

Community Leisure Centre Supervisor



37 hours per week on a 2 week rota basis
Grade N4, Salary: £26,005 to £27,452 pa (includes
enhancements for evening and weekend working)

Closing Date: 9am on 14th 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

Kenton School is committed to maximising use of our sports facilities for a wider community use on evenings and weekends. We are seeking to recruit a Community Leisure Centre Supervisor to join our team working outside of school hours supporting the manager in the operational running of the centre, 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:

Week 1	Week 2
Monday - Off	Monday 2.45 -10.30
Tuesday - Off	Tuesday 2.45 - 10
Wednesday 2.45 - 10	Wednesday 2.45 - 10
Thursday 2.45 - 10	Thursday 2.45 - 10
Friday 2.45 - 10	Friday 2.45 - 10
Saturday 8.30am - 7pm	Saturday Off
Sunday 9am - 7pm	Sunday Off
Total - 39.75hrs	Total 34.25hrs

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.

We look forward to receiving your application.



Bill Jordan CBE
Interim Principal

Community Leisure Centre Supervisor Job Description

Pay Range: N4
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.
To support the Centre Manager in the effective running of the centre.

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 assist with the overall management, development and administration of the sports centre/school facilities and to control all aspects of the facility's operation on a day-to-day basis

To be accountable to the Centre Manager for ensuring the effective day-to-day operation of the facility, including the supervision of staff and customers and the operation and control of all plant and equipment.

To advise, support and assist the Manager in the development of an effective programme of activities within the facility, as well as developing the operational procedures and ensuring that standards are met by staff.

To ensure appropriate equipment, facilities and services are available for the implementation of the activity programmes.

To assist the Centre Manager in the control of expenditure and income so maximising the efficiency, effectiveness and economy of the facility, keeping and analysing such records as required.

To ensure a high quality of service for all customers including dealing with matters raised, either directly or by reference to the Centre Manager.

To ensure adequate security and safety is maintained at all times, providing direct supervision if necessary. Responsible for security of the premises.

To monitor the quality of work of any subcontractors, reporting any relevant matters to the Manager.

To open up and to lock and secure the premises at the end of opening hours.

Community Leisure Centre Supervisor

JOB DESCRIPTION CONTINUED

To organise staffing rotas and shift cover for staff holidays, sickness and special events in the absence of the Manager.

To assist in ensuring all Health and Safety obligations are met.

To play an active role in promoting Sport@Kenton through social media and other platforms. Actively work with current stakeholders to advertise their clubs.

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.

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.

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.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.



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 Centre Supervisor 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:
 - ☐ 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:

- Interview

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 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 37 per week over a 2 week rota. Hours are subject to change depending upon operational requirements, where this is the case a reasonable amount of notice of the change will be provided.

Pay and Grading

The grade of the post is N4, which covers local government pay spine point range 5 - 8 with current corresponding full time annual salary of £21,575 to £22,777 pa.

The post attracts enhancements as follows:
Time and a third for hours worked after 8 pm on weekdays
Time and a half for weekend working

Based on the current working pattern, the annual salary including these enhancements equates to £26,005 to £27,452 pa.

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.

We do operate a closedown between Christmas and New Year therefore a deduction is made from the leave entitlement to cover this period.

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.





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

14th December 2022

Interview Date: 21st
December 2022



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



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