



**Sports Hall Assistant**

**Salary: Casual £11.77 per hour**

**Closing Date: 9.00am 3<sup>rd</sup> February 2023**

**Interview: w/c 6<sup>th</sup> February 2023**

**Start Date: ASAP depending on notice**



**Your future is bright.**

# When schools collaborate, Incredible things happen.

Together Learning Trust is a thriving group of five schools, two secondary and three primary, inspiring over 3500 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. **Creativity** is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to **excellence** that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together**.

What could we do, together?

David Lord, Chief Executive Officer



# Why Brooksbank School?

**In Autumn 2022, the Brooksbank School Joins Together Learning Trust**, a highly respected local multi-academy trust. We are a close family of local schools, including Honley and Ryburn Valley High School, Ryburn Sixth and three primary schools. Being part of a supportive trust brings many benefits to the school, staff and students.

**Working in collaboration** supports our schools to be better. Through the professional development of leaders and staff, effective curriculum development, robust quality assurance, mutual support and great governance.



# Sports Hall Assistant

## Job Description



| Criteria                              | Criteria Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
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| <b>Responsible to:</b>                | Sports Hall / Lettings Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Main Purpose of the role</b>       | preparation and operational maintenance of the premises for use                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Main Duties &amp; deliverables</b> | <p>Under the direction of the Sports Hall /Lettings Manager the post holder is responsible for the preparation and operational maintenance of the premises for use including:</p> <ul style="list-style-type: none"> <li>• Cleaning of rooms and facilities as directed prior to the start of sessions</li> <li>• Maintaining the rooms and facilities during the sessions so that they are fit for re-use at each changeover</li> <li>• Ensuring that all booked external users are properly looked after during their period of hire</li> <li>• Collecting and recording lettings fees as per the agreed procedures</li> <li>• Ensuring the correct equipment is installed and / or available as required by the external users, and then re-stored at the end of each session</li> <li>• Ensuring vending machines are operating correctly, reporting problems to the Sports Hall Manager</li> <li>• After relevant training, take an active role in the delivery of some the centre's programme of activities</li> </ul> <p><b>Security</b><br/>Along with other members of the Sports Hall team responsible for the security of the Sports Hall and surrounding areas including:</p> <ul style="list-style-type: none"> <li>• Acting as key holder when the Sports Hall Manager is not on duty</li> <li>• The routine opening and closing of the various facilities in use</li> <li>• Monitoring of the CCTV security systems as directed</li> <li>• Reporting any trespass on the premises, damage from intruders and unauthorised parking of vehicles</li> <li>• Ensuring all keys allowing access to the building are properly controlled, and alarm codes are only known to named personnel</li> </ul> <p><b>Health and Safety</b><br/><b>Responsible for maintaining a safe environment including:</b><br/><b>Ensuring all equipment is properly fixed / installed before use, and relevant safety checks carried out and recorded</b></p> <ul style="list-style-type: none"> <li>• Ensuring all accidents / incidents are properly recorded</li> <li>• Be willing to undertake relevant first aid training</li> <li>• Ensuring that access during opening hours is limited to the booked areas</li> <li>• Ensuring that personnel on site are legitimate booked users of the facility</li> <li>• Ensuring safe ingress and egress to the site during inclement weather</li> <li>• Reporting misuse of the facilities, including surrounding site, to the appropriate authorities</li> </ul> |
| <b>Expected Behaviours</b>            | <ul style="list-style-type: none"> <li>• To work as a member of designated team(s) and to contribute positively to effective working relations within the school.</li> <li>• Support the ethos, vision, principles and values of the school.</li> <li>• Treat colleagues, students and all members of the community, with respect and consideration.</li> <li>• Treat all students fairly, consistently and without prejudice.</li> <li>• Set a good example to students in terms of appropriate dress, standards of punctuality and attendance.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |



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|                                                                                                                                                                                                                                                                                                                                                                       | <ul style="list-style-type: none"> <li>• Support the ethos of the school by upholding the code of conduct, uniform rules, etc.</li> <li>• Take responsibility for own professional development and participate in arrangements adopted by the school for the assessment of his/her performance and that of other teachers.</li> <li>• Reflect on own practice as well as the practices of the school with the aim of improving all that we do and achieving excellence.</li> <li>• Read and adhere to School policies and implement School improvement plans.</li> <li>• Participate in the development and management of the school by attending various team and staff meetings.</li> <li>• Undertake duties as prescribed within the school's policies.</li> <li>• Undertake professional duties reasonably assigned to them by the Headteacher.</li> <li>• Be proactive and take responsibility for matters relating to health and safety.</li> <li>• To play a full part in the life of the school community, to support its distinctive values and ethos and to encourage and ensure staff and students to follow this example.</li> </ul> |
| <b>Other specific duties</b>                                                                                                                                                                                                                                                                                                                                          | <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Chief Executive Officer and Headteacher to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown. It will be reviewed at least annually and, in consultation with you, it may be changed by the Chief Executive Officer or Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <p>We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that <b>it is an offence to apply for the role</b> if you are barred from engaging in regulated activity relevant to children.</p> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |

# Sports Hall Assistant

## Person Specification



THE  
BROOKSBANK  
SCHOOL

To be assessed through application, reference, interview and certificates

| CRITERIA                                                                                           | ESSENTIAL | DESIRABLE |
|----------------------------------------------------------------------------------------------------|-----------|-----------|
| <b>Knowledge and Understanding</b>                                                                 |           |           |
| Understanding of safety and security                                                               | X         |           |
| Knowledge of Health and Safety processes and procedures                                            | X         |           |
| Understanding of Safeguarding and Child Protection issues                                          |           | X         |
| Willingness to develop own understanding through advice and training                               |           | X         |
| <b>Experience</b>                                                                                  |           |           |
| Experience in a cleaning role (paid or unpaid)                                                     | X         |           |
| Good communication skills both face to face and on the telephone                                   | X         |           |
| Experience of cash handling and front-line reception duties involving computerised booking systems |           | X         |
| Experience in a large, busy and often pressured environment                                        |           | X         |
| <b>Qualifications</b>                                                                              |           |           |
| Basic numeracy and literacy skills                                                                 | X         |           |
| Evidence of a good general education.                                                              | X         |           |
| Community Sports Leadership Award                                                                  |           | X         |
| First Aid Trained                                                                                  |           | X         |
| <b>Behaviour and Other Related Characteristics</b>                                                 |           |           |
| Able to work independently and as part of a team                                                   | X         |           |
| Ability to work well with adults and children.                                                     | X         |           |
| Good organisational skills                                                                         | X         |           |
| <b>Other</b>                                                                                       |           |           |
| High personal and professional standards.                                                          | X         |           |
| The ability to work under pressure.                                                                | X         |           |
| Honesty, reliability and the capacity for hard work.                                               | X         |           |

