

Tiffin School Sports Centre is seeking enthusiastic Duty Managers with excellent customer-facing skills to assist in the running of our busy Sports Centre, which comprises of our main sports hall, three dance studios, 3g pitch, gym, and outdoor cricket nets. The Sports Centre is widely used by local schools, community groups and sports teams.

The post is full time, 20 hours per week. Working hours (mostly evenings or weekends) are agreed with the Sports Estates Manager. The rate of pay is £10.50 per hour. There will be plenty of opportunities for overtime paid at the same rate.

The main roles of the Duty Manager are:

To help run a busy sports centre

To take bookings, respond to customer enquiries and handle payments.

To manage the sports centre assistants who will be from the school 6th form.

To set up and store equipment.

General cleaning of the centre and associated facilities during operational hours.

To oversee that the facility is running safely, compliant with the School's safety policies.

Undertake other reasonable duties related to the job purpose required from time to time.

Strong organisational and people skills are essential as well as willingness to work some overtime. The candidate will have the ability to work on their own initiative and will have a proactive approach to complete required tasks and dealing with customers.

The successful candidate will be required to undergo a Disclosure and Barring Service check and will ideally have a full First Aid certificate (training will be provided if required).

Please send your completed application form to [Vacancies@tiffin.kingston.sch.uk](mailto:Vacancies@tiffin.kingston.sch.uk)

We reserve the right to interview in advance of the closing date at noon on Tuesday 3<sup>rd</sup> May 2022.