



Casual Sports Facilities Attendant Application Pack

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

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Sutton-in-Ashfield, Nottinghamshire



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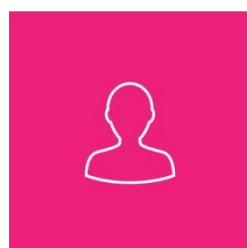
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01. About Academy Transformation Trust

We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

These are the things we hold dear

Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

Ambition

We are determined to improve education nationwide by encouraging collaboration and giving academies everything they need to realise their full potential.

We believe every child matters and deserves a first class education.

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands, East of England and South East.



02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.



This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit www.suttonacademy.attrust.org.uk

03. Job Description

Casual Sports Facilities Attendant

Purpose:

To provide a safe and efficient environment for Leisure Hirers, utilising Academy Facilities, outside of the school day.

Key responsibilities are:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

- > Act as first contact for all sports facility visitors, dealing with personal and telephone bookings and enquiries. Relaying messages where applicable.
- > Administer bookings, including taking bookings and payments.
- > Cash Handling, security of money, completion of Academy Letting Sheet and preparing money for banking.
- > Ensure the smooth running of the facility during its opening hours.
- > Assist the Sport Development Officer as required in the marketing of the facilities of the Academy.
- > Set up / Take Down of Sports Equipment as required.
- > Ensure that the safety and behaviour of the public is controlled to prevent injury, misuse and damage to facilities.
- > Provide first-aid cover and ensuring that the appropriate documentation is completed
- > Carry out routine building checks and completion of relevant documentation
- > Assist with secondary sale opportunities
- > Carry out general cleaning duties of the leisure facility, including changing rooms, toilets and external areas.
- > Development of the role incorporating the level of bookings and income.
- > Undertake all tasks according to the Health and Safety guidelines.
- > The Sports Attendant shall be subject to the immediate day-to-day supervision and direction of the Principal, Sport & Leisure Development Officer or such other officer.
- > Act as general assistant to the facilities staff, if required.

03. Job Description



- > Support good communication practices with other departmental colleagues while on duty.
- > Effective and efficient on site liaison with site representatives in order to deliver excellent standards of customer care.
- > Site Security including opening / closing the facility and issue of keys.
- > Ensure the correct clothing and ID Badge are worn at all times.
- > Attend and maintain any relevant training / qualifications as requested by Academy Management.
- > Act and support in the activation of the Fire Alarm in accordance with the site Health & Safety policy.
- > Work and adhere to all Academy Policies and Procedures relating to facility operation.
- > Supporting and adhering to the Academy Lettings Policy.
- > Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- >



04. Person Specification

Casual Sports Facilities Attendant

	Essential	Desirable
Experience	<ul style="list-style-type: none">• Previous experience in a similar environment/field• Teamwork• Dealing with members of the public	<ul style="list-style-type: none">• Working with children• School based experience• Handling cash• Working unsupervised/lone-working
Training/Qualifications	<ul style="list-style-type: none">• Literacy/Numeracy	<ul style="list-style-type: none">• Appropriate Sports Qualifications• First Aid Trained• Health & Safety Training• Specialised equipment training• Relevant sport/coaching qualifications
Knowledge/Skills	<ul style="list-style-type: none">• Ability to work on own initiative/in a team• Willingness to undertake training and train others as directed• Understand customer needs and provide a high standard of customer service• Ability to handle staff and workplace difficulties with diplomacy• Strong commitment to the workplace• High level of punctuality and attendance• Communication and interpersonal skills• Self motivated	<ul style="list-style-type: none">• A positive and resourceful approach to problem solving• Administering first aid, specifically with regard to sports related injuries• Able to work additional hours and outside of normal working hours when necessary• Health and safety guidelines, especially in relation to sports equipment
Other	<ul style="list-style-type: none">• Commitment to equal opportunities and safeguarding• Enthusiastic• Able to contribute to an inclusive Academy ethos• Be supportive of colleagues• An enhanced DBS check will be undertaken	<ul style="list-style-type: none">• Confident nature



05. How to apply

Sutton Community Academy,
Sutton-in-Ashfield, Nottinghamshire

Salary:

ATT Support Staff Pay Scale • Point 2 £9.18 per hour (plus holiday pay)

Closing date:

Midday on Friday 27th November 2020

Interviews:

T.B.C

Start Date:

ASAP

Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please contact the academy on 01623 980055 to speak to the Sports Development Officer.

Applying

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies

Forward as one. Improving Education Together.

Address:

Academy Transformation Trust
Unit 4, Second Floor
Emmanuel Court
Reddicroft
Sutton Coldfield
B73 6AZ

Visit:

academytransformationtrust.co.uk

Call:

0121 794 7275

Email:

office@academytransformation.co.uk



@AcademyTrust