



WINCHESTER
COLLEGE



SPORT CENTRE ASSISTANT MANAGER

CANDIDATE INFORMATION PACK



CLOSING DATE FOR APPLICATIONS 18 09 26

Early applications are encouraged, and the school reserves the right to close the application process early should a suitable candidate be found.

PART ONE

ABOUT THE ROLE

The Assistant Manager (AM) is a newly created leadership role and will assist the Sports Centre Management Team to ensure all users have a fun, fruitful, and safe experience in the centre. The role will support the General Manager in the strategic, operational and commercial management of Winchester College Sports Centre. In the absence of the General Manager, the postholder will assume operational responsibility for the safe and effective running of the facilities, ensuring that all services continue to be delivered to the highest possible standards.

You will set and instil in others the highest professional standards so that users benefit from a fun, healthy, rewarding, and sociable sporting and leisure experience. You will uphold without compromise the College's needs for safeguarding and safety.

The AM will maintain a positive, productive working relationship with all other team members, members of the school's sports department, and the wider community and work to create a positive environment and make a real contribution to the success of the sports centre and school as a whole. The main duties will also include supervision of the Sports Centre including the fitness suite, swimming pool, all-weather pitch as well as assisting with the sport programmes ran throughout the College and working within the guidelines of the centres operating procedures and emergency action plans.



PART TWO

RESPONSIBILITIES OF SPORT CENTRE ASSISTANT MANAGER

Key Responsibilities

- Provide visible day-to-day leadership by supporting Duty Managers and the wider Sports Centre team. The Assistant Manager will provide proactive and visible leadership across all operational areas of the Sports Centre. Through regular engagement with staff, the postholder will promote professionalism, accountability and teamwork, creating a positive working environment that supports both staff wellbeing and operational excellence.
- Line manage Hybrid Duty Managers. The postholder will be responsible for the management and development of Hybrid Duty Managers, providing regular supervision, coaching, support and performance feedback.
- Support staff recruitment, induction, appraisal, training and development. The AM will assist with the recruitment and selection of staff, ensuring that new employees are effectively inducted into the organisation and understand their responsibilities.
- Lead daily operations within the Sports Centre by overseeing the day-to-day operation of the Sports Centre, ensuring that all activities, bookings, programmes and facility hire arrangements are effectively planned, organised and delivered.
- The postholder will be responsible for coordinating staffing requirements and Rota arrangements across all operational areas.
- The AM will oversee opening and closing procedures, ensuring operational checks are completed and security protocols are adhered to.
- The postholder will assist in the planning, coordination and delivery of events, competitions, school activities and commercial hires.
- The AM will coordinate and develop the services of the fitness professionals (Personal Trainers, Sports Therapists and Studio Instructors) operating within the Sports Centre to maximise potential growth.
- The post holder will play a key role in maintaining a positive health and safety culture throughout the Sports Centre by assisting in the completion, review and implementation of risk assessments and supporting accident investigations, if required.
- The AM will ensure that all operations are conducted in accordance with the Sports Centre NOPs & EAPs.
- All staff are expected to actively promote a culture of safeguarding and ensure that welfare remains central to all activities. The postholder will assist in ensuring staff understand their safeguarding responsibilities and reporting obligations.
- The AM will manage customer enquiries, feedback and complaints in a professional, timely and solution-focused manner.
- The postholder will contribute to initiatives designed to promote memberships, improve customer satisfaction, retention and increase participation, by utilising the effective use of Technogym and Gladstone systems.
- The AM will support the GM in the monitoring and management of departmental budgets, by monitoring income reconciliation and operational reporting. The postholder will oversee day-to-day financial controls and reporting processes.
- The AM will assist in the implementation and monitoring of preventative maintenance programmes, working alongside the Operations Manager to recognise and report any issues and to coordinate maintenance activities.

