



# Sports Centre Duty Manager & PE Technician Candidate Information

August 2023



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious,** and **Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Kirk Mahon, Sports Centre Lettings Manager [kd@bournside.gloucs.sch.uk](mailto:kd@bournside.gloucs.sch.uk) or Ollie Winterbottom, Head of PE Department on [ogw@bournside.gloucs.sch.uk](mailto:ogw@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9:00am on Wednesday 12 July 2023.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



# CHELTENHAM BOURNSIDE SCHOOL

## PE Technician & SC Duty Manager

**Start date: August 2023**

**Salary: G8 – G20 (£22,777 -  
£28,371) (pay award pending)**

**Contract: 37 hours/week, full  
time (52 weeks), permanent**

A fantastic opportunity has arisen to work within the PE Department of Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We wish to appoint a PE technician to join our PE team. The role represents an exciting opportunity for any candidate who is eager to be part of a department that is looking to secure the highest standards, both academically and physically, across the full range of age and ability.



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**Applications by:  
9:00am  
Wednesday 12 July 2023**

You will support the provision of a positive learning environment by maintaining a high standard of support under the leadership of the Head of Department. The candidate should have a genuine love of PE and be able to inspire our students to ensure a positive learning environment.

The Sports Centre Duty Manager position is a key holder position overseeing all aspects of the running of the facilities and reporting to the Site & Lettings Manager.

The post would be an ideal opportunity for a new graduate in a sports related subject who is considering teaching or leisure management as a career although the position would be equally attractive to a more experienced colleague who enjoys working in a sports and fitness environment.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

**Warden Hill Road, Cheltenham, GL51 3EF | [recruitment@bournside.gloucs.sch.uk](mailto:recruitment@bournside.gloucs.sch.uk) |**



## Job Description

### Sports Centre Duty Manager & PE Technician

**Post title:** Sports Centre Duty Manager & PE Technician

**Responsible to:** Head of Department

**Hours per week:** 37 hours per week

**Working days and hours:** Three week days of 10.00am to 6.00pm, plus one weekend day and one late weekday shift (3.00pm-10.30pm) with 30 minute unpaid lunch break each day. Timings and days to be discussed and agreed at interview.

**Working Weeks:** 52 weeks per year

**Contract Type:** Permanent

**Salary:** G8-20 (£22,777 - £28,371 annual salary)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

#### Purpose

- To support the smooth and safe operation of the PE Department.
- To support the organisation and planning of co-curricular activities within the PE department.
- To support the Site & Lettings Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To oversee the running of let facilities whilst on shift, providing assistance and support to school facility users, promoting a customer-focused environment, generating excellent public relations and customer care.

#### Specific responsibilities

##### PE Technician

- Planning and organisation of fixtures throughout the year. including liaising with other schools to set up fixtures and booking transport where needed.
- Preparing for fixtures on a daily basis to ensure matches are ready to start at the end of the day.
- Support the co-curricular programme by leading teams and taking fixtures after school.
- Set up house events alongside the Head of PE
- Equipment maintenance – Regularly checking the facilities and equipment to ensure they are safe for use.
- Using safety cloud to log any health and safety issues and complete audits termly.
- Assist in the set up and clearing up of large equipment where necessary to facilitate learning.
- ICT support – set up ICT when needed for lessons.
- Promote school sports events through the bulletin and social media.
- The maintenance of the departmental displays in collaboration with the Head of PE.
- Undertake photocopying, general administration and correspondence for department.
- Support the department with any additional administrative needs.
- Collaboration with IT support as necessary.
- Preparation and tracking of orders for the department.
- Collection of deliveries, liaising with suppliers, school finance office and school reception.



# CHEL TENHAM BOURNSIDE SCHOOL

- Support for teachers during specific lessons including working with small groups of students.
- Meeting with visitors, staff and students.
- Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.

