



## WESTMINSTER SCHOOL

### Sports Centre Duty Manager – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to NVQ Level 2 (or equivalent)	Yes	
	First Aid at Work Qualification - to hold on appointment or obtain within the first three months of employment		Yes
	Level 2 Gym Instructors Certificate		Yes
Knowledge/Experience	Experience of day-to-day supervisory responsibility of sports and/or leisure facilities	Yes	
	Understanding of the Health and Safety requirements of a large sports centre	Yes	
	Experience working in an educational environment		Yes
	Knowledge of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	Strong organisational and administrative skills and ability to manage competing priorities	Yes	
	Ability to work independently while contributing effectively to a collaborative team	Yes	

Professional, calm and customer-focused manner	Yes	
Adaptable to changing operational requirements	Yes	
High level of reliability, discretion and sound judgement	Yes	
Excellent communication skills, both written and verbal	Yes	