

**Head of Strength & Conditioning and Sports Centre Coordinator**

**Part time, 30 hours per week – hours include evenings and weekends**

**POSITION:**  Head of Strength & Conditioning and Sports Centre Co-ordinator

**REPORTING TO**: Sports Centre Operations Manager, then the Commercial and Events Manager

Epsom College is a co-educational day and boarding school with approximately 880 pupils aged 11-18. The College is located one mile from Epsom town, below Epsom Downs, in fine buildings set in a beautiful tree filled campus of some 80 acres. Originally founded by The Royal Medical Benevolent Foundation, today the College strives to develop the individual talents of every girl and boy. Pupils are prepared for life beyond the College with an assured set of values and with the belief that they can make a difference in society. Highest standards of excellence in academic work and co-curricular activities are expected, but equally valued is the development of the pupils into independent responsible adults with a purpose and an understanding of the benefits of contributing to their community.

The College has a state of the art 40-station fitness suite and dance studio, with new equipment installed this year and additional equipment to follow on a 2-year programme. Indoor facilities include 2 sports halls, fencing room, 6 squash courts, classroom and an indoor 25m swimming pool. Externally, there are two artificial pitches for hockey, tennis and football (one of which is floodlit) and 9 netball/tennis courts. There are numerous grass pitches covering football, rugby, cricket (including a Cricket Pavilion), athletics, lacrosse, rounders and volleyball depending on the termly school activities.

Pupils use all these facilities during school hours and then external users outside these times. The College has an extensive programme of commercial letting of school facilities, and a successful personal trainer centre in the Fitness Suite, alongside a timetable of classes in our studios, all of which we are looking to continue and expand.

**The Post**

The successful candidate will be responsible for the day to day supervision of the Fitness Suite, pool and other sports facilities. In addition, they will be expected to provide strength and conditioning support and advice for pupils, working to improve the performance and injury prevention of pupils.

The post holder must be able to provide a friendly, efficient service, with the highest standards of customers care for pupils, staff and visitors using the facilities. They must ensure that the operation of the Sports Centre complies with Health and Safety legislation, adheres to agreed operational procedures as well as best practice.

## Main Duties

* To manage and supervise the use of the facilities and equipment, ensuring the safety and welfare of all users, offering appropriate training, guidance and advice as and when necessary;
* To maintain the high standards of cleanliness and operation within the building and equipment, arranging servicing and repairs as necessary;
* To develop and implement a strength and conditioning programme to empower pupils towards individual and school sporting ambitions;
* To prepare registers for student sessions and liaise with relevant staff regarding student use, those off games and on an injury rehabilitation programme;
* To engage, contact and respond to sales enquiries, manage bookings and solicit user feedback, recommending changes as necessary to senior management and co-ordinating commercial events around the College’s timetabled use of the facilities;
* To build strong relationships with users to ensure repeat bookings and customer loyalty;
* To maintain your own training records and remain physically fit and aware of industry developments;
* To ensure the smooth operation of the Personal Training Centre (PTC) and studio timetable, carrying out inductions, monitoring the use of the facilities by the Personal Trainers;
* Any other reasonable tasks as requested by the Sports Centre Operations Manager, Commercial and Events Manager, Bursar or other senior member of staff.

**Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.**

**Skills, Experience and Qualifications:**

**Essential Qualification, Experience and Skills Requirements**

* Demonstrate a passion for fitness;
* Have worked in a commercial leisure environment;
* Appropriate qualifications including Level 2 Gym Instructor Qualification e.g. YMCA, Premier and REPs registered minimum level 2, Health and Safety Level 2 (training can be provided) and First Aid at Work (training can be provided);
* Accreditation by the UK Strength and Conditioning Association (UKSCA), or achievement within 6 months of taking up post;
* Demonstrate an understanding of the needs of young sports players in terms of their physical and psychological development;
* Experience of delivering fitness based coaching programmes to young sports players;
* Display energy, commitment and enthusiasm necessary for the smooth running of the Fitness Suite;
* Evidence of strong organisational skills and the ability to work independently or within a team, with a highly proactive, flexible and positive approach to all duties and responsibilities;
* Demonstrate excellent interpersonal skills, high level emotional intelligence with a sense of humour and an enabling attitude;
* Demonstrate the existence of good administration skills and attention to detail;
* Have competent ICT skills, (including the ability to use a range of relevant software packages such as Word, Excel, Power Point and Outlook).

**Desirable Qualification, Experience and Skills Requirements**

* Experience of working within an academic/school environment;
* National Pool Lifeguard Qualification;
* Other sporting qualifications;
* Coaching qualification for classes;

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

**Terms and Conditions**

* **Salary****:** Circa £16,000 to £17,500 per annum, depending on skills and experience.

* **Working Hours:** 30 hours per week, working 5 days throughout the year on a rota basis, including evenings and weekends;

* **Holidays**: The holiday entitlement is 20 days paid holiday per annum increasing by 1 day per annum to a maximum of 25 days per annum pro rata for part time working + pro rata bank holiday entitlement. Holidays are to be taken during Epsom College school holidays.
* **Pension:** There is an automatic enrolment into the Epsom College Automatic Enrolment Scheme for employees who are eligible. The Scheme is administered by the Pensions Trust. The Employee will be required to contribute a minimum of 1% of Basic Salary and the College will contribute 2% in compliance with current legislation. It is anticipated that these contributions levels will rise to 3% for both the Employee and the College from 1 April 2018. Eligible employees may opt out of the scheme if they wish.
* **Offer of Post**: The post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, and satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.
* **Miscellaneous:** Free lunch and refreshments are provided when the Dining Room is open. Free membership to Fitness Suite and pool during staff opening times. The College is a non-smoking environment

**Application**

Applicants are required to complete the Application for Employment Form available from our website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk). To comply with safeguarding procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received.  Please apply as soon as possible.

Closing Date: **12 noon 1st December 2017**