



JOB DESCRIPTION

Post Title: Sports Hub Duty Supervisor

Salary/Grade: £8.46 - £13.68 per hour (Holiday pay included), Depending on age

Location: Kings Community Sports Hub

MAIN PURPOSE OF JOB

The Sports Hub Supervisor is responsible for the day-to-day management of Kings Community Sports Hub in the absence of the Lettings Manager or Sports Hub Manager.

POSITION IN ORGANISATION

Name and position of immediate line manager: Lettings Manager

KEY TASKS AND ACCOUNTABILITIES

- Support the delivery of a varied programme of activities across the gym, studios, sports facilities and school lettings, as directed by the Lettings Manager
- To work with the Manager to promote and market Kings Community Sports Hub using the website, social media, email, campaigns etc
- Undertake outreach work with members /visitors to encourage and promote people participation
- Welcoming customers to the facility and dealing with enquiries
- Responsible for securing the facility at the end of the shift in the absence of the Lettings Manager/ Sports Hub Manager
- Working with other staff members to promote the facilities and drive the growth of gym memberships
- Answering telephone enquiries and administering gym membership enquiries as required
- Operating booking software (gym and lettings).
- Responsible for the Health and Safety and cleanliness of the facility whilst on site
- To undertake any other instructions required by the Manager

Working Time

Casual hours. Variable during opening hours (evenings 4.30pm-10.30pm & weekends 8.30am-5.30pm)

Number of positions available. Hours can be split across applicants dependent upon requirements. (Part-time)

GENERAL INFORMATION

Equality of opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.

Confidentiality and data protection

- To treat all information acquired through employment, both formally and informally, in strict confidence.
- Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

To contribute as an effective and collaborative member of the school team

- Any other duties as reasonably required by any manager of the school.
- Participating in the ongoing development, implementation and monitoring of the business plans.
- Attend meetings as required and make a positive contribution during meetings.

Child Protection

- Being aware of and complying with all safeguarding policies and procedures relating to child protection reporting all concerns to the designated safeguarding lead (DSL) within the School.

General policies and procedures

- Being aware of and complying with policies and procedures, including Health & safety reporting all concerns to an appropriate person/line manager.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The college will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

March 2025

I hereby confirm that I have read and understood the job description provided to me. I acknowledge the roles, responsibilities, and expectations outlined within it. By signing below, I agree to perform the duties as described to the best of my ability and adhere to the standards set forth by Kings College Guildford.

Signature: _____

Printed Name: _____

Date: _____



PERSON SPECIFICATION – Sports Hub Duty Supervisor

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> ▪ English and Maths (GCSE Grade 4 or above) 	*	
<ul style="list-style-type: none"> ▪ Gym Instructor Level 2 		*
<ul style="list-style-type: none"> ▪ Sports Coaching Qualification 		*
Professional Knowledge, Skills and Understanding	Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of working in a sports/leisure environment 		*
<ul style="list-style-type: none"> ▪ Confident in computer software 	*	
<ul style="list-style-type: none"> ▪ Confident in use of social media 		*
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> ▪ Planned and organised approach to workload 	*	
<ul style="list-style-type: none"> ▪ Work accurately and methodically with attention to detail 	*	
<ul style="list-style-type: none"> ▪ Ability to use initiative and prioritise work 	*	
<ul style="list-style-type: none"> ▪ Positive 'can do' approach to tasks 	*	
<ul style="list-style-type: none"> ▪ Keep calm in challenging situations 	*	
<ul style="list-style-type: none"> ▪ Excellent interpersonal skills 	*	
<ul style="list-style-type: none"> ▪ Committed to personal development 	*	
<ul style="list-style-type: none"> ▪ Professional in attitude and appearance 	*	
<ul style="list-style-type: none"> ▪ Excellent record of attendance and punctuality 	*	
Safeguarding Children	Essential	Desirable
<ul style="list-style-type: none"> ▪ Committed to safeguarding and promoting the welfare of children and young people 	*	
Equality of Opportunity	Essential	Desirable
<ul style="list-style-type: none"> • To adhere to and promote college policies on equal opportunities and race equality 	*	

March 2024