## Sports Centre Duty Manager

- This is a key holder position responsible for the opening and closing of the facilities, ensuring security by activation of the intruder alarm and ensuring building/equipment checks are carried out as stipulated in the daily log.
- Support the Site & Lettings Manager in ensuring the health and safety of the school facilities, ensuring safe working best practices and compliance with legislation, including The Health & Safety at Work Act and COSHH Regulations.
- Oversee the running of let facilities, with responsibility for the daily lettings set up, plus set up for internal and external events within school buildings.
- Covering Sports Centre reception during opening hours. Answering enquiries (phone, email and face-to-face), dealing with enquiries and bookings and collecting customer feedback.
- Liaise with school staff regarding the use of facilities providing assistance with the execution of events when needed.
- Act as a point of contact for all stakeholders including facility users and outside contractors when necessary and to liaise with contractors on site when needed.
- Undertake safety audits of the premises including risk assessments and carry out regular checks of the facilities, logging any faults or maintenance issues via the schools H&S System.
- Maintain cleanliness of the site and fitness suite, including litter picking.
- Manage stocks of supplies and consumables.
- Assist the Site and Lettings Manager with administration as required.
- Be responsible for and coordinate the activity of junior members of staff.
- Promote and ensure the health and safety of students, staff, and visitors.
- Provide emergency response when required.
- Contribute to marketing and promotion of the school facilities, taking an active approach in gaining additional bookings and lettings for the school.

## Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

## Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Sports Centre Duty Manager & PE Technician

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Level 2 qualifications including literacy and numeracy</li> <li>Evidence of further professional development</li> </ul>	<ul style="list-style-type: none"> <li>GCE/GCSE or equivalent qualification in a PE subject or relevant experience</li> <li>Coaching qualifications/experience in a variety of sports</li> <li>Knowledge of safeguarding procedures</li> <li>First-aid certificate</li> <li>Level 3 personal trainer qualification</li> <li>Driving licence with D1 or a willingness to train for minibus</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Experience in sporting environment</li> <li>Effective use of ICT</li> <li>A commitment to professional development</li> </ul>	<ul style="list-style-type: none"> <li>Experience of budget/stock management</li> <li>Experience in a previous management/team leader position</li> <li>Experience of developing and maintaining contacts with outside agencies as appropriate</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>A positive, can-do attitude</li> <li>Ability to work as part of a team</li> <li>Good problem-solving skills</li> <li>Enjoy working with young people</li> <li>Be able to work calmly under pressure</li> <li>Be flexible and able to manage time effectively</li> <li>Good communication skills</li> <li>Reliable and punctual</li> <li>Self-motivated and enthusiastic</li> <li>Ability to work both independently and collaboratively</li> <li>Commitment to professional development</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# We are...

## PURPOSEFUL

We persevere to achieve our goals and aspirations

## PROUD

We celebrate everyone's effort and achievements

## RESPECTFUL

We care about each other and believe in equality and kindness

## CURIOUS

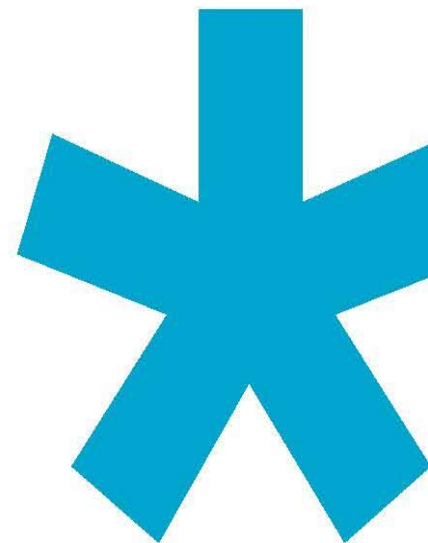
We have enquiring minds and are not afraid of challenge

## SUPPORTIVE

We make a positive difference to each other's lives

## AMBITIOUS

We aim for the very best in all we do



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