

BISHOP CHALLONER CATHOLIC COLLEGE



JOB VACANCY

Sports Centre Manager (2 x term maternity cover)

Principal - Dr J Coughlan

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JOB ADVERT



Sports Centre Manager (2 x term maternity cover)

10 hours per week, all year round

Grade 3 (£25,119 -£31,364)

Actual pro rata salary £6,882 - £8,593

8th January 2024 to 31st August 2024

An excellent opportunity has arisen to join an extremely successful and forward-thinking Sports Centre within a high-performing school. The Sports Centre Manager will be in charge of 16 Sixth Form students, 8 year 12 students and 8 year 13 students in helping to provide high-quality facilities for the community.

We are seeking a dynamic and experienced Sports Centre Manager to lead and manage the daily operations of our multi-use sports facility. The ideal candidate will be a passionate and results-driven individual with a strong background in sports management, facility operations, and team leadership. The Sports Centre Manager will be responsible for overseeing all aspects of the sports centre, ensuring a positive and engaging experience for customers, students, and school staff.

Bishop Challoner is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It has policies and procedures to ensure that this occurs. All short-listed applicants will be subject to a Google Search (**Safer Recruitment Guidelines**). The successful applicant will be required to undertake an enhanced DBS check.

For an application pack, please visit our website www.bishopchalloner.org.uk/vacancies or contact Louise Furlong, Safeguarding and Recruitment Administrator on 0121 444 4161. Please note that we do not accept CV's and that all applications have to be on the CES support application form.

Email completed applications to Louise Furlong at :recruitment@bishopchalloner.bham.sch.uk by the closing date.

Closing date for applications is Friday 8th December, 10am

JOB DESCRIPTION



Post: Sports Centre Manager
Responsible to: Associate Principal
Start Date: ASAP

The Role

To lead and be responsible for day-to-day management of sports centre providing care and play opportunities in a safe and secure environment.

Key Responsibilities

- To lead the day-to-day management and organisation of the Sports Centre
- To manage and lead a team of staff to ensure the effective running of the Sports Centre. Create duty rotas and accurately record hours worked each week to be sent to payroll.
- To be responsible for the day-to-day administration, record keeping, ordering and purchasing of equipment, invoicing, supplies and resources
- To be responsible for administering bookings and fees
- To manage agreed budgets
- Oversee the setting up and clearing away of equipment at the beginning and end of each session
- To liaise with parents, school and other agencies as appropriate
- To be aware of Personal Care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises
- To ensure confidentiality of any information received and work with the remit of the Data Protection Act
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings and parents evenings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school.

PERSON SPECIFICATION



Sports Centre Manager

Qualities and Attributes	Essential	Desirable
Qualifications/Education		
GCSEs (or equivalent) in English and Maths at minimum grade C or Level 4	✓	
A levels or equivalent	✓	
Degree		✓
Support the Catholic ethos of the school	✓	
Designated Safeguarding Lead (DSL)		✓
Mental Health First Aider		✓
Knowledge/Experience		
Experience of working in a school/college environment		✓
Experience of supporting vulnerable young people in an educational setting		✓
Experience of working as part of a team	✓	
Experience of working with outside agencies	✓	
Experience of administrative and record keeping procedures with evidence of capability to work on own initiative	✓	
A knowledge and understanding of Keeping Children Safe in Education		✓
Skills/Abilities		
Travel is an essential part of the job being advertised, full driving license and own transport		✓
Flexible approach to working	✓	
Ability to show patience and empathy	✓	
Approachable and supportive	✓	
Ability to prioritise own workload in a fast paced environment	✓	
Ability to communicate effectively both verbally and in writing with colleagues, students, parents/carers and outside agencies	✓	
Strong organisational and time-management skills	✓	
Accuracy and attention to detail	✓	
Ability to problem solve and use initiative	✓	
Provide a good level of service to all stakeholders	✓	

Excellent IT skills including Microsoft Word, Outlook and Excel	✓	
Enthusiastic, highly motivated and keen to learn	✓	
Knowledge of SIMS		✓

DEPARTMENT DETAILS



Welcome

I would like to thank you for your interest in applying for the above post. You now have the opportunity to join a thriving and very successful Sports Centre, built upon relationships of mutual respect with students and the wider community. Having had the chance to read our recruitment pack and find out a little bit more about our school, I very much look forward to receiving your application.

Our Sports Centre, with its dedicated staff team of 16 6th Form students, is at the heart of our community. The strong ties we have with 14 clubs, ranging from Gymnastics to Basketball, highlight the diverse and inclusive nature of our facilities. We are proud to offer a space that not only serves as a hub for athletic activities but also hosts occasions such as children's parties.

Understanding the unique scheduling demands of the Sports Centre, we appreciate the strategic role that the Sports Centre Manager plays in ensuring the smooth operation of shifts and logistics. The Sports Centre opens at 5pm and shuts at 10 pm on weekdays and opens at 8:30am and shuts at 6pm on weekends. The sixth form team of staff will be working those shifts, the Sports Centre Manager does not have to be onsite for all these hours. The Sports Centre office is based in the reception area of Bishop Challoner Catholic College, working closely with school staff. Your responsibilities, including staffing rotas, managing invoices, and maintaining communication with customers, are integral to the continued success of our facility.

The flexibility of the hours per week reflects our commitment to providing high-quality service and facilities for the community. We understand the importance of strategic planning, and we are confident that the Sports Centre Manager will play a key role in maintaining the excellence for which our Sports Centre is known.

Hopefully, this gives you a clear insight into the strengths and nature of this thriving Sports Centre.

Best wishes and I look forward to receiving your application,

Laura Crump
Sports Centre Manager
l.crump@bishopchalloner.bham.sch.uk