



Prince Henry's Grammar School
COLLABORATIVE LEARNING TRUST



SPORTS LETTINGS ASSISTANTS

INFORMATION FOR APPLICANTS

NJC Grade B1 Scale Points 4-6
Hourly rate £13.48 - £13.92

Up to three fixed-term posts available until Easter 2027

Weekly hours (evenings and/or weekends) will be
10 – 20 hours for each post

Required October/November 2026



SPORTS LETTINGS ASSISTANTS

Location: Prince Henry's Grammar School

Contract: 10 – 20 Hours per Week
Part Time
Fixed term until Easter 2027

Closing Date: Tuesday 29th September 2026

Selection Day: Week beginning 5th October 2026



RECRUITMENT FOR SPORTS LETTINGS ASSISTANTS

Thank you for your enquiry regarding this post.

Please look on the school's website www.princehenrys.co.uk for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the HR Administrator at the school:

hrs@princehenrys.co.uk

The closing date for applications is **Tuesday 29th September 2026**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and the selection activities are currently scheduled to take place in the **week beginning Monday 5th October 2026**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited to take part in the selection activities and references will be requested.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check. Shortlisted candidates are also subject to a basic online search in line with KCSiE policy 2024.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, disability, pregnancy/maternity, gender identity or gender transition.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

INFORMATION ABOUT THE POST

SPORTS LETTING ASSISTANTS

We are looking to appoint up to three part-time Sports Lettings Assistants. In order to cover a total of up to 35 hours per week, each postholder will work between 10 and 20 hours per week to cover the following hours:

Monday / Tuesday / Friday

4.30pm – 9.30pm

Saturday-Sunday

8.30am – 6.30pm

Some flexibility will be required, in particular during school holidays when hours may vary, and to cover annual leave for the other postholder.

Specific hours will be discussed at interview. **Applicants are asked to indicate their availability (based on the evening / weekend hours set out above) as part of their application.**

These posts are fixed term until Easter 2027. Holiday entitlement for these posts is 24 days per year (pro rata), plus bank holidays.

The role of Sports Lettings Assistant was created to accompany the September 2023 opening of the new community 3G sports pitch based on site at Prince Henry's. This provides a state-of-the-art training and match play facility for football, rugby and a range of other activities. Students use the pitch during the school day, with local sporting clubs having access in the evening and at weekends. As well as local fundraising and investment from school, significant funding has been provided by the Football Foundation, Sport England and Otley Town Council.

The school encourages staff to participate in any relevant training and expects them to be committed to continuous improvement leading to high levels of effectiveness in their role.

THE SITE TEAM

Sports Lettings Assistants form part of the wider Site Team at Prince Henry's, which is currently made up of the following posts:

- Executive Officer: Site, Health & Safety (Site Manager)
- Lead Maintenance Operative / Electrician
- Three Maintenance / Grounds Operatives
- Sports Lettings Assistants (including the posts being advertised)

The team has been expanded as part of the 3G pitch development project. The wider Site Team's principal role is to maintain an efficient, effective and attractive campus and building. This includes undertaking routine preventative maintenance works as well as specific improvement projects, although general cleaning services are provided by an external contractor. Grounds maintenance works are undertaken by the school's Site Team, supported by an external contractor.



INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

Currently, the Trust comprises of:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds
8. St Oswald's Church of England Primary School, Guiseley, Leeds
9. The Whartons Primary School, Otley, Leeds

VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

The Collaborative Learning Trust promotes employee wellbeing across all of our schools. Our well-being charter defines well-being as "The State of being comfortable, healthy and happy". We understand that the responsibility for well-being is shared across all members of our community and it aligns perfectly with the values of our Trust.

One of the many ways we implement this is through our fantastic employee benefits, which include:

Employee Assistance Programme:

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

Pension Scheme:

We offer a fantastic teaching and support staff pension scheme.

Cycle to work scheme:

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

Home and Tech scheme:

Spread the cost of a Curry's or IKEA gift card over 12 months through salary sacrifice (terms and conditions apply).

bYond:

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

Extras discounts:

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

Tastecard Promotions:

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

RAC Membership Cover:

A 12-month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

Free Will Writing Service:

A Will Writing Service provided by trained specialists for all staff members and their spouses.

INFORMATION ABOUT PRINCE HENRY'S GRAMMAR SCHOOL

Prince Henry's is an over-subscribed comprehensive school with over 1640 students, including around 350 in the Sixth Form. We are proud of our school, students, staff and community and were delighted to have our Ofsted report from November 2024 endorse our strengths in judging us 'Outstanding' in all areas. Regardless of our current success, we strive for the continuous improvement of our educational provision so that our students are fully prepared for 21st century society. We serve the market town of Otley (in the Wharfe Valley) and the surrounding villages including Pool, Bramhope and Adel. The Wharfe Valley is a wonderful region in which to live and work. It is close to areas of outstanding natural beauty, yet also benefits from good transport links to key towns and cities across the country.

