

**ROUNDWOOD PARK SCHOOL  
HARPENDEN**

**Summary Job Description for Community, Sports and Lettings Manager**

**Salary:** H8 – H9

**Job Summary:** An energetic, sports-orientated person required to promote, grow and maintain business, co-ordinate and oversee all school lettings including Roundwood Primary School's lettings, supervise the activities and take responsibility for cleaning, security and health and safety.

**Hours:** 37 hours per week (rota), 52 weeks per year.

**Reports to:** Director of Operations

**Detailed Job Description**

**Supervision of Activities and Premises**

- Present in the building during external activities.
- Close liaison with PE staff, co-ordinating lettings activities with the school's needs in mind.
- Organise all Lettings/Party Rotas to ensure compliance at all times.
- Supervision of 3G pitch, tennis courts and outside spaces over the lunch period
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- 3G pitch maintenance; including brushing of the surface, SIS maintenance log, electrical (floodlights), equipment (goals), nets and corner flags and the aesthetics i.e. pitch markings, viewing areas and support pavers.
- Managing traffic flow of the school site for lettings alongside school events.
- Observing behaviour of lettees to ensure safe and proper use.
- Ensuring timely vacating of Centre when time has expired.
- Supervision of quality and thoroughness of cleaning. Ensure all areas including hire spaces and toilets are clean and ready for school use the following day, this may include cleaning of areas
- Supervision of security provisions – lockups, lighting etc.
- Channel maintenance needs to Site Manager and Caretaking team.
- Design and develop the Roundwood Park Sports Centre & Lettings website and social media platforms.
- Routine deep cleaning of all main hire areas such as Old Gym, Sports Hall, Fitness Room, Dance Studio, Main Hall, Canteen and Changing Rooms
- Oversee and manage all aspects of the School Lockers
- Oversee all Sports centre facilities, all hire facilities, all external facilities including PE training areas (in liaison with the Head of PE).
- This list is not exhaustive and may change in the interest of the school in line with line management meetings with the Director of Operations or at the request of SLT/Headteacher

### **Line Management of Personnel**

To include Assistant Sports Centre Manager, Duty Managers, Sports Technicians, Party Hosts, 3G Pitch Technicians (salaried and volunteers) and Vets League Referees.

To oversee all matters of:

- Recruitment.
- Performance management.
- Time management.
- Annual leave entitlement.
- Sickness leave.
- Payroll/Timesheets
- Rotas
- First aid and Defibrillators.
- Safeguarding.
- Cleaning of Sports and Lettings facilities.

### **Business Development**

- Through active marketing in the community, bringing in new business, co-ordinate opportunities and obtain proper authorisation before signing up contracts.
- Delivery programme for the new 3G Pitch; Income and expenditure, programme of use, marketing and fund raising.
- Reporting to the 3G Pitch Management Committee.
- 3G Pitch Management Committee Secretary.
- Work with and develop other school's sports & lettings departments.
- Maintaining a price structure, reviewed annually and submitted to the School Governors for approval.
- Developing facility price increases periodically using the RPI and CPI price index.
- Maintaining a timetabling a system to manage demand and communicate plans to other staff.
- Revising/setting up terms and conditions School lettings & 3G Pitch Lettings.
- Negotiating prices and closing business subject to clearance procedure.
- Working alongside the Director of Operations to investigate and implement new revenue generation projects
- Co-ordinate Roundwood Primary School's Club, Commercial and Community Lettings.
- Develop our social media and website platforms (training will be given)
- Attend local outreach/community events

### **Health and Safety**

- Determining when and what amendments are required to policies.
- Conducting risk assessments.
- Ensuring an appropriate level of supervision is always present, from both a H&S and CP standpoint.
- Ensuring signage and notices are in place, accurate and up to date.
- Ensure all clubs/hirers understand and practice the fire evacuation procedure, comply with safeguarding policies, have insurance and follow advice around Anaphylaxis and other food allergies/medical conditions.

### **Budgeting and Finance**

- Production of figures for reports for the Governing Body and any sub-committees.
- Control of costs against the adopted plan.
- Achievement of income to match or better the adopted plan.
- Invoicing, Statements and Bad Debtors control along with the Finance Team
- Reporting of financial results to the Director of Operations
- Reducing expenditure where possible through in-house maintenance, cleaning and working in partnership with Site team.
- Modernising existing indoor and outdoor facilities.
- Attend a Governors meeting as and when (1 x per year around Price Increases)

### **Person Specification for Sports Centre & Lettings Manager**

**Experience:** Previous experience of working in a leisure centre or sporting environment.  
Excellent knowledge of customer care.

**Qualifications (training can be provided): All below are desirable not essential.**

First Aid qualification/Defib Trained/Epipen Trained

Awareness of Health and Safety requirements.

Qualified to GCSE Grade 4 in English and Maths (Equivalent to Grade C)

Interest in Finance

Qualifications in the Leisure Industry

**Practical skills:**

Supervising customers and able to exercise control where necessary.

Able to combine this with a friendly welcome for customers.

Able to manage cleaning and security.

Communicate effectively with users and colleagues.

Anticipate problems and prevent accidents – intervene to prevent behaviour which is unsafe.

Identify emergencies quickly and take appropriate action.

First aid.

**Personal qualities:**

Able to work unsupervised.

Able to work under pressure, in a busy environment.

Able to work as part of a team.

Entrepreneurial, new business driven.

Flexible approach to work and working hours