

**SPORTS CENTRE
MANAGER
JOB
INFORMATION**



RGS



RGS

SPORTS CENTRE MANAGER

Newcastle upon Tyne Royal Grammar School

Required as soon as possible.



THE POSITION

We have an exciting opportunity for an enthusiastic, efficient, and organised individual to join the school in this pivotal role. The Sports Centre Manager is responsible for the overall management, operation, and development of the RGS sports facilities. This includes ensuring the highest standards of health and safety, customer service, and facility maintenance across all areas including the climbing wall, swimming pool, sports hall, fitness studios, Astroturf, grass pitches, and any future facility development, whilst contributing to maximising profit from commercial non-school activities.

The role would be ideal for someone with excellent organisational and communication skills who is able to work effectively with a variety of key stakeholders. Applications are especially sought from individuals with management experience within a leisure facility.

The successful candidate will work to support the efficient day-to-day running of the school's Sports Centre and facilities alongside teaching staff and support staff.



Job Description: Sports Centre Manager

Closing Date: 9.00am Monday 29th July 2024

Contact: Angela Ponton (Director of Sport) a.ponton@rgs.newcastle.sch.uk



THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



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THE SPORTS DEPARTMENT

The RGS Senior and Junior Schools offer a fantastic range of sports to students through curricular PE and swimming, timetabled games and co-curricular sports. All students are encouraged and have multiple opportunities to represent the school and sport offers opportunities at all levels. Staff are mainly multi-disciplined and work with teams across a full range of sports and all age groups.

The sports facilities include five full-size grass pitches (one on-site and four a short 5-minute walk), a six-lane 25-metre swimming-pool; two sports halls; an Astor-turf hockey pitch; a climbing wall; netball courts; tennis courts; strength and conditioning studios; dance facilities; a designated PE/sport classroom and changing-rooms to accommodate all the school's foreseeable sporting needs. For cross-country running both Senior and Junior Schools use the adjoining Exhibition Park and Town Moor. For cricket, the school leases the Jesmond cricket ground, a 5-minute walk from the main school, and we regularly use the Northumberland Lawn Tennis club for tennis, squash and badminton facilities.

All year groups have a games afternoon every week, giving the opportunity for all students to be involved in a comprehensive programme, as well as to play in fixtures. Students in Years 7 to 9 get one hour of timetabled PE a week, and an hour of swimming every fortnight. In Years 10 and 11 they get one hour of PE, or swimming on a rotation each week. Alongside curricular PE, swimming and games, the department delivers AQA A level and GCSE PE and Sports Leaders Qualifications.



In sport we want all students to participate, whilst also striving to be the best they can, and there are inter-house competitions and school teams for rugby, hockey, football, netball, cross-country running, swimming, cricket, rounders, athletics, basketball, badminton, squash, tennis, athletics and gymnastics. The sports co-curricular schedule is busy and clubs in various sports run, before, during and after school mid-week and sometimes on a Saturday morning. Fixtures are played mid-week and on Saturdays where we can travel further afield to take on suitable competitive fixtures. Teams compete at all levels; our facilities are very busy!



PEOPLE

The Senior and Junior school Sports Department has eleven full-time and two part-time members of staff, alongside a full-time swimming teacher who works across the Junior and Senior School. Alongside this role we employ a Sports Centre Assistant, Sports Administrator and annually two Sports Graduates. Specialist coaches visit the school to deliver certain activities and strengthen the provision in our major sports alongside staff outside the department.



MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of Sport, the Sport Centre Manager's overall responsibilities are not limited to, but will include:

Efficient Day-to-Day Operations

- Ensure the smooth and efficient daily operations of the school's Sports Centre and associated facilities, maintaining high standards of service and functionality.

Safe and Productive Environment

- Create and maintain a purposeful, productive, and safe working environment for all sports activities.
- Ensure that all facilities are conducive to optimal performance and enjoyment.

