



BRADFIELD COLLEGE ENTERPRISES

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Vacancy

Job Title: **Sports Complex Duty Manager**

Vacancies: 2 positions available
Company: Bradfield College Enterprises Limited
Salary: £20, 058 per annum
Location: Reading, Berkshire
Type: Permanent, full time

Bradfield College enjoys a well-established reputation for being one of the country's leading co-educational, independent schools. Our impressive Sports Complex and Indoor Tennis Centre operate as busy dual-use facilities, catering for both the College and external users.

We are seeking a highly motivated Duty Manager to lead our team of Recreation Assistants, plus other part-time staff, to achieve consistently high standards of customer service and safety in the Sports Complex and Tennis Centre. Our Duty Managers are expected to be more than just 'shift leaders', as they also support the Operations Manager in developing and implementing procedures for Quality and Health and Safety, plus the training and monitoring of staff. In addition, each Duty Manager takes on the responsibility for specific areas of management and administration.

Candidates will be able to demonstrate drive, determination and a positive commitment to delivering high standards at all times. They will exhibit initiative, maturity, professionalism and an ability to remain calm under pressure to deal with emergency situations or resolve conflicts in a constructive manner. Candidates will need to prove their management and communication skills, plus their detailed understanding of the day-to-day operations of a sports and leisure facility (dryside and wetside).

The post holder will have specific responsibility for, and is expected to have experience of: shift management, customer service, health and safety, lifeguarding, quality management, line management and training. Qualifications in leisure management/operations (e.g. Pool Plant Operators) plus health and safety (e.g. NPLQ and First Aid at Work) would be expected but can be obtained in the probationary period.

You will form part of the duty shift rota, which covers the entirety of the opening hours of the complex, including early mornings, late evenings and weekends.

All candidates are required to complete an application form.

Full details of the position and an application form are available on www.bradfieldcollege.org.uk/vacancies, or from

The Human Resources Department, Bradfield College, Reading, Berkshire, RG7 6AU

Tel. 0118 964 4546, e-mail: hr@bradfieldcollege.org.uk

Closing date: Tuesday 18th May 2021

Bradfield College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening as part of their application. This includes submitting an enhanced Disclosure and Barring Service (DBS) Certificate prior to employment, registration of the DBS Update Service and checks with past employers.

