

<b>Job Title</b>	<b>Relief Sports Centre Duty Manager</b>
<b>Job Family</b>	<b>Enterprise</b>
<b>Line Manager</b>	<b>Sports Centre Manager</b>
<b>Key Stakeholders/Internal Customers</b>	Enterprise team, Sports Centre staff, School Sport staff, customers and members
<b>Hours</b>	This is a casual 0-hour position. Hours will be between 05:00 and 22:30 Monday-Sunday
<b>Contract Type</b>	AYR
<b>Holidays</b>	This is a casual role
<b>Location</b>	Repton
<b>Salary</b>	£14.11/hr + holiday pay
<b>Benefits</b>	
<b>Role Overview</b>	
<p>The Relief Sports Centre Duty Manager provides operational leadership and management cover across the Sports Centre on a flexible, as-required basis. Acting as the senior person on duty, the role holder is responsible for the safe and effective operation of all facilities, including the swimming pool, ensuring full compliance with health, safety and safeguarding requirements. The postholder oversees staff, customer experience and day-to-day operations, maintaining high standards in line with Repton's values and operational expectations.</p> <p>The role requires the postholder to hold a valid National Pool Lifeguard Qualification (NPLQ) and to be competent in supervising pool operations, responding to incidents and ensuring safe bather management at all times.</p>	
<b>Role Responsibilities</b>	
<b>Key Roles and Responsibilities</b> <b>Operational Management</b> <ul style="list-style-type: none"> <li>Act as the on-duty manager during assigned shifts, taking responsibility for the safe operation of the Sports Centre</li> <li>Open and close the facility in accordance with agreed procedures</li> <li>Ensure facilities are set up appropriately for programmed activities, lessons, clubs and events</li> </ul> <b>Health, Safety and Compliance</b> <ul style="list-style-type: none"> <li>Maintain a safe environment for pupils, members, staff and visitors</li> <li>Ensure compliance with health and safety legislation, including emergency procedures and incident reporting</li> <li>Respond effectively to incidents, accidents and emergencies, escalating where required</li> </ul> <b>Staff Supervision</b> <ul style="list-style-type: none"> <li>Supervise and support front-line staff, including lifeguards and reception teams</li> <li>Ensure staffing levels and qualifications meet operational and safeguarding requirements</li> <li>Provide clear direction during busy periods or operational challenges</li> </ul> <b>Customer Experience</b> <ul style="list-style-type: none"> <li>Deliver a high standard of customer service at all times</li> <li>Act as a point of contact for customer queries, feedback or complaints, resolving issues professionally</li> <li>Support a welcoming and inclusive environment for all users</li> </ul> <b>Safeguarding</b> <ul style="list-style-type: none"> <li>Uphold Repton's safeguarding policies and procedures</li> <li>Act appropriately on any safeguarding concerns, reporting in line with school guidance</li> </ul> <b>Facilities and Programme Support</b> <ul style="list-style-type: none"> <li>Monitor facility condition and report maintenance or operational issues</li> <li>Support the smooth running of lessons, club usage, external hire and events</li> <li>Liaise with other departments as required to ensure operational excellence</li> </ul> <b>Standards and Values</b> <ul style="list-style-type: none"> <li>Always Represent Repton School and Repton Enterprises professionally</li> </ul>	

## Person Specification

### Essential:

- Valid National Pool Lifeguard Qualification (NPLQ)
- Understanding of health and safety requirements within a sports or leisure environment
- Experience working in a sports centre, leisure facility or similar operational environment
- Experience dealing with customers, including handling issues or incidents professionally
- Experience operating within safeguarding and compliance frameworks
- Strong operational awareness and ability to act as the senior person on duty
- Ability to remain calm and decisive during incidents or emergency situations
- Good communication and interpersonal skills
- Commitment to safeguarding and promoting a safe environment for children and adults
- Flexibility to pick up shifts at short notice, including early mornings, evenings and weekends
- Willingness to work across a varied rota depending on operational need

### Desirable:

- Knowledge of PWTAG guidance and leisure industry best practice
- Previous experience in a duty management or supervisory role
- Full UK driving licence, to support flexible working across shifts and locations

## Other Important Information

### Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep. Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

### Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

### Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the school may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

### Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at [Safeguarding Children and Child Protection Policy-2535.pdf](#)



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