

Community Leisure Assistant



28.5 hrs per fortnight, Fri– Mon
on a 1 week on, 1 week off basis
£10.60 ph basic rate, £15.90 ph for weekends and
£14.01 ph for hours after 8 pm

Closing Date: 9am on 12th December 2022

CANDIDATE
INFORMATION PACK



ACHIEVEMENT, STUDENTS & LEADERS MATTER

Tel: 0191 214 2201

www.northernleaderstrust.org

Registered Office Address: Kenton School, Drayton Road, Newcastle Upon Tyne, NE3 3RU



INTRODUCTION

From the Principal

Dear Applicant

Kenton School is committed to maximising use of our sports facilities for a wider community use on evenings and weekends. We are therefore seeking to recruit a Community Leisure Assistant to join our team working outside of school hours taking bookings, opening and closing the facilities, ensuring equipment and facilities are available and prepared, and demonstrating safe use to customers.

Working over a 2 week rota with every other weekend off, the role also includes the opportunity to work additional hours covering for holidays and absences.

The working hours/pattern for the role is as follows:

Fortnightly rota, every other
Friday 3.30pm -10pm
Saturday 10am - 6.30pm
Sunday 10am - 7pm
Monday 4pm - 10.30pm
Total of 28.5hrs per 2 weeks

This is an exciting opportunity to work in our fantastic Centre, working as part of a team to help develop and create new business opportunities. If you are the candidate for us, you will possess previous experience working in a sports or leisure facility and a related qualification, i.e. Level 2 Gym Instructor qualification, combined with excellent communication and organisation skills to work effectively and promote facilities to a wide range of customers.

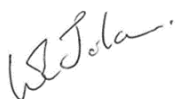
Post holders will be required to move, set up and dismantle large sports equipment on a regular basis, i.e. full size trampolines and bouncy castles, therefore candidates must be able to fulfil this requirement of the role.

If you have the skills, commitment and enthusiasm to succeed in this role, we want to hear from you. In return we can offer you,

- Access to the Local Government' Pension Scheme
- Salary sacrifice schemes including Car Sacrifice, cycle to work and childcare voucher schemes
- Free on-site parking
- Free gym access at Kenton School

We look forward to receiving your application.

Yours sincerely



Bill Jordan
Principal

Community Leisure Assistant

Job Description

Pay Range: N2
Responsible to:
Centre Manager



Job Purpose

To provide a quality service through consistently high customer care, safety and cleaning standards and to undertake general operational duties to enable the facility to function smoothly.

Main Responsibilities

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

Main Duties

JOB DESCRIPTION

- To provide the highest possible standards in relation to customer care, giving advice and support to customers throughout the facility.
- To maintain the highest possible standards of safety and behaviour through alert supervision and control, dealing with any matters in the appropriate manner, including emergency assistance and first aid.
- To act as a keyholder for the sports facilities and ancillary areas ensuring the facilities are opened up and secured in accordance to site policy.
- To act as first point of contact, taking bookings for facilities, responding to queries as required as well as cash handling and cashing up procedures.
- To carry out general cleaning duties throughout the facility, ensuring that the centre and its environment are clean and well presented in pursuance of high standards of health and hygiene.
- To assist in maintaining good security and, where possible, the prevention of vandalism through supervision and patrol of facilities, including ancillary areas.
- To perform general operational duties, including setting out, erection and inspection of equipment and stowage of equipment, stores and materials.
- To assist in the operation of sessions, special events and campaigns.

Community Leisure Assistant

Job Description

Pay Range: N2
Responsible to:
Centre Manager



Main Duties

JOB DESCRIPTION CONTINUED

- To assist in the operation of the technical aspects of the facility and to undertake minor maintenance and repairs, e.g. replacing light bulbs, clearing blocked drains, reporting faults as necessary.
- To carry out recording and inspection required in pursuance of appropriate quality standards.
- Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
- To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.



GCSE Results Day

“Our 2022 GCSE results reflect the many positive changes that have taken place in the academy over the last year. All students are given the best possible support and advice and encouraged to follow their passion, whatever that might be.”

Ian Kershaw, CEO of Northern Leaders Trust

Community Leisure Assistant Person Specification

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential	
1	Experience working in a sports or leisure facility.
2	Relevant sports or fitness qualification e.g. A Level PE, BTEC Sport or Level 2 Gym Instructor qualification.
3	Experience preparing and maintaining sports equipment and demonstrating safe use to clients/customers.
4	Basic knowledge of physiology of the body and health and safety requirements regarding safe use of sports equipment.
5	Strong organisational skills with the ability to manage a range of tasks and the flexibility to meet changing service demands.
6	Effective working knowledge of Microsoft Office (including Word and Excel).
7	Ability to work effectively on own initiative as well as part of a team.
8	Ability and willingness to work occasional unsociable hours, including weekends and evenings on a planned basis.

This role involves setting up and dismantling large sports equipment on a daily basis therefore candidates must possess the ability to fulfil this aspect of the role

Desirable	
9	Previous experience working with children and/or young people.
10	Relevant First Aid certificate/Health and Safety qualification.

