

Job title	Sport & Leisure Supervisor (Term Time Only)
Salary	Spine points 8 to 10 (£22,753 to £24,108) inclusive of London Weighting Allowance.
Reports to	Enrichment Manager

Purpose of the job

To provide support to Sport, Leisure and Recreation staff and Students in the use and promotion of the college sports facilities by assisting in the training, supervision and assessment of students and the maintenance of records and equipment.

Main duties

Administrative Duties

1. Regulation of stock control, equipment storage and invoicing.
2. Working with the property and facilities manager to ensure that the facilities are maintained regularly.
3. Contributing to regular updates on the college sports activities through website and social media outlets.
4. Marketing and promotion of the college's sporting events and facilities both internally and externally.
5. Maintaining college equipment through visual and database inspections.
6. Ensuring student feedback and any issues or complaints are dealt with appropriately to enable long-term improvements in products and services.
7. Ensuring the effective and accessible distribution, display and presentation of all promotional material within the MUGA, gym and the college.

Customer Service

1. Managing daily operations ensuring effective, accurate and timely set ups, take downs and changeovers for all college sports sessions and events.
2. Assisting students in their use of the facilities, encouraging maximum usage.
3. Managing the preparation of all areas for specialist sport and wellbeing events as required.
4. Delivering gym inductions, designing fitness, exercise and training programmes, and multi sports coaching.

Health and Safety

1. Routinely carrying out internal and external risk assessments, alongside daily health, and safety checks.
2. Delivering First Aid where required.
3. Managing the facilitation and maintenance of all MUGA and gym areas.
4. Reporting all accidents/incidents and possible hazards.
5. Maintaining, and improving health and safety procedures.