



DEAN CLOSE FOUNDATION

Post:	Sports Facilities Manager
Line Manager:	Director of Sport
Hours of Work:	40 hours per week split over 5 days, 40 weeks per year - term time plus one week before the start of each term.
Salary:	£18,500-£20,000 per annum
Start Date:	As soon as possible
Location	Sports Hall, Dean Close School

The Role

To support the Dean Close School Sports Department & Commercial activity by overseeing the use of the Dean Close Sports facilities. The primary role is to manage the sports facilities within the sports hall and the pavilion as well as taking responsibility for the sports kit and equipment in conjunction with the Sports Department and DCSL.

Duties

- Whilst it may vary, a typical term time week looks as follows:
Monday 10:00-18:30
Tuesday 13:00-22.15
Thursday 13:00-22.15
Friday 17:15-22:15
Saturday 10:00-19:00
- Carry out reception work: dealing with visitors & hirers using, sports hall and changing rooms, responding to hirer's and visitors enquiries
- To oversee the crossover of use between school and external lets
- Ensuring the facilities are ready for use & setting up of equipment
- To ensure the sports facilities are safe, clean and presentable at all times
- Administer first aid in case of an incident
- Locking the site & securing the building
- Reporting of maintenance issues in order to maintain the commercial lets operation and standards
- Managing kit and equipment for school activity
- Supporting our boarding community on the evening that the role is on duty.
- Undertake any other duties and responsibilities, commensurate with the grade of the post, properly directed by the line manager or other senior management

Person Specification

- Able to work unsocial hours and possess a flexible attitude towards work
- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach

- Ability to communicate effectively with all colleagues
- Have the ability to stay calm under pressure
- Strong desire to improve knowledge
- Polite & well mannered

Terms and Conditions

- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.