



# WESTONBIRT

## — SCHOOLS —

### Westonbirt Leisure Duty Manager

#### OVERVIEW

---

The Duty Manager position will ensure the efficient operation of the department within Westonbirt Leisure brand including but not limited to the Sports Centre in compliance with local and national legislation.

#### RESPONSIBILITIES

---

- Awareness and compliance of Health & Safety in accordance with best practice and legal requirements.
- Awareness and duty performance in accordance with the processes and procedures detailed in the Normal Operating Procedures, Emergency Action Plan and Specific Incident Management Pack.
- Maintain, promote and record a weekly schedule of health and safety checks, in accordance with the weekly inspection sheet.
- Promote and perform a working environment that is in accordance with detailed Risk Assessments, highlighting areas of improvement or concern at the earliest opportunity, in writing, to the Finance Director.
- Ensure the safe and efficient operation of the Swimming Pool environment. Adhering to all recommendations outlined in the documents Managing Health and Safety in Swimming Pool and PAWTAG.
- Perform and record daily pool testing in accordance with the guidelines documented in the NOP.
- Promote and provide an environment that is clean, safe and comfortable for members, guests and visitors to Westonbirt Sports Centre.
- Particular attention must be paid to cleaning and servicing the needs of members and guests to include (but not limited to); Floors, walls, toilets, sinks, mirrors, drains, doors, paper towel products, soap and shoe cover dispensers.
- Daily cash up of the till and security of monies received in accordance with the procedure detailed in the NOP.
- Maintain proactive and effective communication with all customers.
- Responsibility for ordering supplies for the Leisure Centre.

#### PERSON SPECIFICATION

---

##### Desirable

- First Aid at Work Qualification

- Holder of Pool Plant certificate
- Sales experience within the Leisure / Hospitality industry.
- Coaching certificates
- Qualified to GCSE / A Level standard
- Experience of working within a school environment
- Safe recruitment certification
- Evidence and investment in personal development
- Fitness Training Certificates
- Swim Teacher Level 2

### Essential

- At least 2 years leisure industry experience (may be part time)
- Confident communicator at all levels.
- Evidence of success as an individual and as part of a team,
- Flexible approach to working hours
- RLSS lifeguard qualification holder

### **TERMS**

---

We are looking for full time or part time applications, to support the operations of the school leisure centre which operates 7 days per week between the hours of 6.30am to 10pm.

Salary up to £24,000 FTE