



Bancroft's Enterprises Ltd

Bancroft's School Sports Centre

Bancroft's Enterprise's Ltd Casual Duty Manager – Role Profile

Bancroft's School Sports Centre is modern facility and an outstanding dual use, purpose built sports complex. This stunning complex is open to external organisations to hire outside of regular school hours and during the holidays. The facilities include a Sports Hall, Swimming Pool, Tennis Courts and classrooms.

Tasks and Responsibilities:

- Promote a customer-focused environment, generating excellent public relations and customer care
- Implement the highest standards of conduct and represent the School in an appropriate manner at all times with courtesy and regard for others
- Ensure housekeeping procedures are maintained through active participation and supervision
- Operate the building and supervise users in accordance with the Normal Operating Procedures, Emergency Actions Plans, and Health and Safety and Child Protection Policies
- Undertake any other appropriate tasks as requested by the Sports Centre Manager

Specific Duties of the Duty Manager:

- Maintain security of the Centre including unlocking and locking the facility
- Ensure daily operating procedures are adhered to
- Monitor activity, ensuring it is carried out in a safe manner
- Report any maintenance or building issues in the appropriate manner and ensure they are followed up
- Act as the main point of call for all visitors to the school site
- Respond in a professional manner to any issues arising whilst managing the School Site

This list is not designed to be exhaustive and each individual is expected to carry out other appropriate duties that enable the Company to successfully achieve the aims of the business.

Job Specification:

A successful application will:

- Have a flexible approach to working hours; which will exclusively be evenings and weekends
- Completed a full DBS check and attended Child Protection Training
- Consider customer service a high priority and be able to engage with customers
- Be IT literate and have the ability to work autonomously
- Be comfortable having full responsibility for all members of public on the school site and acting as the first responder in any emergency situation

Job Type: Part-time, Casual

Salary: BEL offers a competitive salary