- The Assistant Manager will maintain oversight of staff qualifications and mandatory training requirements whilst promoting CPD and CIMSPA-aligned staff development. The postholder will champion continuous professional development and career pathways.
 - Promote Winchester College workplace expectations. The Assistant Manager will lead by example and actively promote the values of Winchester College.
-

Reporting Lines

The Sport Centre Assistant Manager will report directly into the Sport Centre General Manager



PART THREE

PERSON SPECIFICATION AND KEY QUALITIES

Professional Experience and Qualifications

- Significant experience within either or both a school and commercial customer-facing environment.
- Experience of working within a sports environment, including a swimming pool.
- Experience of supervising a team.
- Experience of managing and prioritising workloads to create a high-performing, efficient team.
- Experience of developing and embedding high standards across a sports centre team.
- Relevant degree or industry-recognised qualification

Skills and Knowledge

- Strong knowledge of Health and Safety and safeguarding requirements.
- Good understanding of leisure industry equipment and member management software.
- Computer literate.
- Commitment to promoting and embedding an inclusive culture, with equality of opportunity for all.
- Ability to thrive in complex and changing environments while maintaining a friendly, calm and approachable manner.
- Commitment to continuous improvement and willingness to explore new ideas and initiatives.
- Strong attention to detail and dedication to delivering high standards of customer service.
- Leadership skills, with the ability to motivate and develop teams.
- Coaching and people development skills, supporting staff training, development and career progression.
- Ability to foster a culture of high performance and continuous learning within a team.

Desirable requirements

- CIMSPA qualification.
- IOSH Managing Safely.
- Current Lifeguard qualification (NPLQ) (with the recommended hours to gain qualification renewal, if required.)
- Pool Plant Operators Certificate
- Level 2 or equivalent fitness industry qualification
- Fitness Class Instructors Qualifications
- First Aid Certificate

PART FOUR

BENEFITS, TERMS AND CONDITIONS AND APPLICATION

Start Date

Flexible start date for the right candidate with preference for commencement from November 2026

Hours of Work

This is a full-time 40hr a week contract, where the successful candidate will work 5 in 7 days and expected to work a mixture of mornings, evenings, and weekends, covering sections of the opening hours below:

- Monday to Friday
 - 06:45 – 22:15
- Weekends
 - 07:30 – 21:15

Please note that these shift patterns are under review and subject to change, depending on operational requirements.

Salary

The salary for the full-time position is £38,000 - £40,000 (gross) per annum (actual salary TBC depending on experience). Salary is paid monthly, in arrears, to a nominated bank account in 12 equal payments. Salary levels are reviewed on 1 September annually and this appointment will be next reviewed in September 2027.

Induction and Continuous Training and Development

The school is fully committed to the induction, training and development of all our staff, with staff supported to grow and reach their full potential.

We deliver a range of training, run by both our own staff and external providers, varying from highly practical First Aid courses to seminars and learning lunches on many aspects of teaching and learning.

There is an annual cycle of appraisal offering the opportunity to reflect on professional practice and development opportunities.

The school also offers a wide range of apprenticeships supporting staff development and progression.

Pension and Life Cover

On employment, employees will be auto-enrolled into the College's pension scheme according to legislative thresholds. Those who are not eligible for auto-enrolment may still elect to join the College's pension scheme.

Initially, when joining the College's pension scheme, employees will become a member of the College's Group Personal Pension Plan (GPP). For this Plan, known as Tier 1, the employee contributes 4% and the employer 3%.

After 9 month's membership of the Tier 1 plan, employees may opt to join Tier 2, which is also a GPP, where the employee contributes 5% and the employer 9%.

Employees in Tier 1 automatically qualify for a Life Cover of 2 times salary. On entry to Tier 2, Life Cover changes to 4 times salary.

Annual Leave

The College leave year runs from 1 September to 31 August. This position will be entitled to 28 days holiday annually, which includes the usual Public Bank Holidays. Any Public Bank Holiday occurring during term time is deemed to be a normal working day. All leave must be taken by prior arrangement and must be taken outside of the school's term times.

Subject to the discretion of the school's Bursar, a gift may also be given of extra time off during the Christmas period.

Wider Benefits

- Free staff lunches during term time.
- Free use of some sports facilities and discounted hire charges for others
- Tour of the College, with discounted rates available for booking venues within the school's grounds for hospitality events.
- Cycle to work scheme.
- Free access to an ongoing cycle of cultural, musical, theatrical and sporting talks and events.
- Employee Referral Scheme, with a reward of up to £250 for staff (subject to scheme conditions).
- Free Library membership with access to a range of online journals and magazines.
- Reduced green fee rates for local golf course.

