



Job Description		
Job Title	Duty Manager (BB Sports Ground)	
Responsible to	Sports Ground Centre Manager	
Department	Cross-College Commercial Operations	
Purpose of job and primary objectives	<ul style="list-style-type: none"> <li>Being the main point of contact and operational lead for all areas of the Sports Ground for school &amp; commercial users</li> <li>Supporting senior staff in the operational delivery of the Sports Ground facility</li> </ul> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>To manage dual usage of facilities between school and commercial bookings</li> <li>To support the Centre Manager with income reports and analysis, to manage centre users payments &amp; debtors, to control IT and Legend systems, stock control, manage purchases &amp; orders and liaise with centre users on a day to day basis.</li> <li>To assist with the operations of the centre and become acting first point of contact when required and to support holidays, illness, functions, tournaments etc.</li> <li>To maintain the presentation of the site to a high standard at all times</li> <li>Operational responsibility for all aspects of the Sports Ground operations including Health &amp; Safety</li> <li>Responsibility for overseeing all casual staff while on shift</li> <li>Day to day operation of the Legend Leisure Management system including payments, bookings and reports</li> <li>Delivery of a professional communication standards through telephone and email correspondence</li> <li>To ensure all Normal Operating Procedures (NOP) are followed and if required Emergency Action Plans (EAP) are actioned</li> <li>To work in other areas of the Cross-College Commercial Operations department as business needs require. To include operational support and shift coverage within the Sports Centre, Redgrave Theatre</li> <li>To manage the stock ordering, handling and liaising with suppliers.</li> <li>To take a lead role in developing and operating all leagues, tournaments and functions.</li> <li>Being a primary key holder, named on alarm list and ensuring the building is secure at all times particularly when not in use.</li> </ul>	
<b>What we are looking for:</b>		

	<p><b>Key Traits:</b></p> <ul style="list-style-type: none"> <li>● A confident, well rounded individual with a passion for sport, who is keen to work as part of a small team in a co-educational/commercial environment.</li> </ul>	
	<p><b>Key Qualifications:</b></p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>● Sports/Leisure based qualification, ideally to Degree level</li> <li>● First Aid at work qualification</li> <li>● Sports coaching/Referee qualification</li> <li>● Bar related qualification</li> </ul>	
	<p><b>Knowledge &amp; experience required:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>● A strong knowledge of the sports &amp; leisure industry</li> <li>● Understanding and appreciation of the importance of excellence in customer care, and experience of dealing with difficult situations</li> <li>● A passion for sport</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>● Knowledge of Health &amp; Safety legislation within the leisure/education industry</li> <li>● Knowledge of Safeguarding in an education environment</li> <li>● Previous experience of working within the sport and leisure industry</li> <li>● Experience of Legend Management System</li> <li>● Bar experience</li> </ul>	
	<p><b>Skills Required:</b></p> <ul style="list-style-type: none"> <li>● <u>Essential:</u></li> <li>● A passion and desire to drive the business forward. Commitment to working within the School's Safeguarding Policy and Procedures.</li> <li>● Commitment to high standards and expectations.</li> <li>● High levels of professional integrity, energy and enthusiasm.</li> <li>● Flexibility to undertake any role within the department.</li> </ul>	
Special working conditions	The job is based in the Abbots Leigh area of Bristol so own transport is desirable as this post will require working on a shift pattern.	

## Other general responsibilities:

### **Values and behaviours**

- Uphold Clifton College's values
- Act as a role model for all Clifton employees
- Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment

### **Equal Opportunities**

- Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.

### **Safeguarding**

- Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

### **Health and Safety**

- Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.

### **Professional Development**

- Maintain and update your own knowledge and skills in line with legislation and the needs of the role.