

**JOB SPECIFICATION**

**Job Title:** Fitness Centre Manager

**Reports to:** Director of Sport

**Responsible for:** Fitness Centre Assistants

 Lifeguards

 Fitness Centre Class/Course Instructors

**Job Purpose**

To have day-to-day responsibility for the management of the School’s Fitness Centre in accordance with the direction set by the School.

**Main Duties and Responsibilities (in order of importance)**

1. Be responsible for the efficient and effective management control, organisation and administration of the fitness centre and its staff.
2. To produce operational budgets and income projections for the approval of the Director of Finance & Operations and to ensure that those projections are achieved.
3. To be responsible for the programme of use in the Fitness centre including liaison with appropriate user groups i.e. the members, PE department (liaising with the Director of Sport), clubs and organisations.
4. Review and develop the marketing of the fitness suite, establishing ways of extending the programmes with the resulting increase in income generation and widening of the services provided.
5. To develop and administer the appropriate systems required for the effective functioning of the Facilities to include:
	1. Membership administration
	2. Facility resources and booking systems
	3. Operating guidelines to cover all areas
6. To implement and control Health and Safety at Work codes including:
	1. Current Policy statements for all areas
	2. Current Risk Assessment for all areas
	3. Adequate first aid cover is provided to ensure that the use, handling and storage of chemicals conform to current regulations.
	4. Normal and Emergency operating procedures are clearly detailed, implemented and monitored.
	5. Fire and Emergency evacuation procedures are detailed and implemented as required
7. To ensure compliance with all financial procedures including:
	1. Cash handling and daily banking
	2. Pay in of funds received
	3. Invoicing for bookings
	4. Processing of expenditure for all areas
	5. Raising purchase requisitions
	6. Accurate records are maintained for detailed reporting on income, expenditure, usage and capacity and supplied to the Director of Finance and Operations
8. To maintain effective communication systems for the reporting of defects in equipment, building fabric and fixtures, etc. liaising with the school Facilities Manager
9. To work a shift system where appropriate (including evening and weekend work).
10. To solicit feedback from all users and to set new targets based on this feedback.
11. To ensure that regular and special cleaning schedules are developed and implemented, which may include supervision of contract cleaners or school cleaners in liaison with the Facilities Manager.
12. To ensure on-going training and staff development.
13. To ensure members and external clients using the facilities are supervised at all times, including the responsibility for the safety of all equipment.
14. To develop a staffing plan including staff rotas and the recruitment of staff. To design and present induction programmes for new members of staff.
15. To ensure compliance with all personnel procedures: issuance of contracts (in liaison with the Office Manager), submission of staff time sheets, leave requests, sickness records etc.
16. To be responsible for ensuring all facilities are safely and properly prepared for use as scheduled.

All school staff are expected to:

1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
2. Support and contribute to the school’s responsibility for safeguarding students.
3. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors
4. Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
5. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
6. Engage actively in the performance review process.
7. Adhere to policies as set out in the GDST Council Regulations, ORACLE and GDST circulars.

h. Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

**Person Specification**

*Essential qualifications and attributes:*

* Experience as a Sports/Leisure Facilities Manager
* Relevant professional membership, e.g. Chartered Institute for the Management of Sport and Physical Activity
* Proven leadership, management and communication skills
* Excellent IT Skills

*Desirable qualifications and attributes:*

* Experience of working in a large school
* Business management/administration and/or sports management qualification
* First Aid at work