Probation, Notice Periods

The first **three months** of employment will be a probationary period. Regular reviews with line managers take place over the probationary period with the opportunity to discuss progress, identify any areas for action and ensure that there is appropriate guidance and support in place to enable successful completion of the probationary period.

During the probationary period, the notice required by either party to terminate employment will be one week. Once employment is confirmed, the notice period will be one month.

Disclosure Check

As Winchester College is an educational establishment, a condition of employment will be that the successful candidate must consent to the school obtaining an Enhanced Level Disclosure Check through the Disclosure and Barring Service (DBS). This will reveal all spent and unspent convictions, warnings, cautions and bind-overs. A policy on the recruitment of ex-offenders is available on the school's website.

Safeguarding is one of the primary responsibilities of this role. The jobholder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact with, and will need to adhere to and ensure compliance with the school's **Child Protection and Safeguarding Policy** at all times. The postholder should be conversant with the responsibilities and procedures detailed in this policy and with the **Department for Education's Keeping Children Safe in Education**. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Leads.

References and Other Pre-employment Checks

The appointment will be dependent upon the receipt of a successful medical check and satisfactory references. The College will usually seek references from shortlisted candidates before interview and may approach previous employers for information to verify particular experience or qualifications. At least one referee must be the current or most recent employer. Where applicants are not currently working with children but have done so in the past, one referee must be the person by whom they were most recently employed when working with children.



HOW TO APPLY

Only applications completed on the school website will be accepted. Please attach a full CV with your application.

Please note that applications will be dealt with as they arrive. Winchester College reserves the right to appoint before the deadline passes.

Closing date for applications: Midnight on 18th October 2026

Interviews will be taking place during the week commencing 26th October 2026

Those wishing for an informal conversation about this role are invited to speak to Helen Thomas, Sports Centre General Manager (HLT@Wincoll.ac.uk).

If you have any questions about this vacancy or the recruitment process, please email **recruitment@wincoll.ac.uk**.

APPLY HERE

Diversity and Inclusion

We embrace diversity and inclusion in the workplace and are committed to promoting a fair and supportive environment for all our employees. We are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture.

Data Protection

Winchester College collects and processes relevant personal data as part of its everyday operations and is obliged to process it in accordance with the General Data Protection Regulation and Data Act 2018. The school is the Data Controller of this data under the Act and is registered with the Information Commissioner's Office. Its registration number is Z5751669.

If you have any queries or comments about this policy or how personal data is processed by the school, please contact the Bursar and his team by emailing: **dataprotection@wincoll.ac.uk** or by writing to: Data Protection, The Bursary, Winchester College, College Street, Winchester, SO23 9NA.



PART FIVE

ABOUT WINCHESTER COLLEGE

Winchester College was founded in 1382 by a radical educational reformer and has since been shaped by centuries of tradition.

Today, the School has 735 pupils. Over time, the School plans to admit up to 40 day pupils into the Sixth Form each year (around half of whom will be girls) and up to 60 girl boarders. This will bring the total School population to around 900 pupils, similar in size to Rugby and Harrow, but smaller than Sevenoaks, Oundle, Wellington and Eton. The number of boys boarding at 13+ will remain the same.

A recent milestone in Winchester's history is the merger with The Pilgrims' School, one of the leading academic prep schools for boys. The merger strengthens the historical ties between the two schools, ensuring that we both continue to provide an education of exceptional quality and breadth, while also creating new opportunities for increased collaboration and innovation.

The College has also recently completed a brand review and refresh, designed to provide prospective families with a clearer, more distinctive impression of what makes Winchester unique, and to sharpen the way we communicate our core values and messages.

Find out more

WHY WINCHESTER COLLEGE? 

EMPLOYMENT 

A young man with dark, curly hair, wearing a dark blue school blazer over a white shirt and a dark tie, is shown in profile, looking upwards and to the left. He is holding a white book or paper. In the background, other students in similar uniforms are visible, also looking in the same direction. The setting appears to be a school hallway or a large room with high ceilings and bright lights.

ORIGINAL THINKING

SINCE 1382

Winchester College
College Street
Winchester, SO23 9NA
United Kingdom

www.winchestercollege.org

Twitter: @WinCol

Instagram: @winchestercollege