Compliance with Health and Safety Standards

- Demonstrate a commitment to health and safety by ensuring that all facilities are used in accordance with the school's Health and Safety documentation, other relevant legislation and regulations for students, staff, and external lettings.
- Adhere to safety protocols relevant to the climbing wall; the successful candidate will receive specialised training to ensure safe and effective maintenance practices.
- Assist in the safe operation of the swimming pool by ensuring that all relevant documentation, including the Pool Safety Operating Procedures (PSOP), is up to date and meticulously maintained.





Facility Maintenance and Security

- Ensure all sports facilities are kept in good order, secure, and safe for use. Regularly inspect and maintain facilities to meet the highest standards of safety and cleanliness.

External Lettings Compliance

- Collaborate with the Sports Administrator to ensure external lettings adhere to relevant requirements and health and safety legislation.
- Oversee the setup and clearance of equipment for external users to ensure smooth operations.

Equipment Maintenance and Safety

- Ensure all sports equipment is in safe condition, properly maintained, and replenished as needed.
- Conduct regular checks and coordinate repairs or replacements when necessary.
- Work closely with the teacher in charge of climbing to ensure all equipment is regularly inventoried, maintained, and safety checked. This collaborative effort is crucial for maintaining high safety standards and ensuring all climbing activities are conducted in the safest manner possible.

Staff Development and Training

- Support staff in their professional development and training to ensure they deliver expected performance outcomes and maintain relevant qualifications.
- Facilitate ongoing learning and skill enhancement opportunities.
- Ensure teaching staff have up to date and appropriate lifesaving and first aid qualifications.

Sports Centre Rota Management

- Alongside the Director of Sport, produce and maintain the weekly Sports Centre rota to ensure sufficient resources are available for planned activities.
- Ensure optimal staffing levels for all events and activities.

Cleaning and Maintenance Coordination

- Work closely with the Head of Facilities and Estates to address cleaning and maintenance requirements, ensuring a hygienic and well-maintained environment.
- Conduct frequent inspections and maintenance checks of all fitness equipment, including lifting platforms, free weights, and cardiovascular endurance machines.
- Ensure that all equipment is in proper working condition, clean, and safe for use.
- Address any issues promptly by coordinating repairs or replacements as needed.
- Implement a system for regular deep cleaning and sanitation to ensure a hygienic environment for all users.



Reception Services

- Ensure a welcoming reception service for all users, spectators, and visitors.
- Provide excellent customer service and address inquiries or issues promptly.

Curriculum Support

- Assist with the preparation and provision of equipment and resources for curriculum lessons, including setting up and clearing away equipment and rotating seasonal gear as needed.

Sports Department Support

- Where necessary, work with the Sports Administrator to support the sports department in ordering equipment, booking relevant transport and accommodation for fixtures and tours, using the relevant school's systems.

Facility Allocation and Inspection

- Allocate and regularly check changing rooms, shower/toilet areas, and lockers to ensure they are clean, functional, and well-maintained.

Medical and Laundry Facilities

- Supervise the Sports Centre's medical and laundry facilities to ensure they are adequately stocked, clean, and operational.

SAFEGUARDING

- To demonstrate a personal commitment to safeguarding students and colleagues' wellbeing.
- To ensure any safeguarding concerns or incidents are reported appropriately and in line with the RGS safeguarding policies.
- To comply with all safeguarding policies and procedures and the RGS Staff Code.

OTHER

- Participate in training and other learning activities as required and participate in appraisal and professional development.

PERSONAL QUALITIES

Essential

- An enthusiasm for sport in general and a good working knowledge of a wide range of sports and the associated equipment/facility requirements.
- Being well organised, be flexible and respond quickly to changing demands, able to schedule and prioritise work, be flexible and respond quickly to changing demands.
- An ability to work alone, show initiative, and work as a member/leader of a small team.
- Enthusiastic and motivated.
- Be physically fit – for lifting and moving equipment, responding to any problems.
- Be able to swim- for safety while working at the pool edge.
- A customer-orientated approach to all stakeholders.
- An ability to enthuse and support other team members, including mentoring and training junior staff.
- An understanding of, and commitment to, the special needs of working with young people. These include safeguarding, health and safety, security and handling confidential information at times.
- The ability to develop systems for logging and managing ongoing maintenance of facilities and equipment.

