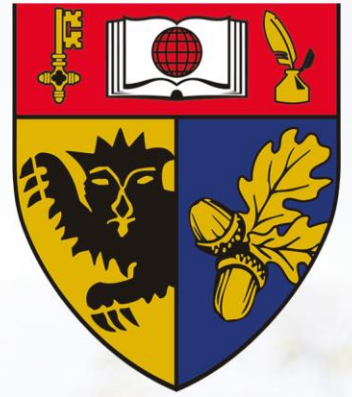




GREENSHAW
LEARNING TRUST



**School Games Organiser and
Lettings Co-Ordinator
Recruitment Pack**

**ALWAYS
LEARNING**

July 2021

Dear Candidate

Thank you for your interest in the post of School Games Organiser and Lettings Co-Ordinator at Yate Academy

Our school is a well-established secondary school and sixth form, which caters for up to 900 pupils. We have achieved a set of outstanding GCSE results which put them well above the national average for progress. A relentless focus on high expectations has resulted in this exceptional GCSE performance. The results are not only the best in the school's history but will put Yate Academy amongst some of the best schools in the country. As well as having the full support of an active Teaching Team and Leadership team the school benefits from the experience and support that comes with being part of the Greenshaw Learning Trust.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours. If you would like an opportunity to visit our school, please contact Mrs K Sims on 01454 333592 to arrange a suitable time.

For the right candidate, we may consider a job share or split in duties for this position.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race. We are committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

How to apply

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website www.yateacademy.co.uk under 'About us' > 'Current Vacancies'

The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

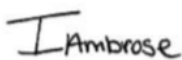
The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Closing date: 09/08/2021

Interview date: TBC

Start Date: ASAP

Yours sincerely



Isabel Ambrose
Headteacher

Greenshaw Learning Trust – About us

The Greenshaw Learning Trust (GLT) provides an effective structure for schools to achieve real benefits from school-to-school collaboration, and a culture of trust and openness that promotes honest and transparent dialogue and mutual support.

At the heart of the Trust is proven school improvement advice and guidance – with regular meetings with school leaders, input from specialist primary and secondary experts and staff training and development in all our schools.

All schools in the Trust receive expert advice and fast-response support on budget planning and monitoring, payroll, human resources, employment and legal advice, purchasing, capital projects, admissions, policy development and audit. Our catering team provides advice and guidance on meeting the statutory responsibilities for food standards, healthy eating and safety, and helps our schools achieve higher take-up of meals and significant cost savings through quality improvement and the central procurement of food supplies.

Each school's local governing body receives support and advice to ensure that they can contribute effectively to the governance and leadership of their school, including tailored guidance to chairs and clerks and governor training.

The Greenshaw Learning Trust is committed to meeting the needs of every student – our schools offer a wide range of special needs provision and across the Trust we have extensive expertise in behaviour, attendance, family liaison and therapies to support our students and their teachers.

The Greenshaw Learning Trust Mission Statement

- *We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*
- *We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*
- *We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- Excellent CPD opportunities and career progression.
- Employer Contributions to Teachers Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.

Job Description – School Games Organiser and Lettings Co-Ordinator

Job Purpose

The post holder will be responsible for delivering the School Games Organiser programme for schools in the Yate partnership. Alongside this you will be responsible for leading lettings service at Yate Academy developing Yate Academy as a community hub. This will include leading the service, sourcing new business and all facility hire at Yate Academy.

Reporting to: PA/Office Manager
Salary: £22,183 - £28,672 per annum
G8/9 SCP 12-24 (All Year Round)
Hours: 36 hours per week
Hours to include evenings and weekends. Full flexibility is required