Community Leisure Assistant

Person Specification

Part B: Assessment Stage

Items 1 – 7 of the above criteria will be further explored at the assessment stage in addition to the criteria listed below:

Essential

1	Excellent communication and interpersonal skills with the ability to deliver information professionally to colleagues and service users.
2	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ motivation to work with children and young people▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people▪ emotional resilience in working with challenging behaviours▪ attitude to use of authority and maintaining discipline.
3	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

The following methods of assessment will be used:

Method		Method	
Interview	Yes		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service*
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Children's Barred List Check*
- 4 Confirmation of Qualifications Medical clearance
- 6 Identify and Right to work in the UK check
- 7 A minimum of two satisfactory references from current and previous employers (or education establishment if applicant not in employment).

*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website (www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974).

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process



A-Level Results Day

“Northern Leaders Trust is laying the foundations now for a period of solid growth over the coming years.

These results are just the start of this journey.”

**Ian Kershaw, CEO of
Northern Leaders Trust**

About our Trust

Northern Leaders Trust; Formed in 2014, our Trust currently incorporates both Kenton School and Studio West, an innovative Studio school.

Under the leadership of Chief Executive Officer Ian Kershaw, the Trust's main objectives are encompassed in its vision statement, which is "to change the current and future lives of our students for the better, by providing them with the highest possible quality of education tailored to their differing needs. Therefore, we will work tirelessly to ensure that all our students, from all backgrounds and starting points, are enthusiastic learners, attend and behave well, are safe and healthy, make excellent progress and achieve highly, then progress to the most challenging and rewarding higher education and careers. Then they will be capable, creative, caring, committed, flexible, thriving adults, who change their world, their country, their family and themselves for the better".

Over the last three years, the Trust Board, comprising of 3 members and 7 Trustees has delivered major improvements to the governance, leadership and financial health of the Trust.

Our Trustees come from a variety of different education and business backgrounds, driving the strategic vision of the Trust and our schools. The Trust and its schools are supported by a strong central services team covering core Trust functions, such as HR, Finance, Data and ICT.

About our Schools

Studio West



Studio West opened in 2014 as a 13 to 19 studio school but, with effect from September 2017 and due to local, popular demand, a change in age range was agreed with the DfE and the school began to admit students in Year 7.

The school now has around 450 students with a PAN of 90 and is well oversubscribed in all year-groups 7-10 as it is “re- growing” its provision towards full capacity through to 6th Form from September 2022.

The ethos of Studio West is enshrined in ‘Learning that connects.’ The principle that learning must constantly connect school with the real world and the full range of work-related learning and career progression, towards university, an apprenticeship or other destination tailored to the needs of the individual.

Graded as ‘Good’ by Ofsted in early 2019, we are one of the most successful studio schools in the Country. We use the full range of work-related learning and career progression alongside academic prowess to prepare students for university, an apprenticeship, further training and employment - tailored to the needs of the individual.



For further information, please visit our website

www.northernleaderstrust.org

About our School

Kenton School



Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve.

With just over 1800 students, Kenton is amongst the largest schools in the North East. However, despite the size, the school prides itself on retaining a family atmosphere, where students feel not only challenged through quality first teaching and learning but supported and motivated by the strong pastoral team.

Our Kenton team are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We aim to provide a broad curriculum, focussing on educating our students for their future in the modern world, not the past or even just the present. We also believe strongly in developing the creativity of our students and this is demonstrated through our commitment to delivering arts courses as a core subject.



For further information, please visit our website

www.northernleadertrust.org

Additional Information for Applicants

Working Hours

The working hours are 14.25 hours per week. However, these are worked on the basis of 28.5 hours per fortnight, working on a week on, week off basis.

Fortnightly rota, every other
Friday 3.30pm -10pm
Saturday 10am – 6.30pm
Sunday 10am - 7pm
Monday 4pm - 10.30pm

Total of 28.5hrs per 2 weeks

Annual Leave Entitlement

The annual leave entitlement for full time staff is 24 days for those with less than 5 years' continuous service, rising to 28 days for those with 5 or more years continuous service. Pro rata to hours worked, this equates to 68.4 hours holiday for those with less than 5 years' service and 79.8 hours for those with more than 5 years. We do operate a closedown between Christmas and New Year therefore a deduction is made from the leave entitlement to cover this period.

Pay and Grading

The grade of the post is N2, equivalent to local government pay spine point 2 with current corresponding full time annual salary of £18,198. This equates to a basic rate of £10.60 per hour.

In addition, the post attracts an enhancement of time a third for hours worked after 8 pm, and time and a half for weekend working.

Safeguarding

Northern Leaders Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Rehabilitation of Offenders

All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974.

Additional Information for Applicants

Status/Probationary Period

This is a permanent post. New entrants to Kenton Schools Academy Trust are subject to a six-month probationary period.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

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Application Process

If you feel you have the experience, skills and attributes to succeed as part of our team, please download and complete our application form and return it to hr@northernleaderstrust.org

Closing Date:

9am on
12th December 2022



Kenton School, Drayton Road,
Newcastle upon Tyne, NE3 3RU



Studio West, West Denton Way,
Newcastle upon Tyne, NE5 2SZ