SPARK EDUCATION TRUST

SPARK SPORT

Community Leisure Assistant

Candidate Information Pack

Closing Date: 12.00pm, Wednesday 18th June 2025

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Welcome from the CEO

Dear Applicant,

I am immensely proud to be Chief Executive of Spark Education Trust. We are a newly merged Trust comprising 4 secondary and 11 primary schools located across the Tees Valley and we provide opportunities for children and young people to reach their full potential, whatever their starting point. We know that this is best achieved in encouraging environments where mutual and self-respect is promoted. We want to grow confident young people able to work independently and think creatively in a fast-changing world.

We have high expectations for everyone, aspiring to excellence in teaching and achieving impressive standards is all areas of school life. Success beyond the classroom in sport and the arts are features of life across our Trust.

For our staff we provide positive working environments, a commitment to the highest quality professional development, opportunities to collaborate to create excellence and encouragement to forge career success.

Trustees, governors and leaders collaborate closely to ensure excellence in all aspects of Spark Education Trust. Our core values are mutual respect, hearty collaboration and courageous ambition and these drive our work ensuring that Spark schools are wonderful places to work.

Louise Spellman

Community Leisure Assistant

Job Title: Community Leisure Assistant
Location: Conyers School and Sixth Form College (Yarm) and Egglescliffe School and Sixth Form College (Eaglescliffe)
Start Date: As Soon As Possible
Actual Salary: £5,276
Hours of Work: 8 hours per week, whole time
Contract Type: Permanent
Closing Date: 12.00pm, Wednesday 18 June 2025
Interviews: W/C Monday 23 June 2025

About the Role
This popular and highly successful project and team is looking for a part time Leisure Assistant. **The successful candidate will be required to work a mixture of evening and weekend shifts** - times dependent on bookings. In addition to normal shift duties, which include cash handling, staff are also responsible for cleaning and maintenance tasks associated with sports facilities. Experience in the sport and leisure field is desirable but not essential, as full training will be provided.

About Us
We are a newly merged Trust, Spark Education Trust which currently consists of 11 Primary Schools and 4 Secondary Schools. The Spark Education Trust can offer you a professional challenge and a rewarding opportunity, working with collaborative schools that are passionate about the progress and development of every student.

What we have:
- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- An aspirational curriculum for all students
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents/carers
- Opportunities for career development

For further details on us as an organisation, please click here.

How to Apply
Please make sure that the completed application form is returned via email to gosport@conyers.org.uk

Please note that feedback will only be given to shortlisted candidates, if you do not receive an invite to interview within 30 days of the advert's closing date assume that you have been unsuccessful in your application for this post.

Safeguarding Notice
The Spark Education Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced DBS check. The post you are applying for is exempt from the rehabilitation of offender's act 1974. We will also carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online.

Job Description

Job Title:	Community Leisure Assistant
Pay Grade:	Grade D, SCP 4
Responsible to:	Spark Sport Manager / Spark Sport Operations Manager

Main Duties and Responsibilities:

- Dealing with clients in a positive, friendly and helpful manner always i.e. answering questions, directing users to the appropriate changing/playing areas, dealing with minor problems as they arise to ensure the project runs smoothly.
- To act as key holder and to open and close facilities in accordance with the bookings schedule.
- Ensure Spark Sport rules are adhered to by all clients and that no-one gains unauthorised access.
- To deal with rare issues of anti-social behaviour via Red Alert ID badge
- To close/and or evacuate the facilities in accordance with the emergency procedures.
- To administer First Aid when required. Training will be provided for candidates without First Aid qualification.
- Responsibility for security of fixtures and fittings.
- Ensure effective operation of facilities maintenance systems, schedules and checklists.
- To undertake maintenance checks, action repairs and to undertake regular maintenance duties.
- Take reasonable care of their own Health and Safety and co-operate with school management to ensure compliance with Health and Safety rules and legislative requirements.
- To undertake cleaning tasks and maintain standards of cleanliness throughout the facility.
- Cleaning and litter picking to ensure the changing rooms, the all-weather pitch and other Spark Sport areas are always clean and tidy. Working closely with caretaking /cleaning staff and undertaking all cleaning duties within the Spark Sport areas at weekends and holidays.
- Assist with bookings via School Hire forum
- To ensure programmed activities take place at the correct time and that the appropriate equipment is available.
- Setting up/dismantling and transporting equipment. Some heavy lifting required.
- To liaise with Spark Sport Manager/Spark Sport Operations Manager to ensure stock is ordered as and when required.
- Collection of cash/contactless payments and security of cash held on premises.
- To wear staff uniform provided.
- Be prepared to work flexible hours to cover for absences, holidays and special events.
- Be prepared to work evening and weekend shifts covering Spark Sport opening hours
- Attend and participate in external and internal In-Service Training Courses as required.
- Working as a member of a team within a large organisation.
- Undertake other duties which may be consistent with level of responsibility.

Person Specification

Job Title: Community Leisure Assistant

Qualifications and Training	Essential	Desirable
A pass in Level 2 (GCSE) Maths and English or equivalent.	✓	
Basic First Aid training.		✓
The willingness to complete role specific training to further one's professional development.		✓
Experience	**Essential**	**Desirable**
Experience of working as part of a team.	✓	
Previous experience of being in a position of responsibility.	✓	
Experience in site security.		✓
Experience of handling cash.		✓
Previous experience in delivering good customer service.		✓
Skills and Knowledge	**Essential**	**Desirable**
Proficient in the use of IT i.e. Microsoft packages and Google Suite.	✓	
Effective in all forms of communication (written, verbal etc).	✓	
Good interpersonal skills.	✓	
The ability to organise and prioritise appropriately in accordance with changing demands.	✓	
Utilising one's own initiative to work independently and to address any self-training needs.	✓	
Knowledge and awareness of policies and legislation relevant to the role.		✓
Flexibility (inc. working on weekends and providing holiday/sickness cover).	✓	
Punctual and reliable.	✓	
Friendly and approachable.	✓	
A commitment to working as part of a team to support the vision and aims of the Spark Sport project and Spark Education Trust as whole.	✓	

How to Apply

Application forms and further details are available on the Trust's website –

sparkeducationtrust.org.uk

Please return your completed application form to gosport@conyers.org.uk

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references or to be signed and checked by the Headteacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing date: 12.00pm, Wednesday 18 June 2025

Interviews to be held: W/C Monday 23 June 2025

Employee Benefits

Wellbeing

Free and confidential support.

Up to six sessions of structured counselling, if recommended.

Pensions

All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work

We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance

We provide a generous Annual Leave entitlement for Support Staff of 27 days leave, rising to 32 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance. - Not sure if this covers this role.

Professional Development

As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.