



Job Profile

Broadwater is committed to safeguarding and promoting the welfare of its students and expects all staff to share this commitment. The School is an equal opportunities employer.

This profile recognises the demands of the current Pay and Conditions regulations.

Salary grade:
Hourly rate – Age dependent

Hours per week: Zero Hour Contract **Weeks per year:** 52
Times by arrangement

Job title: Duty Manager

Accountable to: Sports Centre Manager

Job purpose: To lead designated shift(s) and ensure all necessary work has been completed so that the Sports Centre is fully functional. Work closely with Sports Centre Manager and undertake any tasks that have been set out.

Manage workload effectively between Duty Manager and Sports Assistant to meet the needs and demands of the Sports Centre

To work closely with clients to ensure a high level of customer satisfaction.

<i>Key Tasks</i>	
Main duties	<p><u>Admin</u></p> <ul style="list-style-type: none"> • Ensure all emails are answered in a timely manner • Respond to all voicemails • File relevant documents when required • Ensure booking system is fully up to date • Complete a regular income summary and any reports included • Ensure any first aid incidents are recorded in the 'Accident Report Form'

	<p><u>Customer Service</u></p> <ul style="list-style-type: none">• Ensure rooms are set up and ready for the relevant booking(s) & put back how the room was found (or tidier)• Show potential new members round the facility and make them aware of membership options• Visual risk assessment of all areas of the facility and remove any potential hazards• Ensure the Sports Centre is clean and tidy and that regular cleaning slots are adhered to
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Health and Safety: To maintain high standards of Health, Safety & Welfare at work and take reasonable care for the health and safety of others.

General Conditions: This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of Broadwater School.