

# Information for applicants to non-teaching posts at Tiffin Sports Centre Duty Manager



**TIFFIN SCHOOL**  
engage • aspire • excel  
www.tiffin.kingston.sch.uk

Thank you for your interest in this post. I do hope that in reading this information about the post and School, and by looking at our website, you will feel inspired to submit an application. With a vibrant and friendly staff, and a sports ground close to Hampton Court Palace and the River Thames, Tiffin is an excellent school to work in. I look forward to receiving your application.

**Mike Gascoigne, Headteacher**

## **Tiffin School:**

### **Introduction and Background**

Tiffin School is a boys' selective state school of nearly 1,300 pupils with a mixed Sixth Form from 2019, located in the centre of Kingston upon Thames. Its origins date back to 1638, and it has occupied its current site in the heart of Kingston since 1929. Today, Tiffin School is one of the leading state schools in the country, educating pupils from Kingston and its surrounding areas in South West London. The School attracts pupils from a wide range of diverse backgrounds, and is judged to be outstanding by Ofsted.



The School is highly acclaimed for its ethos of combining the outstanding academic achievement of a traditional grammar school environment, with a wide offering of activities particularly in sport and the performing and creative arts. Rugby, cross-country, rowing, basketball, badminton, cricket and tennis all thrive, and regular Saturday fixtures are held at our sports grounds at Hampton Court. This is captured in the School's vision statement "Inspiring students to engage, aspire and excel."

## **Sports Centre at Tiffin School**



Tiffin boasts outstanding sporting facilities. Onsite the Sports Centre has recently been expanded, refurbished and includes a large Sports hall that can accommodate basketball and up to 6 badminton courts. The dance studio hosts dance but also houses 10 table tennis tables, and a large weights and conditioning room and two further fitness studios are being constructed. This sits alongside the School field, the MUGA and 8 cricket nets.

## **Equal Opportunities**

Tiffin School is an equal opportunities employer and its policies, including the need to guard against false assumptions based on an applicant's sex, race, colour, nationality, ethnic or national origins, disability, religion, age, marital status, working pattern, sexual orientation or gender reassignment, are followed at all stages of the selection procedure.

## **How to apply**

Please access our website, ([www.tiffinschool.co.uk](http://www.tiffinschool.co.uk)), for an application form to complete and return by email to Liz Scott at [vacancies@tiffin.kingston.sch.uk](mailto:vacancies@tiffin.kingston.sch.uk), by the closing date of noon on 3<sup>rd</sup> May 2022.

# Tiffin School Sports Centre Duty Manager

## Job Description

**Job Purpose:** 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

**Reporting to:** Sports Estates Manager

**Hours:** 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.

Usual hours of operation are 4.45 pm – 10.30 pm weekdays and 7.45 am – 5 pm on weekends, though this may vary according to the length of bookings.

**Salary:**

£10.50 per hour plus overtime at the same rate.

Overtime is paid for hours above the contractual 20 hours.

**Key Responsibilities:**

- To help run a busy sports centre.
- To take bookings, respond to customer enquiries and handle payments.
- To record payments from customers using the booking software.
- To manage the sports centre assistants who will be from the school 6<sup>th</sup> form.
- To set up and store equipment to enable bookings to run smoothly.
- 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.

# Tiffin School Sports Centre Duty Manager

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
Qualifications	A good level of literacy and numeracy Fluent English speaking	GCSE level education, including English and Maths
Experience	Working in a team environment with colleagues. Working in a customer facing environment.	
Skills, knowledge and aptitude	<p>Candidates must have:</p> <ul style="list-style-type: none"><li>• Strong organisational skills.</li><li>• High personal and professional standards</li><li>• Good time management</li><li>• Initiative and enthusiasm</li><li>• Effective interpersonal skills</li><li>• The ability to work independently.</li><li>• The ability to work under your own initiative.</li><li>• A proactive approach to complete required tasks</li></ul> <p>Candidates are desired but not required to have:</p> <ul style="list-style-type: none"><li>• The ability to plan and reschedule bookings when necessary to maximise occupancy of the facility.</li></ul>	