Prince Henry's Grammar School has a rich history dating back to its Royal Charter of 1607 and to this day the school remains at the heart of the local community. We work hard to maintain strong links, for example through community use of our sporting facilities and our provision of an extensive Community Education Programme.

High standards, in both the academic and broadest sense of the word, continue as the underlying principles of all that we do. Our behaviour and achievement policy, known as Positive Discipline, is central to this. The system rewards students for what they do well, whilst also providing a framework within which misdemeanors are challenged and sanctioned in a consistent manner. This results in the extremely positive attitudes to learning that exists amongst our students. Prince Henry's is an enjoyable place to work and learn and we aim to appoint colleagues who shares our commitment to high professional standards.

Our focus on equality and diversity has a significant impact on the philosophy and operation of the whole school. An international perspective is evident in all areas of school life and all colleagues are expected to deal with issues of global citizenship and equality through their role in school. Typically, over 500 students take part in one of a dozen or more foreign trips and exchanges each year.

Our commitment to promoting equality and celebrating diversity lies at the heart of our vision, and we have received national acclaim for our work in this respect. The school holds the highest level of the Stephen Lawrence Education Standard and has supported several other schools to develop their own inclusive practices through the RED award developed internally.

Extra-curricular and enrichment provision is rich and varied. There are strong sporting traditions (including rugby, netball, hockey, athletics and swimming) and considerable interest in outdoor pursuits through a successful Duke of Edinburgh Award programme. Music, drama and a variety of other activities also flourish. Governors and trustees are keen to appoint staff who will support the vibrancy of our school.

For further information about Prince Henry's, including details of the current curriculum offer, please see the school website www.princehenrys.co.uk and the school's prospectus documents [here](#).

INFORMATION FROM THE HEADTEACHER

Dear Prospective Applicant,

We would like to thank you for your interest in applying for this post at Prince Henry's Grammar School.

Of particular interest to new members of staff is the emphasis placed on high quality professional development. Prince Henry's is a strategic partner in the Red Kite Teaching School Alliance and as such we work with our partners to develop and deliver high quality CPL to staff in our own school and across the region. This ensures good access to development opportunities for our teaching and associate staff.

A number of services and benefits have been developed including such things as free coffee/tea at break time, parking, annual flu vaccinations, access to Cycle to Work and Computer schemes, corporate gym membership, staff takeaway meal service through Henry's Diner, long service awards and social events organised by the Staff Committee. There is also an opportunity for the children of staff to access the excellent education available at Prince Henry's in line with the Admissions Policy.

Over recent years the already strong educational provision at Prince Henry's has improved even further, and consequently the reputation of the school. As a result, Prince Henry's has grown in size, including significant growth in the sixth form. Despite the school's achievements, governors and school leaders are not complacent, and seek to employ staff with the ambition, knowledge and skills to contribute to further improvement in this larger than average comprehensive school.

This is an exciting time to join a forward-thinking and ambitious school. Having been judged as 'Outstanding in all areas' from Ofsted (November 2024), our focus is on maintaining the exceptional offer and experience whilst pushing ourselves even further to ambitious levels. This includes the offer of CPL which includes leadership development and bespoke packages, and the opportunity to be outward facing with other schools within the trust and alliances of which we are a member.

We hope that after reading the information about this vacancy you will want to apply. Please clearly describe your relevant skills and abilities, knowledge and experience (see Person Specification) in the appropriate sections of the application form and explain why these make you an ideal candidate for your chosen post. We look forward to receiving your application.

Yours faithfully,

Sally Bishop
Headteacher

JOB DESCRIPTION: SPORTS LETTINGS ASSISTANT

Name:	
Faculty:	Site Team
Salary Grade:	NJC Grade B1 Scale Points 4 – 6 £13.48 - £13.92 per hour
Contract Type:	Part Time – All Year Round Between 10 - 20 hours per week Fixed Term until Easter 2027
Normal Working Hours	Saturday daytime and/or Sunday daytime and/or evenings Monday-Friday – to be negotiated Some flexibility will be required, in particular during school holidays when hours may vary, and to cover annual leave for the other postholder
Responsible to:	Executive Officer: Site, Health & Safety

PURPOSE OF ROLE

The primary aim of this role is to provide evening and/or weekend supervision of sports lettings and users of the sporting facilities at Prince Henry's Grammar School. These roles have been created to accompany the opening of the brand-new community 3G sports pitch based on the school site.

Sports Lettings Assistants will be responsible for providing a safe, welcoming facility which offers excellent customer service for our community users. Postholders will undertake a range of duties including the set-up and movement of equipment, some general cleaning tasks and reception cover.

