

Permanent, all year around contract - subject to a 6 month probationary period.

The regular working week will be spread over five days (usually 2 days off a week) on a scheduled shift system; this will include afternoon, evening and weekend working all year round within the hours below:-

Monday to Friday	3.00pm and 10.15pm,
Saturday	8.30am and 6.00pm
Sunday	9.00am to 5.00pm

The Centre is closed on Bank Holidays when you are not be expected to work. All Duty Managers will be expected to be flexible in covering for the sickness absence and annual leave of colleagues. Also, flexibility to work day-time shifts during school holidays may be available to support the Sportwise Holiday Club.

Pay illustration based on Apr19 rates:

Minimum 7.5 hours (0.2027 full-time equivalent) salary starting at Grade 13 point 6, £3,886 per annum based on £9.94 per hour rising by five annual increments to point 11, £4,290 per annum, based on £10.97 per hour.

Maximum 37 hours (1.000 full-time equivalent) salary starting at Grade 13 point 6, £19,171 per annum based on £9.94 per hour rising by five annual increments to point 11, £21,166 per annum, based on £10.97 per hour.

Optional membership of pension scheme 5.8% employee deduction (from above gross pay), 20.9% employer contribution (of gross pay and in addition). Further 50/50 option available, 50% employee contribution, 50% final pension benefit.

Although WBSC is open throughout school holidays, we may consider a term-time only contract if this enables other Duty Managers to provision Sportswise Holiday Club during the school holiday day-time.

Annual leave 23 days (rising to 27 after 5 years continuous service) plus 8 Bank Holidays.

Sick, maternity, paternity and shared parental leave in accordance with The Blue School's policies.

## **JOB DESCRIPTION**

### **Job purpose**

The successful candidate will be joining a friendly and motivated team who are committed to the success of WBSC as a valued community resource. The Duty Manager is responsible for ensuring safe practices, excellent customer and staff team care and generally the smooth running of the centre during their shift.

### **Main duties and responsibilities**

- Provide management cover and be responsible for the daily operation of the centre on a shift rota basis.
- Lead the shift team by example, through competent organisation, maintaining a flexible work ethic in completing manual tasks where necessary (cleaning, set ups/downs etc).
- Security of the building is the responsibility of the Duty Manager on shift. The Duty Manager is responsible and accountable for maintaining and leaving the centre in a safe, clean and organised manner.
- Assist in providing information to ensure targets are met whilst working within centre budgets.
- Be responsible for the supervision of all staff to provide an effective and efficient service delivery and allocate appropriate jobs ensuring they are performed to a high standard.
- Assist in compiling the Leisure Assistant shift rota ensuring appropriate cover.
- Ensure the centre is opened and closed in accordance with published times and set procedures. As a designated keyholder for the premises, to be responsible for the security of the building whilst on duty.
- Each Duty Manager will have a specific area of the Centre that they will be responsible for. Responsibilities may rotate at the discretion of the Centre Manager.

### **Customer Service and Supervision**

- Supervise the public within the facilities, to ensure safety at all times.
- Ensure that all facilities are ready on time and safe for use.
- Deal with customer queries and problems in a friendly, appropriate manner and be aware of any outcome/resultant action and take lead when on shift.
- Receive customer feedback and communicate it effectively to the Centre Manager.

### **Health and Safety**

- Work within all Normal Operating Procedures (NOP) and Emergency Action Plans (EAP) and assist in controlling any situation that may arise.
- Undertake routine inspections of equipment and facilities and inform the Centre Manager of failure/need of repair.
- Carry out facility checks and maintenance records as necessary.
- Maintain high standards of hygiene and cleanliness throughout the centre and surrounding grounds.

## General Duties

- Maintain a high standard of personal presentation.
- Be a friendly, approachable and flexible team member.
- Cover reception, Holiday Club and other duties within the centre.
- Contribute to the overall promotion of centre activities.
- Participate in various projects under the direction of the Centre Manager.
- Ensure that the daily takings tally by checking the till in the afternoon (morning DM) and that the necessary forms are completed correctly and till balanced at the conclusion of the day (evening DM).
- Be an excellent team player. Be aware of set ups that can be done in advance and leave the building in a tidy organised manner as you would expect to find it.

## Supervisory Responsibility

When in sole charge of the centre the post holder will directly supervise the Leisure Assistant team and will manage them accordingly.

## Supervision Received

The post holder will report directly to the Centre Manager.

## PERSON SPECIFICATION

### Experience

- Essential: Evidence of experience in (or interest through voluntary participation of) a leisure and sports environment.
- Desirable: At least one year's customer service experience in a sports/leisure centre or similar customer focused environment.  
Experience and of working with children.

### Qualifications

- Essential: First Aid at work qualification (or ability/willingness) to gain First Aid qualification within one month of appointment.
- Desirable: Be qualified to a Level 2 Fitness Instructor level.  
Child care/play work qualification.

### Circumstances

- Essential: High standard of personal presentation.  
Enjoy working with children  
Flexible attitude to covering different shift patterns.

### Skills and abilities

- Essential: Mature (regardless of age) and responsible attitude particularly with regard to managing procedures, Health and safety, keyholding, handling money and dealing with members of the public.  
Excellent verbal communication.  
Decision making ability.  
Ability to lead and motivate a team.  
Positive attitude toward colleagues and customers.

### Safeguarding

The Blue School and Wells Blue Sports Centre is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

**The offer of this post will be subject to a satisfactory Enhanced CRB Disclosure and two satisfactory references**, one of whom must be the postholder's most recent employer, trainer or education establishment as appropriate. As with all staff, the postholder will conduct themselves

and undertake their day-to-day activities in line with the school's child safeguarding policy, ensuring that any concerns are reported promptly following the specified communication route.

### **Health and Safety**

In addition to the specific responsibilities of this post, as with all staff at The Blue, the postholder will conduct themselves and undertake their day to day activities in line with the school's health and safety policy and procedures, ensuring due care for themselves and those around them.

### **The application process**

If you are interested in applying for this post, please complete the application form fully and accurately and return it with a one page covering letter outlining why you believe that your experience, interests and skills would make you suitable for the post. Candidates selected for interview will be given the chance to look round the Centre as well as undertaking the more formal parts of the selection process. If invited to attend an interview, you will be asked to bring various pieces of documentation to verify your identity.

### **Further information**

If you would like to visit WBSC to tour the facilities and/or require further information please contact Andrew Jones, WBSC Manager on 01749 836222. Such a visit would not be part of the selection process.

### **Closing date for receipt of completed applications: OPEN subject to vacancies.**

Please return your completed application to Julie Biggadike, HR Assistant at the school.  
The Blue School, Wells, Somerset BA5 2NR.

E-mail: [jobswiththeblue@educ.somerset.gov.uk](mailto:jobswiththeblue@educ.somerset.gov.uk)

Telephone: 01749 836264 Fax: 01749 836215.

Thank you for your interest in The Blue School and Wells Blue Sports Centre.