



WESTMINSTER SCHOOL

Sports Centre General Manager – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to GCSE (or equivalent)	Yes	
	Relevant formal sporting qualifications and certificates in sports training and instruction (e.g. An NQ or NC, SCQF Levels 4-6, in sport and fitness or a similar subject, or equivalent)	Yes	
	First Aid training and/or qualification		Yes
Knowledge/Experience	Experience in a comparative or similar role (e.g. managing a school or commercial Sports Centre)	Yes	
	Experience of working in the education sector		Yes
	Experience of line managing others	Yes	
	Experience of budget management	Yes	
	An in-depth 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 work	Yes	
Skills and abilities	Adaptable to suit the needs of the role	Yes	
	Ensure the health and safety of all who use the Sports Centre, adhering to School Policies at all times	Yes	
	Ability to react calmly to unexpected situations in a positive and efficient manner	Yes	
	Be physically and mentally fit as per the needs of the role	Yes	
	Ability to work autonomously and as part of a team	Yes	
	Promote the use of the Sports Centre within the School	Yes	

Excellent communication skills in English, both written and verbal	Yes	
Proficiency in working with different software applications, including the Microsoft Office suite (Word, Excel, PowerPoint)	Yes	
Demonstrate ability to contribute effectively to the commercial aspects of the Sports Centre, and implement these effectively	Yes	
An enthusiasm for physical fitness and promoting the fitness centre	Yes	