

Job Description

Directorate:	Children's Services	
School:	Schools	
Post title	Community and Leisure Supervisor (AA3649)	
Evaluation	472 Points	Grade: N6
Responsible to	Director of Support	
Responsible for	All leisure staff employed within the centre	
Job purpose	To assist with the overall management, development and administration of the sports centre and to control all aspects of the facility's operation on a day-to-day basis.	
Main Duties:	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.	
1	To be accountable to the Director of Support for ensuring the effective day-to-day operation of the facility, including the supervision of staff and customers and the operation and control of equipment.	
2	To advise, support and assist the Director of Support in the development of an affective programme of activities within the facility.	
3	To ensure appropriate equipment, facilities and services are available for the implementation of the activity programmes in liaison with Facilities Management.	
4	To assist the Director of Support in the control of expenditure and income so maximizing the efficiency, effectiveness and economy of the facility, keeping and analysing such records as required.	
5	To ensure a high quality of service for all customers including dealing with matters raised, either directly or by reference to the Director of Support.	
6	To ensure adequate security and safety is maintained at all times, providing direct supervision if necessary.	
7	To monitor the quality of work of any subcontractors, reporting any relevant matters to the Director of Support.	
8	To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.	
9	To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.	
10	The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.	