



Haileybury

Job Description

Job Title : Sports Complex Supervisor
Responsible to : Sports Complex Operations Manager
Responsible for : Operations Assistants, Casual Staff and Cleaners
Last reviewed : September 2020

Job Outline & Purpose:

The Sports Complex is a large multi-purpose facility within Haileybury offering extensive wet and dry side activity areas and a wide range of services to pupils and staff at Haileybury, and members of the public.

The Supervisor will ensure that the highest standards of service are maintained at all times, and in accordance with the Sports Complex normal operating procedures, Emergency Action Plans, Health and Safety Policy, and Working Instructions.

The nature of a 24hr a day, 7 days per week boarding school require staff to work flexibly and as the School is used by pupils at weekends, which are also the time most parents visit the School, there will be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

The post holder will:

- take full responsibility of the day-to-day operation of the Sports Complex and to oversee activity areas as allocated to you by the Sports Complex Management team. Such areas currently include: Reception, Gym and Fitness classes, Sports hall, all weather surface, squash and staff training, etc. Responsibility for such areas may be rotated from time to time at the discretion of the Sports Complex management team
- provide supervision/direction for Full Time/Casual Operation Assistants
- in accordance with Sports Complex protocols and available resources, to develop allocated activity areas to maximise revenue generation opportunities during commercial letting periods
- establish and maintain effective communication channels and efficient working relationships with other members of the Sports Complex team, College personnel, and College customers
- provide the Sports Complex Management team with all appropriate information, financial and otherwise, related to your allocated activity areas, for example usage statistics and debtors schedules
- be responsible for the Health and Safety of all persons using and visiting the Sports Complex
- ensure that all Sports Complex areas are cleaned and maintained to the highest standard
- complete all duties effectively, efficiently, accurately, and within allocated deadlines
- be a key holder for the Sports Complex and to provide an emergency call out service to the Sports Complex, (on a rota basis)

- work closely and flexibly with the Physical Education, and Games Department to assist, as far as reasonably possible, in the smooth operation of the Haileybury students sporting activities
- ensure appropriate training is given to all staff working on shift (on job training)
- ensure the proper use of the Wet and Dry facilities areas by Haileybury College Students and Members of the Public.
- ensure all facilities are correctly set up “in advance” for all Public Bookings and Events by checking on the computerised Booking System and through communication with all other staff
- undertake the cashing up of monies at the end of each shift following correct procedures, reporting all irregularities to the Sports Complex Manager at the earliest possible opportunity
- ensure that all cash received is accounted for and banked as per Financial Procedures and Regulations
- undertake facility monitoring to ensure that agreed tasks are undertaken in the correct manner to the specified standard
- ensure all sports equipment is safe, clean and in excellent and usable condition at all times and to report defects as necessary to the appropriate person in line with operating procedures (Health and Safety is paramount at all times)
- carry out pool water tests as detailed on the Swimming Pool Water Testing Report Form and deal with all problems immediately (The Health and Safety of all swimmers and visitors in the swimming pool is paramount at all times)
- undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role or the wider business context
- assist in the implementation of the requirements of the Health and Safety at Work Act 1974 and associated legislation ensuring personal compliance at all times, and to specifically ensure compliance with key Health and Safety Regulations including COSHH, Risk Assessments, PPE, PSOP's, Manual Handling and other relevant legislation. To keep up to date with changing health and safety legislation and new systems of work
- patrol facility areas ensuring that adequate security is provided throughout each shift ensuring that there is a staff presence in evidence at all times
- have a working knowledge and understanding of the requirements of Health and Safety in swimming pools (HSG179) and to operate at all times within these guidelines
- you are required at all times to carry out your duties in a manner which endangers neither yourself nor other people. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it, (if safe to do so), or report it to your line Manager or the College Health and Safety Manager. You should read and understand the Employers Policy Statement on Health and Safety at Work, which is available at your place of work
- teach/instruct activities where qualified and experienced to do so (i.e. Swimming Lessons). Some of this Teaching/Instruction will be expected while on shift if at any time there is a shortfall in teachers/instructors
- carry out Lifeguard Duties on Poolside and to cover in the absence of the Operations Assistants
- undertake other areas of responsibilities as directed by the Sports Complex Management team
- make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, spreadsheets, databases, etc
- undertake your responsibilities at Haileybury in respect of Data Protection. Staff members are responsible for ensuring that any personal data held by them is kept securely. This includes, appropriate use of computer ID's and passwords

- undertake your responsibilities at Haileybury in respect of Child Protection - please see below
- such other duties as may from time to time be necessary/compatible with the nature of the post. This job description will be reviewed on a regular basis and will be adjusted/changed as necessary

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Skills

- Ability to work individually and on own initiative with common sense and patience
- Ability to motivate others and give/accept direction as appropriate
- Ability to work as part of a team and have flexibility
- Ability to understand and to operate within an educational or residential environment
- Communicate effectively across a range of different stakeholders
- Have the capacity to ensure the demands of an effective operational team is maintained whilst overseeing a customer service/helpdesk function
- Highly organised with the ability to multi-task and prioritise tasks
- Effective problem solver
- Proactive, self-motivated, enthusiastic and resourceful
- Numerate and accurate with an eye for detail
- Confident and self-motivated
- Enthusiastic with the ability to learn
- Honest, polite, trustworthy, confident, reliable, resourceful, flexible, punctual and committed
- Flexible with the ability to adapt to changes to work schedules
- Ability to ensure that all practices and protocols within the function continues to develop and remain up-to-date and in line with best practice
- Good level of computer literacy with a good working knowledge of the Microsoft Office suite particularly Outlook, Word and Excel

Essential Qualifications:

- RLSS National Pool Lifeguard Qualification
- Previous experience of working within a Wet and Dry Leisure Facility for the Public and/or Private Sector

Desirable Qualifications:

- First Aid at Work Certificate
- Pool Plant Operators Qualification
- General Coaching Qualification
- COSHH Qualification
- Health and Safety Qualification
- ASA Level 1 Certificate for Teaching Aquatics
- ASA Level 2 Certificate for Teaching Aquatics
- Leisure Management Certificate

Child Protection at Haileybury

Though this role does not require the direct supervision of pupils, in addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.