

INFORMATION FOR APPLICANTS:

CASUAL SPORTS CENTRE ASSISTANTS



WELCOME TO THE ESSA FOUNDATION ACADEMIES TRUST

We recruit people for attitude and train for skills

We aim to recruit great people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason, we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and
- are not afraid to admit to seeing themselves as potential leaders of the future.

We know it's a cliché, but we really do want to recruit people who will make a difference. A high proportion of our children are disadvantaged and many speak to English as an additional language; they face barriers to learning. We are therefore looking for colleagues who are on a mission – the kind of people that make others smile because of their enthusiasm; the kind of people who will get satisfaction from seeing our children learn to do things that staff in other schools might take for granted. In return you will get a lot back from our young people - they are lovely – and you will be working for a trust that will take an active interest in your development.

Finally, I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post.

THE TRUST

The Essa Foundation Academies Trust currently sponsors two academies:

- Essa Academy, age 11-16.
- Essa Primary School, age 4-11.

Essa Primary School was inspected in October 2019 and was judged to be good in all areas with outstanding early years provision. Essa Academy was inspected in May 2018 and judged to require improvement. However, the academy has developed rapidly and was in the top 20% of schools nationally for progress in 2019.

Essa Primary (October 2019)

‘This is a happy and caring school. Pupils behave well. They listen attentively during lessons and they follow teachers’ instructions carefully. No time is wasted in class.’

‘Pupils enjoy school. They are polite, and they respect the differences between themselves and their peers.’

‘Children get off to a flying start in Reception. Teachers in the early years have created classrooms brimming with exciting learning activities.’

Inspectors also praised the leadership of the Principal and her team who they said ‘have worked tirelessly to develop the school.’

Essa Academy (May 2018)

‘The new Principal has provided highly effective leadership...he is very ambitious on behalf of his pupils.

‘The Principal has the full support of his senior leaders, who are equally uncompromising in their desire for pupils to have the best possible life chances.’

‘Pupils are typically welcoming, polite and well-mannered.’ They ‘confidently shared with inspectors their understanding, appreciation and celebration of British values. Pupils respect differences and value diversity.’

Pupils also told inspectors that they feel safe and the school is ‘a happy place to grow up in.’

VISION & VALUES – *All Will Succeed*

Our ethos is simple: we will make the most of our unique family of schools to give every child the best possible opportunity to flourish and develop into a decent, disciplined, well-educated and employable young person.

Here is what is at the heart of all we do:

Developing decent people:

Results and qualifications are important, but they are not the whole story – far from it. Our ultimate goal is to develop well-rounded young people who will make the most of the opportunities open to them in our schools. They will have resilience, zest and passion: people that employers will want to employ; people who will play a part in the communities in which they live and work; people we can be truly proud to say came through one of our schools.

Achieving full potential, no excuses:

We will do all we can to make sure every child gets the chance to reach their full potential. No child should ever get left behind; all have the capacity to learn and to achieve. We'll do this by instilling an acceptance that hard work, effort and application really does pay off. Through effort and application come self-respect, self-esteem, self-belief and success.

Discipline and standards:

It is important to us that our young people demonstrate high standards and that our schools are safe, structured places in which to learn – this will enable inspiring things to happen in the classroom. We will achieve this by expressing our high expectations regularly and frequently and by paying relentless attention to detail. We attach importance to values such as respect: for ourselves, for others, for learning and for the environment.

Great Schools for all:

We want the schools within our Academy Trust to be judged as great schools for all the young people that attend them. This means recruiting outstanding people to work in our schools and offering a curriculum that is engaging, challenging and responsive to individual needs.

Big on attitude:

We will frequently stand back and reflect on how we can do things differently and better. That doesn't mean latching on to the latest fad: it means being open-minded about trying new ideas; it means acknowledging mistakes but seeing them as an experience from which to learn; it means being aware of what happens beyond our schools so that we can predict future trends and remain in control of our destiny.

Strength in sharing:

We believe there is a strength brought about by working together within a multi-academy trust, enabling shared resources, shared knowledge, shared experience and shared success. What's great about our family of schools is that we can be with a child every step of the way, from teaching them to tie their shoe laces right through to congratulating them on their GCSE results and their future plans. That puts us in a unique position; it's also a tremendous responsibility.

Essa Foundation Academies Trust

The Essa campus is very well placed for both motorway access and public transport. M61 J4 is very close by giving access to the Greater Manchester, Lancashire and Cheshire motorway networks and is close to Bolton railway and bus station.

For more information on our family of schools please visit our website www.efatrust.org

Essa Primary School

We are proud of our pupils, and their achievements. Our key objective is to provide our children with the best opportunity to achieve their potential during their time with us as we help them to develop into independent learners who are able to actively engage and contribute to the ever changing society and wider world.

Essa Academy

At Essa Academy we have a universal belief in our mission 'All Will Succeed', with access to outstanding resources and a strong sense of belonging, ownership and community underpinning our work. Our students and staff are amazing and reflect the ethos of the academy.

EFAT Support Services

We provide administrative and business support such as HR and Finance Support throughout the trust.

Essa Education Ltd

Essa Sports Centre is a modern, state of the art sports facility and community asset, used for a variety of academic and sporting needs, as well as events, meetings, conferences birthday parties and more.

Our facilities include a full-sized 3G pitch, multi-use sports hall, dance studio and MUGA (Multi-Use Games Area). Other facilities available for hire include theatre with stage, classrooms & communal dining area.

Essa Education Ltd is a wholly owned subsidiary of Essa Foundation Academies Trust.



THE POST

We are seeking several motivated individuals to join our bank of Casual Sports Centre Assistants to work within our established Sports Centre based within Essa Academy.

