

JOB DESCRIPTION
LEISURE CENTRE DUTY SUPERVISOR



Organisational information:

Responsible to: School Business Manager

Functional links : Site Staff

Main Purpose of Job:

To oversee the out-of-hours sports facility

Main Responsibilities / Accountabilities:

- Opening/closing of the centre
- Health & safety checks
- Membership enquiries
- Cleaning
- General admin duties

Job Activities (examples):

- Manage bookings and payments for the facility
- Deliver excellent customer service to hirers
- Assist with after-school clubs and fixtures
- Cleaning and simple maintenance
- To be responsible for the security of the premises and its contents whilst on duty
- To operate any fire and burglar alarms and to report on any deficiency

This Job Description covers the main duties and responsibilities of the job and will be subject to review and amendment, in consultation with the post holder, to meet the changing needs of the organisation. Other activities commensurate with this Job Description may from time to time be undertaken by the post holder.

Remuneration: National Minimum/Living Wage under 21 £10.85 per hour over 21 £12.71 per hour
Hours of work: Evenings and weekends on a shift basis to cover staff absences and holidays. Extra hours could be available during the weekends and school holidays.

**PESON SPECIFICATION
LEISURE CENTRE DUTY SUPERVISOR**



	ESSENTIAL	METHOD OF ASSESSMENT
Experience	<ul style="list-style-type: none"> To have experience within the leisure industry or have the ability to evidence transferable service sector experience. Previous experience dealing with members of the public in a positive and proactive way 	Application form References
Qualifications	<ul style="list-style-type: none"> GCSE Grade C (or equivalent) in Maths and English Relevant professional qualifications would be an advantage 	Application form References Interview and certificates
Skills and Abilities	<ul style="list-style-type: none"> Excellent communication skills A good level of ICT skills Organisation skills Ability to work constructively as part of a team 	Interview process References
Other factors	<ul style="list-style-type: none"> Must be able to work the hours specified Willingness to work overtime when required Enhanced DBS 	Interview process References