WREKIN

Independent school 4 - 18

Sports Facilities Operations Manager











www.wrekincollege.com



Dear prospective candidate,

Thank you for your interest in employment at Wrekin College, comprised on Wrekin Prep (4-11), Wrekin Senior (11-16) and Wrekin Sixth (16-18). This brief introduction to working here is intended to give you a feel for the School, for our direction and our ethos, as well as a summary of the many benefits of living and working here.

The role offers an outstanding opportunity to work in a thriving independent day and boarding school with an outstanding provision for pupils and a positive and forward-looking staff and senior leadership team. It's an exciting time of investment and development at Wrekin College. If working in a progressive and aspirational school which has deep traditions and a strong ethos is for you, then please read on.

We have high expectations at Wrekin College and our pupils are immersed in a rich, all-round education. Music, drama, sport and outdoor education are all part of a rich tapestry of opportunity for every Wrekin pupil. We regularly compete at a national standard in both music and sport which should not belie our commitment to access for every individual and a spirit of 'give it a go'. All staff at Wrekin work very hard to support our pupils. We aspire to see Wrekin College as a global leader in co-educational pedagogy, in educational innovation and in the wellbeing of pupils and staff.

Wrekin College prides itself on being pupil focused. Whilst recognising the proud traditions which underlie our community, we are progressive in our approach to teaching and learning, pastoral care and co-curricular activities. We recognise that our staff are our most important resource in ensuring the very best of outcomes for our pupils. When it comes to staff recruitment, we are looking for talented people from all backgrounds with a wide variety of skills, interests and opinions to join our community.

With its situation in the natural beauty of Shropshire, our vision is for a fully co-educational day and boarding school to which access is broad and balanced, in which staff and pupils together make up a diverse and mutually supportive community of learners, in which pupils develop self-agency through opportunity and in which there is a culture of giving and service from which pupils leave with values for life and skills for the 21st century.

For further information about Wrekin College please visit our website and for an informal discussion about this role, please email recruitment@wrekincollege.com.

If you think that this role might be for you then we look forward to hearing from you.