Our Sports Centre Assistants are responsible for the effective day-to-day running of the centre, including managing bookings, administration, maintaining the cleanliness and safety of sports areas and equipment, setting up for specific activities and promoting the centre through social media.

The roles will be offered on a casual basis and work will be offered as it becomes available. Successful applicants will be offered work between the hours of 5:30pm-10.00pm Monday to Friday, 09:00am-4:00pm on Saturdays and 10.00am-4.00pm Sundays. **Candidates will be required to be available to work at least one day over the weekend.**

The rate of pay for these roles is £8.91 per hour.

RECRUITMENT TIMETABLE

Tuesday 19 th October 2021	Advertisement appears
Monday 1 st November 2021	Closing date for applications (by 07:00am)
Monday 1 st November 2021	Final shortlisting and contact with candidates References will be requested at this stage
TBC	Interviews

JOB DESCRIPTION

Post:	Sports Centre Assistant
Department:	Sports Centre
Responsible to:	Sports Centre Supervisor
Salary:	£8.91 per hour
Terms:	Casual

Essa Education Ltd is a wholly owned subsidiary of EFAT.

Main Duties

- To supervise the Sports Centre facilities daily by maintaining cleanliness and safety of all areas of the Sports Centre including the 3G pitch, MUGA, grass pitch, dance studio, sports hall, activity hall and changing rooms.
- Manning reception and taking community Sports Centre bookings
- Recognising and Reporting maintenance issues to the Site Team
- Preparing for sessions ensuring that the correct equipment is safe and available for use.
- Handling of small amounts of cash for vending goods
- Running in-house sessions such as birthday parties/multi sports sessions and walking football.
- Promotion of evening, weekend, and holiday sports programmes, through the use of social media.
- Maintain correct procedures associated with our booking system.
- Use of ICT such as use of PC or Laptop to create emails to customers
- Implementation of Essa procedures and policies. (Safety, Security)
- Lock and unlock the building when necessary.
- Review and support sports programmes during Academy Holidays.
- Commitment to outstanding customer service.
- First Aid provision to customers and staff when needed on occasion.
- To provide emergency cover in a case of sudden illness whilst other suitable cover is sourced.
- May be required to work alone or as part of a team, depending on organisational requirements.
- Any other tasks deemed reasonable for the role.

Generic Requirements

- It is a requirement of all posts within the Trust that Health and Safety requirements are upheld in the performance of all duties.
- All employees of the Trust are required to uphold the Equality and Diversity Policy and the Trust's Code of Conduct.
- All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.
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- All staff will ensure that they are aware of and work within the requirements of all Every Child Matters policies, seeking clarity from a member of Senior Leadership if necessary.
- All staff are expected to uphold all Personnel related policies.
- Vibrating tools will be in use for this role.
- The nature of the post may involve periodic requirements for considerable effort e.g. lifting or carrying of equipment.
- This role involves some exposure to disagreeable, unpleasant or hazardous environmental working conditions.

Customer Care

- To continually review, develop and improve systems, processes, and services in support of the Organisation's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Develop oneself and others

- To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your personal development plan.
- To be ready to share learning with others.

Valuing Diversity

- To accept everyone has a right to his or her distinct identity. To treat everyone with dignity and respect, and to ensure that what all our customers tell us is valued by reporting it back to the organisation. To be responsible for promoting and participating in the achievement of the departmental valuing diversity action plan.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. In fact, the makeup and emphasis will be one area covered in an annual review of the post and unwritten accordingly. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post. It is vital to the ethos of the Sports Centre team that the post holder is flexible in taking on additional tasks, willing to offer help to and cover for other members of the team and treats co-operation and support for colleagues as a top priority.

Employee Name

Signature.....

Date

PERSON SPECIFICATION

Essa Education Ltd is a wholly owned subsidiary of EFAT.

Candidates will be assessed on the following:

QUALIFICATIONS

- GCSE Maths and English at Grade A*-C or equivalent
- First Aid qualification or willingness to achieve

EXPERIENCE, KNOWLEDGE AND UNDERSTANDING

- Knowledge of Health & Safety legislation
- Previous experience of working in a customer service environment
- Previous experience of working as a member of a team
- Previous experience of working within a sporting environment is desirable*
- Willingness to complete further training

SKILLS AND ABILITIES

- Good personal literacy and numeracy skills
- Ability to use ICT
- Ability to think quickly on your feet
- Excellent customer service skills
- Good organisational skills
- Excellent communication skills
- Ability to keep written records
- Ability to work under pressure and to tight deadlines
- Ability to prioritise, plan and monitor own workload and that of others

ATTITUDES AND APPROACHES

- Ability and willingness to work flexible hours including late evenings (up to 10.00pm) and weekends, sometimes short notice
- Want to develop own learning and do things differently and better
- Committed to high standards
- A commitment to working within a multi-academy trust to develop a collaborative vision which embraces excellence, high standards and inclusion
- Possess energy and enthusiasm
- Willing to learn from and with others in the development of good practice
- Have a good sense of humour
- Have humility
- Resilience
- Willing to try out new ideas
- Flexible
- Ambitious – can see an opportunity to make an impact and develop own skills

In the event of a large number of applicants meeting the essential criteria, the desirable criteria (marked *) will become essential.

HOW TO APPLY

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to Essa Foundation Academies Trust. The application form can be found on the vacancies page of our website at: <http://www.efatrust.org/index.php/current-job-opportunities/>

Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you address your application to Rachel Rowland, Business Manager, Essa Academy, Lever Edge Lane, Bolton, BL3 3HH. Telephone: 01204 333 222 or E-Mail: hr@efatrust.org**