Appointment of Casual Community Leisure Assistants

£10.27 per hour

(plus enhancements for evening and weekend working), pay award pending

Introduction from the Principal

Dear Applicant

Appointment of Casual Community Leisure Assistants

Thank you for your interest in the above posts.

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 expand our team of Casual Community Leisure Assistants, covering for holidays and absences on an ad hoc basis.

The role will involve 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.

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 feel you have the necessary skills, experience, ability and commitment to succeed in this role, please forward your completed application form to Human Resources at the address below no later than by 12.00 Noon on 20 August 2021. Applications can also be submitted by email to human.resources@kenton.newcastle.sch.uk.

We look forward to receiving your application.

Yours sincerely

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Sarah Holmes-Carne
Principal

Job Description

GRADE:	N2
RESPONSIBLE TO:	Sport @ Kenton Centre Manager/Premises 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.

1. To provide the highest possible standards in relation to customer care, giving advice and support to customers throughout the facility.

2. 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.

3. 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.

4. 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.

5. 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.

6. To assist in maintaining good security and, where possible, the prevention of vandalism through supervision and patrol of facilities, including ancillary areas.

7. To perform general operational duties, including setting out, erection and inspection of equipment and stowage of equipment, stores and materials.

8. To assist in the operation of sessions, special events and campaigns.

9. 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.

10. To carry out recording and inspection required in pursuance of appropriate quality standards.

11. 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.

12. To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.

13. To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.

14. 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.

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.

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:

Method		**Method**	
Interview	Yes	Task	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 including overseas check if applicant has lived outside the UK
3	Children's Barred Persons List check
4	Medical clearance
5	A minimum of two references from current and previous employers (or education establishment if applicant not in employment)

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people in our schools 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.

Additional Information for Applicants: Main Terms and Conditions of Employment

Terms and Conditions
As a casual worker, casual engagements are offered on an ad hoc basis to cover peaks in workload, and absence cover. Casual workers are under no obligation to accept work offered and the Trust are under no obligation to offer work.

Annual Leave Entitlement
The annual leave entitlement for the post for full time, full year staff is 24 days, rising to 28 days on completion of 5 years continuous local government service plus 8 public holidays. For casual workers, 11.9% is added to the hourly rate to incorporate this leave entitlement.

Pay and Grading
The grade of the post is N2, equivalent to local government pay spine points 2, with current corresponding hourly rate of £9.18 per hour. Including the 11.9%, this gives an hourly rate of £10.27 per hour. Please note there is a pay award pending.

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
Kenton Schools Academy 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.

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

Pension Scheme
Casual workers are entitled to join the Local Government Pension Scheme on appointment. Further information can be found at www.twpf.info.

How to Apply
If you feel you have the experience, skills and attributes to succeed as part of our team, please complete the online form via www.tes.com/jobs/ selecting 'Quick Apply' or download an application form from our website www.kenton.newcastle.sch.uk and return it to human.resources@kenton.newcastle.sch.uk

Closing date: 12 Noon on 20 August 2021