



NEWPARK SCHOOL SPORTS CENTRE

We are hiring! Duty Manager

Company profile-

Newpark is a family/community Sports and Leisure facility based in Blackrock, Co Dublin. Opened in 1973 and owned by the Department of Education, we operate as a dual use facility, for Newpark Comprehensive School PE needs and local community exercise and leisure needs. We are an award-winning facility holding a level 3 for our Quality Standards in the Q mark for Leisure facilities, we also hold the Outstanding Award for the National Quality Standard for Leisure facilities.

The duties of the post of Duty Manager, which will be carried out under the general direction and supervision of the Manager, include the following:

- To ensure the proper development and operation of the Sports Centre, including the swimming pool, sports hall, fitness centre and outdoor playing pitches for Newpark school pupils and public usage with a focus on Health & Safety, Customer Service and Hygiene.
- Be responsible for ensuring that all SOPs for all relevant areas and systems are adhered to and implemented.
- Proactive management of reporting of operational issues to ensure remedies are timely and effective.
- Ensure you are fully aware of all promotions / marketing and be responsible for communication and correct procedures of same to / by staff & customers.
- Be responsible for roll out of any new procedures / activities / programmes as directed by the Manager
- Ensure a productive and proactive team approach and modelling a positive and motivational lead within your team.
- Lead and manage all personnel under your supervision – ensure good communication flow and engagement is maintained.
- Provide recommendations on improving systems and procedures.

Key Skills and competencies-

- An excellent understanding of Quality Management Systems
- Excellent customer service skills • Excellent organisational skills • Excellent communication and interpersonal skills
- Customer Focused • Flexible approach towards work • Ability to use own initiative • Solution focused attitude • Team Player

The successful candidate must hold at least one of the following:

- A current pool lifeguard qualification, RLSS or IWS Pool Lifeguard



- Swimming Teachers Certificate, Aquafit teacher certificate
 - A current nationally recognised NCEF, NCEHS or ITEC certificate or equivalent
 - A current occupational first aid certificate
 - A current pool plant operators certificate
- And**
- Relevant experience in the operation of swimming pools and dry facilities
 - Diploma or Degree in Leisure Management an advantage
 - At least 3 years' experience in a similar role.

Benefits-

- Paid breaks
- On-site parking
- Free use of the gym, pool and all facilities
- Family discounts for use of the facilities
- Flexible working environment
- Bike to work scheme and PRSA saving account facilitated

The duties of the post of Duty Manager shall involve activities outside normal working hours and shall cover a seven-day week. Salary negotiable depending on experience. Position subject to successful Garda Vetting.

Please forward your letter of application and a current CV to:

Nicola Ring- General Manager

Newpark School Sports Centre, Newtownpark ave, Blackrock, Co Dublin

Or e mail nicola@newparksportscentre.ie

Ph 01 2883720 or 01 2833037

The closing date for applications is Friday 3rd April 2020