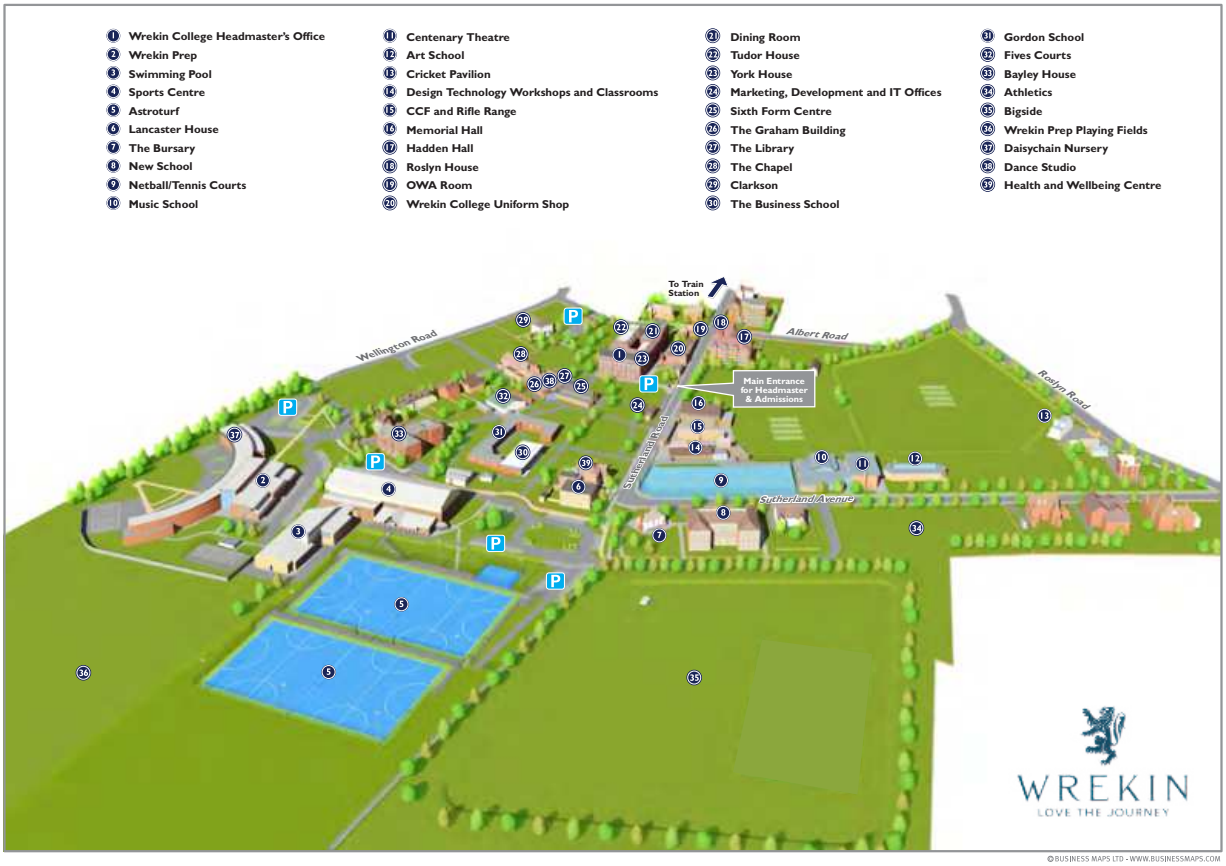
About Wrekin

Wrekin College (11-18) and Wrekin Prep (4-11) share a beautiful 100 acre campus in central Shropshire. Wrekin Prep (formerly known as Old Hall School) is a day school, while Wrekin College (comprised of Wrekin Senior and Wrekin Sixth) is a day and boarding school.

The school has a proud and distinguished history and continues to grow, innovate, and invest to give its students the best possible preparation for the future.







With pupils from 4 to 18 years of age, the school has a strong philosophy of providing individual attention to pupils and, through a holistic approach to education, adding value to their lives. Whilst being proud of its traditions, Wrekin is forward-thinking in its approach and embraces change and innovation.

Spanning 100 acres, Wrekin Senior benefits from outstanding facilities, including a Music School, dedicated Art School, Design School, purpose-built 200-seat theatre, fitness suite, squash courts, two floodlit all-weather (astroturf) sports pitches, cricket fields, rugby pitches, tennis and netball courts, Dance Studio, Food Technology kitchen, sports halls, gymnasium, six-lane 25m indoor swimming pool, Fives courts, indoor rowing facilities, computer suites, library, Chapel and Sixth Form Centre.

As well as benefiting from sharing Wrekin Senior's facilities, Wrekin Prep also boasts its own impressive facilities including science lab, art studio, IT suite, music and drama room, individual music practice rooms, Learning Support suite, dedicated dining space and assembly hall with theatre-style seating.



The Role

Sports Facilities Operations Manager

A self-motivated and enthusiastic Sports Facilities Manager is required to oversee the day-to-day operation of the Sports Centre. The ideal candidate will have proven operational experience within the leisure industry, demonstrate a professional manner, and show a commitment to maintaining high standards across all facilities. Salary is competitive.

Responsible to:

The Sports Facilities Operations Manager will be responsible to the Bursar. The post-holder will have direct line management responsibility for all Sports Centre staff and day-to-day operational responsibility for the Sports Centre.

Main Objectives

- To ensure the efficient and effective running of the school sports facilities, including sports hall, swimming pool, all weather pitch, fitness room, squash courts and other pitches.
- To liaise with the Enterprise Manager to facilitate bookings, maximizing enterprise income from the sports facilities without compromising necessary College use.
- To ensure that all sports facilities and staff meet current health and safety and any other statutory requirements.
- To manage the maintenance schedule of all aspects of the Sports Centre, liaising and working alongside the onsite maintenance team to avoid equipment failures and minimise expense from external contractors and call outs.
- Ensure full compliance with the College Safeguarding Policy, including safe management of all external users and contractors within the sports facilities.
- Ensure high standards of customer service are consistently delivered, including timely responses to enquiries, clear communication, and proactive issue resolution.