Desirable

- Ideally, an understanding of the workings of a school or college.
- Knowledge of iSAMS, our school management information system.





QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Previous experience in a similar role is desirable, but not essential. The Sports Centre Manager should demonstrate the following qualifications/skills and qualities:

ESSENTIAL

- A valid Royal Lifesaving Society (RLSS) National Pool Lifeguard Qualification (NPLQ) or equivalent.
- Trainer Assessor (TA) certificate or equivalent.
- National pool plan operator certificate, or significant experience of operating pool plan and a willingness to undertake this qualification.
- First Aid at Work Qualification.
- Highly organised, with the ability to be flexible and effectively manage your own workload, multitask, and work in a fast-paced environment.
- Excellent IT skills, including proficiency in the use of Office 365 including Microsoft Excel, Word and Outlook essential.
- Excellent verbal and written communications skills.
- Experience of working in a sports/leisure centre, including supervisory responsibilities

DESIRABLE

- Previous experience working in an educational environment.
- Climbing wall instructor qualification

LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

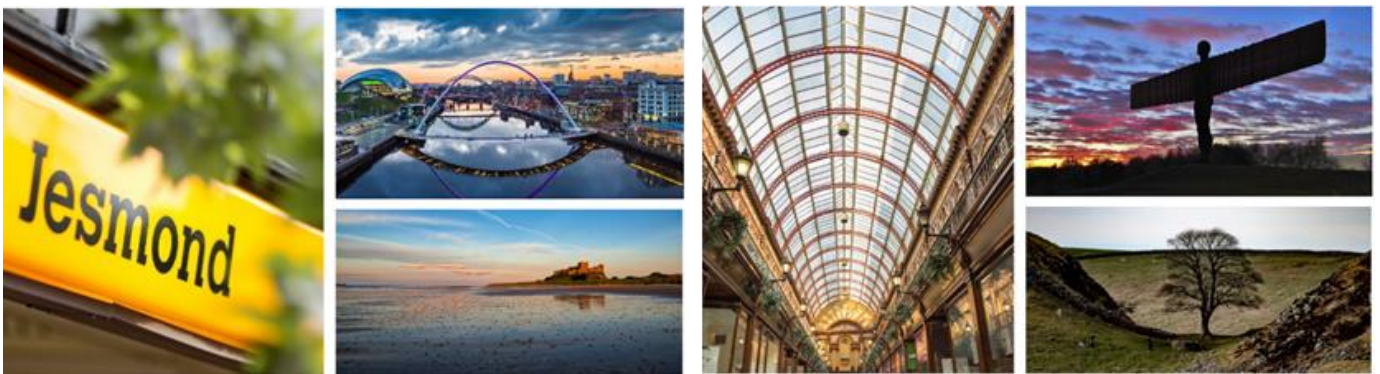
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- Start date: as soon as possible pending completion of the successful candidate's pre-employment and safeguarding checks and candidate availability.
- The post will report to the Director of Sport and work with colleagues from across the Sports Department and the wider school.
- This is a full-time, full year, permanent role with the school.
- The successful candidate will be required to work all staff training days throughout the academic year.
- The successful candidate will also be expected to work the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year).
- The successful candidate may also be required to work limited special events e.g., RGS Day and Open Day, with advance notice being given by the school.
- The normal working hours for this role are 40 hours per week, on agreed shift patterns that will include Saturdays and some Sundays. Hours of work could therefore vary but would generally not be before 7.00am or after 10.00pm.
- A starting salary will be in the range of c£28-30k gross per annum, however the actual salary will reflect the experience and skills offered by the successful applicant.
- RGS staff salaries are reviewed on 1st August each year.
- The school offers a generous annual leave entitlement of 31 days plus Bank Holidays for all year-round support staff.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.

WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.



- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made in the first instance to Angela Ponton (Director of Sport). For an informal chat about the post, contact Angela Ponton on 0191 281 5711 or email a.ponton@rgs.newcastle.sch.uk.

Please note that response times may be delayed during the school holidays. General enquiries can also be sent to jobs@rgs.newcastle.sch.uk.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 29th July 2024

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body.

We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian and ethnic minority heritage as well as White heritage.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



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