



KINGS'

SCHOOL • WINCHESTER

School Leisure Centre Duty Manager – 1 year contract (with potential to extend to permanent)

Salary: Grade D £26,918 - £29,616

Hours: 37 hours, 52 weeks

We are looking for an enterprising and reliable individual to join our excellent leisure Centre team as Duty Manager. You will co-ordinate and manage, including the day-to-day operation of the Community facilities, swimming pool and staff, and develop new opportunities to maximise income. PWTAG Approved Pool Plant Training will be offered after an initial period of work.

Kings' is an exciting and rewarding place to work: our pupils are keen to learn and succeed; they appreciate the support and dedication of the whole school. You will have a passion for supporting our pupils and our local community through the management of our sporting facilities, and a desire to play a central role in our school mission: inspiring futures, exceptional character, and academic excellence.

This is an exciting opportunity for motivated and highly organised individual wishing to join an extremely effective and supportive team; and to contribute to the ongoing growth of Kings' as the school continues to flourish. This post would provide a great opportunity for a successful route into Leisure Management.

Why Kings'?

Kings' is an exciting and rewarding place to be, our pupils are keen to learn and succeed, and consistently show appreciation for their teachers' support and dedication. Our teaching and support staff are committed and hardworking, all believing firmly that we should help pupils be their best. Whether colleague or pupil, all members of the Kings' community live our values and collective morale is high.

Working at Kings' in Winchester, you will:

- Benefit from a supportive, encouraging culture of professional growth and autonomy.
- Be part of our friendly welcoming team – you join our Kings' family who live by our motto, Una Laborantes (Working together).
- Feel valued and recognised for your contributions, whilst being actively encouraged and supported in maintaining a healthy work-life balance.
- Park onsite, at the front of school in a secure accessible car park, equipped with EV charging spaces.
- Work in well-resourced departments, with access to a high-quality library for professional development.
- Feel the benefits of working in the beautiful Hampshire countryside, on a large campus surrounded by greenery and open spaces.
- Staff swimming – free staff swim slots at our indoor heated pool.
- Hampshire County Council benefits also include:
 - Local Government Pension Scheme – with guaranteed benefits
 - Employee Assistance Program – 24/7/365 phone advice, and up to 6 free counselling sessions per year





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To see what current staff say about working at Kings' and learn more about our dedication to wellbeing and staff voice, visit our [website](#).

For further information and to apply for this position, please visit our [website](#).

If you have any questions about the role, application process or life at Kings', please do get in touch to 01962 861 161 or recruit@kings-winchester.hants.sch.uk

We review applications as they are submitted and reserve the right to close this advert and/or interview at any time, therefore, we would encourage you to apply as soon as possible if you are interested in this role.





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Job Description

- To plan, coordinate and manage the day to day running of the community facilities, ensuring that the service meets the needs of the Community Centre, the school and customers.
- Coordinate and manage the bookings system of the Community Centre including any special function bookings, to ensure an effective service to users and customers.
- Communicate face to face, via email and over the telephone with external and internal contacts using customer care skills to relay information and assist with general inquiries and bookings to provide a complete service to ensure a valued and satisfied customer base.
- Liaising with the school to check the school calendar to avoid double booking of facilities.
- Encourage out stakeholder voice, responding to any suggestions or issues raised by customers to ensure the Centre's continuous development which meets their needs.
- Collect, receipt and record any monies received to ensure an effective financial services system.
- Day to day supervision of community office staff through staff development initiatives to encourage motivated & well-developed staff for the Community Centre.
- Opening / Locking up all facilities both in the morning & evening
- Setting up sports equipment for facilities bookings
- Monitor stock of all centre equipment
- Supervising all community staff on shift and completing any tasks that will be required such as administration, bookings & ordering.
- Managing the community team to ensure regular cleaning of facilities i.e. changing rooms, poolside and all public spaces.
- Ensure all appropriate staff training is up-to-date and keep accurate records.
- Assisting in the recruitment, selection and training of new staff.
- Early morning, evening and weekend shifts will be required.





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Person Specification

A Qualifications	
GCSEs Grade A-C or equivalent, in Maths & English.	A/I
RLSS Qualified Lifeguard (desirable)	A/I
B Knowledge and Experience	
Experience of successfully managing a team	A/I
Experienced at delivering excellent customer service	A/I
Knowledge of swimming pool operations (desirable)	A/I
Knowledge of Health & Safety in the leisure industry (desirable)	A/I
Clear understanding of the high expectation of working in an outstanding school	A/I
Evidence of an understanding of safeguarding within schools.	A/I
C Personal Qualities	
Demonstrate personal and professional integrity, including modelling the school's mission and values.	A/I/R
Organised, self-motivated and ability to work with minimal supervision	A/I/R
Ability to communicate with people at all levels and deal with difficult customers in a polite and professional manner.	A/I/R
D Confidential Reference	
Positive recommendation from all referees, including current employer	R

A = application

I = interview

R = reference

Thank you for taking the time to read this information and for considering Kings' School in the next stage of your career. If our mission, values and ethos excite you, please do [visit](#) the school website or contact us to find out more about our school, the role, life in Winchester and how to apply.

