



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	LC Sports & Lettings Assistant Manager
Salary/Grade	SCP 6 (£26,846) – SCP 9 (28,153) FTE plus bonus scheme Actual Salary (£17,414 - £18,262)
Working Time	Part-time (24 hours per week)
Reporting to	Business Manager
Liaising with	All staff and external agencies
Disclosure level	Enhanced

Summary of the overall purpose of the job

To support the LC Sports & Lettings Manager in the effective day-to-day operation of LC Sports, providing excellent customer service, supporting staff, managing bookings and ensuring the facilities are safe, clean and well presented.

Key responsibilities and objectives of the job

- Support the Gym & Lettings Manager with the day-to-day operation of the gym, sports facilities and lettings.
- Assist with the management of the lettings booking system and associated email account, responding to customer enquiries and liaising with customers regarding their bookings.
- Provide a high standard of customer service to members, customers, clubs, schools and other facility users.
- Assist with the organisation and delivery of fitness classes, activities and programmes.
- Support the management of staff, including assisting with rotas and day-to-day supervision.
- Act as the Manager's designated deputy when required and take responsibility for the facility in their absence.
- Monitor the cleanliness, presentation and general condition of the facilities.
- Carry out routine health and safety checks and report any concerns, hazards or maintenance issues promptly.
- Assist with the maintenance and safe use of gym and sports equipment.
- Support the implementation of emergency, fire, first aid, safeguarding and health & safety procedures.
- Assist with the organisation and coordination of events, activities and community programmes.
- Support membership, booking and income-generating initiatives.
- Assist with updating the LC Sports website and social media platforms.
- Maintain accurate records relating to bookings, attendance, incidents and other operational matters.

- Ensure all relevant policies and procedures are followed.
- Attend and undertake mandatory and role-specific training, including First Aid, Fire Safety, Health & Safety, safeguarding and any other training required for the role.
- Provide feedback and suggestions to the LC Sports & Lettings Manager to support the ongoing improvement of services and facilities.
- Support the LC Sports & Lettings Manager with invoicing and charging customers.
- Act as a designated key holder and be responsible for the college premises.
- Ensure that buildings and the site are secure, liaising with the estates team to take remedial action if required.
- Undertake regular health & safety checks of the buildings, grounds and equipment including compliance with fire safety regulations.
- Be a designated first aider and fire marshal.
- Maintain confidentiality.
- To have a continuous improvement approach to all processing, making suggestions for improvements/refinements to the current working processes as appropriate.
- Promote and maintain a safe environment for children, young people and vulnerable adults, following relevant safeguarding policies and procedures.
- Must undertake and maintain all relevant training, including First Aid, Fire Safety, Health & Safety, and any other training required for the role.
- Such other duties as reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.