Detailed Duties

Manage sports facilities staff:

- Recruit, induct, appraise, train, manage and motivate permanent and casual staff.
- Prepare duty rosters, including acting as Duty Manager as required to cover planned and unplanned absence or service level requirements as well as college events.
- To maintain the Approved Training Centre status of the sports centre with the Royal Lifesaving Society and to take a role in the Approved Training Centre structure.
- To ensure that the college cleaning staff maintain a high level of cleanliness throughout the Sports Centre facility.

To co-ordinate school/college sports use:

- Encourage and maintain a close working relationship with college staff and to monitor and oversee all school/college use.

- Liaison with school/college sports staff leads over timetabling of the sports facilities to accommodate the PE curriculum, games programme and sporting fixtures programme.
- Ensuring that the facilities are adequately prepared for college use.
- Ensure effective communication with college sports staff regarding changes, issues or operational constraints.

To facilitate community usage:

- To work closely with the Enterprise Manager to facilitate regular bookings and event bookings with a view of maximizing potential income from the college sports facilities.
- To act as the point of contact between the school/college and community users.
- Act as Designated Safeguarding Lead for community lets, ensuring compliance with safeguarding policies and procedures for community lets and when required to deputise for the college/school safeguarding teams

Administration and Compliance:

- Monitor, assess and improve all aspects of the Sports Centre's administration, operations and procedures, including Health and Safety.
- Monitor swimming pool chemical readings in line with guidelines and to ensure safe use of the pool and adherence to swimming pool regulations at all times.
- Produce, record and maintain all relevant Health and Safety documentation, Risk Assessments and other statutory records.
- Monitor and manage operational budgets and departmental targets including wage expenditure and completing equipment/materials ordering.
- Ensure all operational procedures are regularly reviewed and updated.
- Produce reports for senior leadership as required.

To present a professional profile as a senior manager with the school:

- Keep up to date with all relevant professional standards and regulations.
- Ensure personal integration with college life – attending staff briefings and key-note school events where timing permits.
- Plan a working pattern that includes evening and weekend work, with regular attendance during core school hours and for key college events.

To ensure the sports facilities are kept up to a high standard:

- Provide a safe and effective environment for all users in line with current legislation including any continuous monitoring and reporting requirements.
- Ensure that the sports centre is used safely by all users, including the college.
- Ensure legislative compliance in respect of regular testing and inspection of all facilities and

The Sports Facilities Manager will be expected to undertake duties and accept responsibilities not necessarily included above but which are commensurate with the general level of skill and responsibility expected of the post-holder.

Person *Specification*

Qualifications and Experience

Essential

- RLSS NPLQ Lifeguard Qualification (or a willingness to train)
- Pool Plant Operators Certificate (or a willingness to train)

Desirable

- IOSH Managing Safely qualification or equivalent
- RLSS Trainer Assessor Status
- Level 3 Safeguarding
- First Aid at work

Experience

- Proven supervisory experience in a sports centre/leisure centre environment
- High level of knowledge of swimming pool plant rooms and operations
- Managing budgets and commercial performance

Skills & Competencies

- Strong leadership and communication skills
- Ability to manage competing priorities
- Excellent organisational skills
- Customer-focused approach
- Ability to work independently and as part of a team
- Excellent communication skills

Commitments

- A commitment to safeguarding and promoting the welfare of children and young people
- Alignment with the ehos and values of Wrekin College

Staff Benefits

- Free school lunches in term time where relevant
- Use of school gym
- Pension
- Free parking
- Relevant training & development
- Friendly & welcoming school environment

This Job Description is intended to identify the principal responsibilities of the post. It is not intended to be an exhaustive list and may be reviewed and amended, following consultation with the post-holder, to reflect the changing needs of Wrekin College

Wrekin College is committed to safeguarding and promoting the welfare of children and young people. The Sports Facilities Operations Manager must share this commitment and comply fully with the College's safeguarding and child protection policies and procedures.
The postholder must undergo appropriate Safeguarding & Child Protection training.
Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.







Appointment *Process*

Please apply by completing the Wrekin College application form, available on our website www.wrekincollege.com.

Please email this together with a letter of application to:
recruitment@wrekincollege.com
The closing date for applications is Wednesday 25th November 2026 9am

We reserve the right to interview before the closing date, therefore an early application is recommended.



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