



MERCHANT
TAYLORS'
SCHOOLS

For Boys and Girls
aged 4 to 18 years

**MERCHANT TAYLORS' SCHOOLS,
CROSBY**

Appointment of

Sports Centre Manager

Information for Applicants

Welcome to Merchant Taylors' Schools

An excellent opportunity has arisen for an outstanding and forward-thinking professional to join Merchant Taylors' family of Schools in Liverpool.

Merchant Taylors' is an independent Day School, which provides education for boys and girls aged 4 to 18 years old. Based in Crosby, to the north of Liverpool city centre, we serve a wide catchment area across Liverpool, Merseyside, Lancashire and Cheshire.

Our School is located on three sites, within walking distance of each other, the 'Schools' as a foundation incorporates 4 single sex schools with a co-educational reception to Year 2 department. The co-ed infants and junior girls are located on one site; junior and senior boys together on another site and the senior girls situated on the third site. Both senior schools have a dedicated single-sex sixth form.

Academic standards are high, with the best A Levels results for an independent school in the region, and there are excellent facilities for sport, music, art and drama. Whilst academic work is of prime importance, what happens in the classroom is only one aspect of a Merchant Taylors' education. Our aim is to deliver the best education for life.

The individual schools have all the benefits of single-sex education, however pupils also enjoy many opportunities to mix outside of the classroom through extra-curricular activities, drama productions and joint social events.

The Professional Services team led by the Director of Finance and Operations include the following functions; Finance, Procurement, Estates and Facilities, HR, ICT, Marketing, Admissions, Development and our Sports Centre business.

Founded in 1620 by John Harrison, citizen and Merchant Taylor of London, the Schools are proud of their historical links to The Merchant Taylors' Company and look forward to celebrating their 400th anniversary in 2020. This is an exciting time to join our Schools as we reflect upon our history, celebrate our community and focus on the future.

The Role

Job Description

Title: Sport Centre Manager

Salary: Competitive

Reporting to: Director of Finance and Operations

Job Summary: To be responsible for the day to day operational management of the Sports Centre, service standards, cleanliness, health and safety, line management of staff and business development in order to generate additional income.

1. Line Management

- 1.1 Manage and co-ordinate the work of all Sports Centre employees
- 1.2 Undertake staff appraisals for all Sports Centre employees
- 1.3 Undertake all necessary line management duties, such as holiday approval, sickness procedures, staff training needs etc.
- 1.4 Provide for necessary cover and ensure all facilities are staffed in accordance with the minimum requirement.
- 1.5 Participate in staff training programmes as required.
- 1.6 Co-ordinate the provision of staff training programmes as required.

2. Administration

- 2.1 The management of the facility booking system ensuring that all records are maintained accurately, including facility hire and programmes, ensuring year round continuity.
- 2.2 The management of all records relating to the activity that takes place within the designated facilities, ensuring all records are of an appropriate standard for audit purposes.
- 2.3 Effectively promote and market the Sports Centre, working with Marketing Department to provide range of promotional materials

3. Finance

- 3.1 Manage the Sports Centre budget (both income and cost), preparation of rolling budgets, annual investment estimated as required.
- 3.2 Manage the security of income taken from the public, ensuring the Schools Financial Regulations are adhered to at all times.
- 3.3 Work in partnership with the Finance Team on the recruiting and reporting of all financial matters.
- 3.4 Manage an inventory of all assets, equipment across designated facilities.

4. Health and Safety / Compliance

- 4.1 Manage the Health and Safety Policy within the context of the Sports Centre and its programmes, ensuring that all documentation is up to date.
- 4.2 Manage the programme of maintenance necessary to ensure the safe condition of all equipment.
- 4.3 Liaise with HR to ensure that all staff have the necessary pre-employment checks in place prior to start of employment.
- 4.4 Ensuring Health and Safety standards are maintained.

5. Provision of Service

- 5.1 Operational management of the Sports Centre and its facilities
- 5.2 Monitoring access to all sports facilities, providing adequate safety to the sports estate, equipment, staff and users.
- 5.3 Dealing effectively and efficiently with customers including any complaints.
- 5.4 Any other duties commensurate with the grade as specified by the Director of Finance and Resources
- 5.5 Oversee membership subscription
- 5.6 Oversee Children's activities including holiday clubs and parties
- 5.7 Co-ordinate weekly fitness timetable
- 5.8 Liaise with other staff regarding timetabled requirements for Sports Centre usage

Person Specification

Sports Centre Manager

This person specification describes the skills, experience, knowledge and aptitudes required to perform the duties of this post effectively. The order in which the criteria are listed should not be taken to imply their relative importance.

Job title – Sports Centre Manager		
Criteria	Essential	Desirable
Qualifications		
<ul style="list-style-type: none"> • Degree or equivalent qualifications in a related subject, or a proven track record of relevant industry experience including the line management of others. 	✓	
Attainment		
<ul style="list-style-type: none"> • Experience in handling supervisory/management tasks, such as recruitment, interviews, performance reviews, delegating, and problem resolution. • Knowledge of health and safety with experience of risk assessments, maintenance and safety inspections of equipment and facilities. • First Aid Certificate (employer will provide training) • Enhanced DBS clearance • Experience of Microsoft Office • Level 2 Gym Instruction with Exercise to Music • Paediatric 1st aid 	✓ ✓ ✓ ✓	✓ ✓
Aptitudes		
<ul style="list-style-type: none"> • Ability to demonstrate a capacity for self-direction and organising • Good communication skills – oral and written • Ability to work under pressure and establish priorities 	✓ ✓ ✓	
Circumstances		
<ul style="list-style-type: none"> • Must be willing to work shifts and a 7 day rota • Willing to participate in training and development 	✓ ✓	

Disposition		
<ul style="list-style-type: none"> • Enthusiastic, with a genuine commitment to different client groups • Ability to contribute to the effective working of the Sports Centre Department • Ability to remain calm and contribute to the resolution of problems • Co-operative and able to work with staff at all levels • Flexible and able to respond quickly to new situations. • Tactful and sensitive to the needs of others. 	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ ✓ 	

Benefits of working For Merchant Taylors' Schools.

- A free school lunch during term time periods.
- Support for training and development.
- Contributory Pension Scheme with employer contributions.
- Free membership to our on-site Sports Centre.
- Free onsite car parking.
- Access to an Employee Assistance Programme 24/ 7 offering advisory services and telephone counselling.
- Childcare Vouchers

Working Arrangements

- **Job title:** Sports Centre Manager
- **Hours of Work:** 37 hours per week (must be flexible enough to work shifts and weekends if necessary)
- **Salary:** Competitive

Safeguarding Statement

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Application Process

Candidates should submit an application form to the Human Resources Department, Merchant Taylors' School, Liverpool Road, Crosby, Liverpool L23 0QP or alternatively email to recruitment@merchanttaylor.com

The closing date: 12 noon Wednesday 17th July 2019

Interviews: WC 22nd July 2019