

JOB DESCRIPTION

JOB TITLE: Assistant Manager

SECTION: AURA Community and Leisure

REPORTING TO: Development Manager

MAIN PLACE OF WORK: Walbottle Campus

Primary Function of Role

- Management of the staff to ensure the smooth running and operation of the facilities.
- Management of the sports & leisure facilities, during community time.
- Responsible for ensuring that high standards of customer services are met and maintained on a daily basis.

Responsibilities:

- Ensuring a high standard of cleanliness is maintained throughout the building especially in the changing rooms, sports hall and gymnasium including cubicles, showers, toilets and drains.
- Ensuring general cleaning and labouring duties are completed and assisting where necessary with the maintenance of plant and equipment.
- Ensuring staff are suitable trained and training record maintained.
- Ensuring that the appropriate equipment is set out at the right time and in the correct places (both indoor and outdoor) and that such equipment is immediately returned to the appropriate storage area after use.
- Maintain an asset register to ensure that all equipment is in good order and accounted for. Reporting to the line Manager any damage to equipment or fabric of the buildings.
- Ensuring all operations are carried out as detailed within operating procedures and appropriate Health and Safety regulations.
- Responsible for own Health and Safety and the Health and Safety of others
- Maintaining a vigilant attitude to security both in and around the buildings at all times.
- Ensuring that users vacate the facilities at the correct time.
- Dealing with third party enquiries in an efficient and courteous manner.
- Responsible for maintaining and developing relationships between FM provider and School staff.
- Attend monthly 'community use' meetings
- Any other reasonable duties that the senior staff determine.

PERSON SPECIFICATION

JOB TITLE:	Assistant Manager
SECTION:	
REPORTING TO:	Development Manager
MAIN PLACE OF WORK:	Walbottle Campus

	<u>Essential</u>	<u>Desirable</u>
Attainments/Qualifications	<ul style="list-style-type: none"> • Good general education i.e.: min of 5 GCSEs including Maths and English 	<ul style="list-style-type: none"> • First aid at work qualification
Previous Experience	<ul style="list-style-type: none"> • Working in a customer service environment including dealing with members of the public 	<ul style="list-style-type: none"> • Experience of work at a gymnasium/sports hall or other leisure environment
Training and Specialist Skills	<ul style="list-style-type: none"> • Keen interest in sport and leisure • Health and safety awareness • Ability to work in a team • Ability to work with minimum supervision 	<ul style="list-style-type: none"> • Manual handling training • Security training
Disposition	<ul style="list-style-type: none"> • Pleasant and cheerful manner • Flexibility, as the post holder may be called upon to help in other areas around the school 	
Exceptional Physical Requirements	<ul style="list-style-type: none"> • To handle heavy sports equipment. N.B. Health and Safety regulations will apply. • Available to work unsociable hours as part of normal duties 	
Circumstances	<ul style="list-style-type: none"> • N.B. Suitable breaks in line with Health and Safety regulations will apply. 	

OTHER REQUIREMENTS OF THE JOB

- Must be prepared to work unsocial hours and additional hours to cover for other staff due to holidays and sickness etc.
- Physically fit and capable of heavy lifting
- Flexible attitude to work
- Regularly attending training