Main Duties:

1. To deliver an excellent customer service by providing a professional and positive welcome to all visitors and community users of the facility.
2. To monitor attendance for bookings and complete associated reporting processes.
3. To complete 'walkthroughs' and checklists at regular intervals prior to, during and following sports lettings.
4. To assist with moving and setting up sporting equipment, where required.
5. To check that appropriate footwear is worn by those using the facilities, and that other expectations are being followed.
6. To check that the facilities are left as found by community user groups and to undertake cleaning duties, as appropriate, including litter-picking etc to ensure that the site, buildings and facilities are maintained in a clean and tidy condition.
7. To provide support for other aspects of the service, such as reception duties.

8. To be responsible for the effective opening and locking of the school site and/or buildings in line with agreed procedures, assisting with regular security checks and the operation of alarm systems, where appropriate.
9. Where required, to serve refreshments, clearing, cleaning and preparing the service area.
10. Where required, to undertake basic grounds maintenance duties, including litter picking and leaf removal

General responsibilities:

11. To take a proactive role in helping to improve environmental sustainability across the site, including issues such as energy efficiency and waste reduction.
12. To deal with contractors, staff, parents, students and members of the public in a professional, courteous, friendly and effective manner, maintaining a high standard at all times.
13. To ensure that internal/external lights and sources of electrical equipment are switched on/off, as appropriate
14. To deal with Hazard Reports issued in line with Health & Safety procedures, liaising with Site Manager and/or Lettings Manager, if required.
15. To report faulty equipment and other maintenance requirements to the Site Manager.
16. To undertake cleaning duties in accordance with COSHH (Control of Substances Hazardous to Health) regulations and use cleaning equipment as necessary.
17. To ensure a clean and presentable appearance at all times, including footwear.
18. To undertake any other duties commensurate with the grade of the post.
19. To be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person.
20. To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the school complies with its requirements.
21. To contribute to the overall ethos/work/aims of the school including the school's commitment to safeguarding and promoting the welfare of children and young people.
22. To appreciate and support the role of other professionals.
23. To attend relevant meetings as required.
24. To participate in the school's Professional Growth process and seek to develop skills further through professional development opportunities.

To carry out any other duties commensurate with the grade of the post, including cover for absent colleagues, as directed by the Headteacher

All job descriptions may change and/or be amended, following negotiation. Job descriptions are not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to fulfil other duties commensurate with the role.

HEALTH & SAFETY

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

SAFEGUARDING

Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.

In line with KCSiE 2026, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.

Signed

Date.....



PERSON SPECIFICATION – SPORTS LETTINGS ASSISTANT

Title of Post		Sports Lettings Assistant	
Specification Prepared By		LNC/KNJ	
Date		September 2026	
Qualifications		Essential/ Desirable (E/D)	How identified
1.	Willingness to participate in development and training opportunities	E	Application and Selection Process
2.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths	D	
Experience and Professional Development		Essential/ Desirable (E/D)	How identified
1.	Experience of working in a customer focused environment with a commitment to providing excellent customer service.	D	Application and Selection process
2.	Experience of working in a sports facility environment	D	
Knowledge		Essential/ Desirable (E/D)	How identified
1.	Awareness and understanding of basic safety and security measures	E	Application and Selection process
2.	Knowledge of how sports environments work	D	
Skills and Abilities		Essential/ Desirable (E/D)	How identified
1.	Excellent communication and interpersonal skills, with the ability to develop effective relationships	E	Application and Selection process
2.	Excellent organisational skills and the ability to work independently and as part of a team	E	

3.	An ability to work effectively under pressure and when dealing with challenging situations	E	
4.	A high level of attention to detail and the ability to work proactively	E	
5.	Ability to demonstrate, or be willing to learn, the principles and procedures associated with safety in a sports' letting environment	E	
6.	Ability to provide a high level of customer care to all internal and external lettings	E	
7.	Basic ICT skills	E	
Personal Attributes		Essential/ Desirable (E/D)	How identified
1.	Ability and desire to learn new skills and to take part in further training	E	Application and Selection process
2.	Flexible attitude towards working hours e.g. start and finish times, to fit in with the needs of the school	E	
3.	Commitment to upholding the school's aims, procedures and policies	E	
4.	Commitment to continued professional development	E	
5.	Professional demeanour and appearance with the ability to maintain confidentiality	E	
7.	Ability to make suggestions on how things can be improved or done differently through critical thinking and sharing ideas	E	
Equal Opportunities		Essential/ Desirable (E/D)	How identified
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	

Safeguarding		Essential/ Desirable (E/D)	How identified
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
Personal Circumstances		Essential/ Desirable (E/D)	How identified
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration

GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

REFERENCES

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

EMPLOYMENT HISTORY

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

EDUCATION HISTORY

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

OTHER COURSES OR PROFESSIONAL DEVELOPMENT

Please include any professional development that may be relevant including dates and grades obtained.

INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills and Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure and Barring Service (DBS) to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.
- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



Prince Henry's Grammar School

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A PROUD PART OF THE



**COLLABORATIVE
LEARNING TRUST**

Working Together to Secure Success