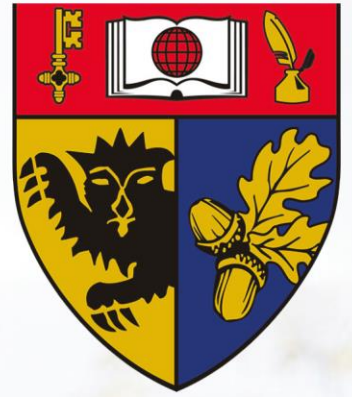




GREENSHAW
LEARNING TRUST



**Duty Manager
(Part time)
Recruitment Pack**

**ALWAYS
LEARNING**

Sept 2021

Dear Candidate

Thank you for your interest in the post of Duty Manager 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.

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.

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.

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: 01/11/2021

Interview date: TBC

Start Date: ASAP

Yours sincerely

Natalie Wilcox
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 – Duty Manager

Background

Millions of pounds have been invested in the facilities at Yate Academy and are made available for hire to the local community, this includes fitness classes, adult learning classes, events and hiring of facilities by clubs and organisations. The role also supports some after school curriculum events.

Reporting to: Link Coordinator/Office Manager
Salary: £10,728.88 - £10,943.33 per annum / G11 SCP 5-6 (Salary based on 20hrs per week contract)
Hours: Between 16-20 Hours per week contract available
All year round (Rota to include evenings and weekends)

Job Purpose

- To take responsibility for the Academy building and its environs during evenings and weekends including sports hall, activity studio, fitness suite, floodlit all weather pitch, playing fields and other facilities booked for community and commercial use.
- To support the Academy in its provision of diarised evening events such as open evening, mentor and subject parents' evenings by ensuring facilities are unlocked and set up ready for use.
- To be a key holder and secure Academy facilities after evening and weekend use has finished.

Key Duties

- To act as a key holder with responsibility for the security of the Academy during periods of Commercial Operation
- 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.
- Support the Lettings and Community Sports Development Coordinator in securing commercial hirers.
- To take payments for any given hire and to receipt for such payments in accordance with Financial regulations.
- To develop an awareness of the full range of activities and promotions offered by the Academy and to advise enquirers accordingly.
- To provide first aid assistance as required.
- To carry out the responsibilities of the post having regard to the Academy's Safeguarding Policy and Health and Safety Policies.
- To manage staffing outside normal curriculum hours at Yate Academy in order to ensure commercial events/activities are always covered. Permanent and casual assistant staff form part of the Commercial team.
- To oversee and/or support additional commercial activities such as multi-sports days.

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 |
|--|-----------|-----------|
| Good standard of education including GCSE in Mathematics and English or comparative qualifications | ● | |
| First Aid Certificate | | ● |
| Level 2 Fitness qualification or equivalent | | ● |
| Skills and Experience | Essential | Desirable |
| Ability to manage a leisure or learning facility or similar | | ● |
| Experience of cash handling | ● | |
| Strong organisational and time management skills | | ● |
| Experience of reception based duties | | ● |
| Experience of working as part of a small team | | ● |
| Experience of working within a schools environment | | ● |
| Knowledge | Essential | Desirable |
| Working Knowledge of Health and Safety best practice and legislation in leisure facilities | ● | |
| Knowledge of booking systems such as BookingPro | | ● |
| Good working knowledge of MS word, excel, Google Mail | ● | |
| Personal | Essential | Desirable |
| Customer focussed | ● | |
| Highly self-motivated with ability to work proactively and independently | ● | |
| Ability to keep calm under pressure | ● | |
| Willingness to be hands on and flexible with a can-do attitude | ● | |
| Passionate about leisure activities and delivering excellent customer service | ● | |
| Customer focussed | ● | |