Main Responsibilities

- To deliver the school Games Organiser programme for the Yate partnership (consisting of 62 primary schools and 9 secondary schools) against the 5 main School Games outcomes
- To Maintain and grow school engagement in the School Games and support schools in their delivery of 60 active minutes. This will involve supporting schools to prioritise the delivery of 60 active minutes as an entitlement for every child to support improvements in physical literacy, social, emotional and physical well-being.
- To create positive experiences to ensure physical activity and competition provision is designed to reflect the motivation, competence and confidence of young people and has clear intent. This will involve targeting young people who need the intervention most to improve their physical literacy, social, emotional and physical wellbeing.
- To have a clear focus on secondary and in particular transition points (Yr3 and Year 7/8). Supporting secondary schools and early key stage 2 with engagement and delivery.
- To create positive experiences that support the character development of young people. Provide high quality opportunities across the School Games for young people in leadership; inclusive leadership and volunteering
- To advocate to key stakeholders how the School Games makes a meaningful difference to the lives of children and young people, including supporting schools to engage and educate parents. Sharing the benefits and impact of physical activity and competition on young people's physical, emotional and social well being and influence the likelihood of continued engagement both at school and in the community, creating habits for life
- Complete annual development plan, updating by three identified points in the year
- Update termly School Games Offer through the School Games Dashboard
- Develop two case studies over the year to demonstrate the impact of the School Games.
- Collaborate across a county area with fellow SGO's, Active partnerships and other School Games Partners to inform the local and county School Games offer/provision based on schools and young peoples needs and those from under represented communities
- Take a proactive interest in your professional development, engaging with Development Coach to consider individual CPD needs
- Attend a minimum of three networking opportunities over the 2021/22 academic year
- Provide an offer of CPD for all schools to increase their understanding and increase their provision of 60 active minutes

- Work intensively with at least two of the least engaged schools to improve their understanding, engagement and access of the School Games offer locally
- Work with at least one secondary school to pilot 60 active minutes
- Design and deliver a broad and balanced participation and competition offer. Delivering at least 15 targeted inter school competitions with clear intent and three personal challenges

To develop Yate Academy as a community resource

- Manage all lettings bookings, budget management reports and budget planning
- To develop awareness of the full range of activities and promotions offered by the academy
- To coordinate the duty Management team outside the normal curriculum hours to ensure commercial events and activities are always covered
- To oversee and/or support additional commercial activities such as multi-sport days
- Access funding to enhance the sports development programme
- To take payments for any given hire and to receipt for such payments in accordance with Academy & Trading Company Financial regulations
- To prepare facilities for use, ensuring that sports facilities, changing rooms and ancillary areas are clean and fully functioning, replenishing stocks in cloakrooms and toilet facilities as required

General:

- To provide first aid assistance as required.
- To carry out the responsibilities of the post having regard to the Academy Safeguarding and Health and Safety Policies.
- To cover the Main School Reception area when instructed by the Headteacher
- To participate in school initiatives where every person is expected to contribute.
- To participate in the school's professional learning programme as agreed.
- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Such other duties as may be reasonably allocated by your line manager or Academy Principal teacher.

Other job requirements

Safeguarding Children

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Special Notes on Conditions

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role therefore flexibility is required.

This job description is not exhaustive and serves only to highlight the main requirements of the post holder. The line manager may stipulate other reasonable requirements. The job description will be reviewed regularly and may be subject to change.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Qualifications	Essential	Desirable
BTEC Higher/NVQ4 or degree in a relevant area or substantial experience in the areas below	●	
Relevant Level 3 qualifications		●
First Aid Certificate		●
Relevant Sporting/ Educational experience		●
Evidence of personal commitment to CPD.	●	
Experience and Knowledge	Essential	Desirable
Experience in PE, Sport Development, Physical Activity, Health/and or Community Development	●	
Experience in educational settings		●
Experience of managing a leisure or learning facility or experience of Sports Development		●
Experience of cash handling		●
Experience of reception-based duties		●
Experience of working as part of a small team		●
Working with local, regional or national organisations on sport and physical activity programmes		●
Skills and Abilities	Essential	Desirable
Excellent organisational and time management skills	●	
Knowledge of bookings systems		●
Be able to communicate clearly with a wide variety of stakeholders	●	
Possess strong interpersonal skills.	●	
Knowledge of PE sport and physical activity national, regional and local policies		●
Knowledge of the structures and workings of Active partnerships, NGB's, Youth Sport Trust, Sports England and AFPE		●
The ability to enthuse, motivate and enable others to achieve results	●	
Able to set clear targets, track and manage progress towards outcomes	●	
Have a willingness to extend skills through appropriate training.	●	
Have good working ICT knowledge including Microsoft Office.	●	
Personal	Essential	Desirable

Passionate about sport and leisure activities and delivering excellent customer service

A good team player

The ability to remain calm

A willingness to go the extra mile with a can-do attitude

Commitment to working flexibly outside of school hours to achieve outstanding outcomes for young people

An ability to quickly adapt to changes

Flexibility with the approach to prioritising and managing working hours

