



TRC
THOMAS ROTHERHAM COLLEGE

Casual Sports Centre Assistant

Closing Date: Wednesday 21 June 2023

Interviews Date: Week commencing 26 June 2023

Responsible to:	Sports Centre Manager.
Responsible for:	Sports Centre duties.
Salary:	Inspire Support Band C3 Fixed Hourly - £11.79.
Working hours:	Casual post, evening and weekend shifts required.

Inspire Trust is a Multi Academy Trust based in Rotherham which also includes Oakwood High School, Sitwell Junior School and Thomas Rotherham College.

All staff are required to work flexibly and in a way that encourages a positive work environment that is solution focused and proactive for all.

We offer a positive working environment, we care about our learners, and we care about our staff, all of whom know and appreciate that. The successful candidate will have the opportunity to be part of this, contributing to this culture and developing it further.

As a Trust we are truly community based and committed to developing a set of shared values through every aspect of our work. These values are the development of respect, responsibility, resourcefulness, resilience, reflection, risk taking and relationships.

Applications are invited for the role of Sports Centre Assistant to assist in the day to day running of the Sports Centre (shift patterns will predominantly be evenings and weekends). The successful candidate will ideally hold a gym instructor qualification, have excellent interpersonal skills, be punctual and able to follow HSE regulations. An

up to date first aid qualification in an exercise environment is desirable.

Applicants are required to apply via our online application form which is available on our website: <https://www.inspiretrust.uk/vacancies/>

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments, all applicants must complete an application form in full.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its workplaces. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.

Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.



**Inspire Trust is committed to...
Educational Social Responsibility
We are committed to a value led
educational provision.**

Inspire Trust is an organisation driven by a desire to provide a truly outstanding and inspirational educational experience for all its pupils and students. Underpinning this aspiration, is an equal commitment to being a wonderful place to work and a valued and impactful community asset.

Since its journey began a decade ago, Inspire Trust has worked tirelessly to develop a strong ethos. Together, within this multi academy trust, we will work to inspire learners to achieve, for today, for tomorrow and into the future.

Through a process of engagement and collaboration, Inspire Trust has further developed this ethos, by encouraging each establishment to define their specific purpose in the development of the young people they support:

- **Inspiring lives, creating possibilities, shaping futures - Sitwell Junior School**
- **Inspired to achieve - Oakwood High School**
- **A tradition of achievement - a future of opportunity - Thomas Rotherham College**

Underpinning this ethos, Inspire Trust has embedded a set of common values that are believed in and shared, by the trusts, staff, pupils, and trustees, these are;

***Respect, Responsibility, Resourcefulness, Resilience,
Reflection, Risk taking and Relationships***



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Job Description and Person Specification

Main Purpose of Job

Reporting to the Sports Centre Manager or their Deputy, to assist in all aspects of the day-to-day operation of the Sports Centre and its associated facilities and services.

The successful candidate will ideally hold a gym instructor qualification, have excellent interpersonal skills, be punctual and able to follow HSE regulations. An up to date first aid qualification in an exercise environment is desirable.

Excellent standards of behaviour, respect and learning depend upon the 'tone' set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post, or the lead responsibility for an activity lies with another member of staff, this is stated and will be expanded on in the Service Framework and Development plan where appropriate.



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Role Specific Duties and Responsibilities of the Post

(including Leadership, Accountabilities and Operational Activities).

A = Accountability (which means being responsible for something to somebody)

L = