



REGIONAL COMMUNITY SPORTS CENTRE SUPERVISOR JOB DESCRIPTION

LOCATION: The Oldham Academy North Sports Centre

REPORTING TO: Regional Community Sports Centre Manager - Manchester

RESPONSIBLE FOR: The successful applicants will supervise for the Community Sports Manager ensuring that standards of the facilities are maintained to the highest level

Role Purpose:

The Oldham Academy North is a successful school with an equally successful Sports Centre within the E-ACT chain of academies and has an established client base. With solid foundations in place we are strategically looking for further growth and we have the opportunity to launch a mini-gym / circuit room to further expand the business and have recently acquired equipment having secured funding.

Key Accountabilities:

Reporting to the Regional Sports Centre Manager, this post holder will be accountable for:

1. In the absence of the Sports Centre Manager the Supervisor will lead on maintaining cleanliness and setting up of activities in the following areas: 3G pitch, MUGA, grass pitch, dance studio, sports hall and activity studio. The successful applicant must be familiar with such facilities.
2. Promoting usage within the community and developing this area of our community work via social media, leaflet drops and other marketing areas
3. Be comfortable in running in-house sessions such as birthday parties / multi sports sessions / various sporting activities – training will be provided where required
4. Sustainable ability to work flexible hours including late evenings (up to 10.00pm) at short notice, weekends and academy holidays, such as Easter and half term across both sites
5. Work collaboratively with the Regional Sports Centre Manager in developing relationships with local sports providers

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6. Engage with potential and current Sports Centre customers regarding bookings, expanding the Sports Centre with the introduction of new classes, resolving conflicts and act as a point of contact
7. Advocate at all times E-ACT's culture and ethos

Culture

- Responsible for the Health and Safety, security and welfare of self and colleagues in accordance with E-ACT's policies and procedures, reporting all concerns to an appropriate person.
- Responsible for working in accordance with E-ACT's policy relating to the promotion of Equality, Diversity and Inclusivity

PERSON SPECIFICATION

Whether you're a 3 year old in nursery learning to explore the world around you, an 18 year old preparing to go to university, a new teacher understanding the demands of the job, a Head Teacher leading the learning in your academy, a member of the regional team ensuring efficient and effective operations or a trustee scrutinising and challenging the CEO, we want every single person within E-ACT to be driven by three core values:

- We want everyone to **think big** for yourselves and for the world around you;
- We want everyone to **do the right thing** in everything you do, even when this means doing something that's hard, not popular or takes a lot of time;
- We want everyone to show strong **team spirit**, always supporting and driving your team forward

We really believe that if we all do the right thing, support our teams and we all think big, believe big, act big, then the results will be big too!

This means that if you want to be part of E-ACT, you need to be able to embrace and embody these values in all that you do.

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OUR VALUES

Thinking Big	<ul style="list-style-type: none"> • Show energy, enthusiasm and passion for what you do • Demand the highest quality in all that you do, and in the work of your team • Willing to champion new ideas and think beyond the status quo • Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better • Be open to new ideas and change where it will have a positive impact on the organisation • Show a willingness to embrace different ideas and ways of thinking to improve E-ACT • Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work • Commitment to self-development, and developing your wider Team • Ability to self-reflect on yourself, your performance, and to think about how this could be improved further • Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none"> • Have integrity and honesty in all that you do • Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work • Take responsibility and ownership for your area of work • Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils • Be transparent and open • Be resilient and trustworthy • Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none"> • Understand how you can have a greater impact as a team than you can as an individual • Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission • Recognise that everyone is important within E-ACT, and show an ability to build strong working relationships at every level • Recognise and celebrate the success and achievements, no matter how small, of your colleagues • Be generous with sharing your knowledge to help to develop others • Understand and be willing to receive suggestions and input on your area of work from others • Support your colleagues, even when this means staying a little later, or re-prioritising some of your work

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	<ul style="list-style-type: none"> • Be aware of other peoples' needs and show an ability to offer genuine support • Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams
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KNOWLEDGE, EXPERIENCE & SKILLS

Requirement
E – Essential

Assessed at
A – Application Stage

D – Desirable

I – Interview Stage

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge	Educated to GCSE standard (Minimum 5 GCSE's incl. English and Maths)	X		X	X	
	First Aid trained		X	X	X	
	Ability to run in-house multi-sports based sessions		X	X	X	
Experience	Experience of working in a Sports Centre environment (minimum 12 months)	X		X	X	X
	Experience of customer facing environment	X		X	X	X
Skills	Excellent communication skills, both verbal and written	X		X	X	X
	Able to demonstrate a flexible working approach	X		X	X	X
	Able to operate in a fast-paced customer facing environment	X		X	X	X

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