



**GREENSHAW**  
LEARNING TRUST



**STOKE  
DAMEREL**

Community College



**Community Lettings  
Assistant  
Recruitment Pack**

**ALWAYS  
LEARNING**

## Introduction

Dear Candidate

Thank you for your interest in the post of Community Lettings Assistant at Stoke Damerel Community College.

Stoke Damerel Community College is a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

Stoke Damerel Community College is a successful, oversubscribed, and inclusive college at the heart of the local community. We are a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email [info@sdcc.net](mailto:info@sdcc.net) or telephone 01752 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

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.

Stoke Damerel Community College is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS check and uptake of references.



Miss A Frier  
Principal

## Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## 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.*

## Terms and Conditions

<b>Line Managed by:</b>	Community Lettings Manager
<b>Line Management:</b>	N/A
<b>Contracts:</b>	1 x Permanent
<b>Salary:</b>	Salary calculated in line with NJC Grade B Pay scale, Points 3 - 4 <b>Plymouth £18,562 - £18,933 fte, per annum</b> Actual Salary £7,504 - £7,654 per annum
<b>Hours of Work:</b>	15 hours per week x 52 weeks per year

**Medical Examination:** The appointment is subject to a satisfactory medical report.

**Superannuation:** Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org/>

**Holiday Entitlement:** The annual holiday entitlement is 25 days plus 2 extra-statutory days.

**Probationary Period:** New employees are required to complete a six-month probationary period.

**Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory Disclosure and Barring Service check.

**General:** Conditions of service, including provision for holiday allowances, holiday pay, sick leave and sick pay allowances, will be in accordance with the award of the National Joint Council for Local Authorities, 'Administrative Professional, Technical and Clerical Services.

**Place of Work:** Based in Stoke Damerel Community College

## 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:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer Contributions to Local Government Pension scheme
- Cycle to work scheme
- Gym membership scheme
- Employee Assistance Programme
- Eye care voucher scheme
- Childcare voucher scheme
- Car benefit scheme
- My Health discounts

## **Job Description and Key purpose of the role**

To support the community lettings programme. Being the first point of contact within a busy sports facility, greeting customers, setting up specific sports equipment and maintaining cleanliness standards throughout.

### **Main duties and responsibilities**

The following outlines the duties required for the time being for this post. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level or responsibility required.

- Allow users entry to the sports facility.
- Greet customers and provide a good customer service.
- Administration of the School Hire booking system.
- Support with the positive promotion and marketing of the lettings facilities.
- Be willing to run or support the delivery of after school and holiday clubs or in-house courses.
- Set up specific equipment as required by lettings users.
- Report any premises issues to the site staff as appropriate.
- Secure the facilities and site within prescribed opening and closing procedures.
- Respond to queries from staff, students and the public.
- Ensure that the site and facilities are safe for use eg spaces are clean, clear, no broken equipment, pitch is checked for holes and litter.
- Act as designated member of staff for out of hour's health & safety, fire safety, first aid and site security in the absence of the Community Sports Manager.
- Undertake additional duties as commensurate with the grading of the role.

### **Trust Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- To work flexible within the dedicated hours for the role as directed by the Community Lettings Manager
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation.
- Work within the requirements of the Trust's Health and Safety Policy, Keeping Children Safe in Education, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's Equalities policy and relevant legislation

### **Personal Development**

Participate in a programme of CPD

## 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.

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> In their application, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	<ul style="list-style-type: none"> <li>• Strong academic record, including English and Maths at Grade C, 4/5 or equivalent</li> <li>• Relevant knowledge of first aid and health and safety procedures</li> <li>• Knowledge of the sports and leisure industry</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a similar role</li> <li>• Experience of working in the sports and health sector</li> </ul>
Criteria	Essential	Desirable
<b>Personal and Professional Qualities and Attributes:</b> In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	<ul style="list-style-type: none"> <li>• Good level of ICT skills</li> <li>• Ability to manage time effectively</li> <li>• Good verbal and written communication skills</li> <li>• Ability to be flexible and committed to working evenings and weekends</li> <li>• Resilience, tact and diplomacy, even when under pressure</li> <li>• Punctual, reliable and trustworthy</li> <li>• Be personable and set a good example to colleagues and pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to travel to other sites</li> </ul>

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website <https://www.greenshawlearningtrust.co.uk/join-us/staff>

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.

Applications must be received no later than **midnight on Thursday 28<sup>th</sup> October 2021**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have clearly indicated day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

The interview date is to be confirmed. Applicants may be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up post as soon as possible.

### 6. Additional information

For further information, please contact the Plymouth HR team via email: [hr@sdcc.net](mailto:hr@sdcc.net)

### 7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.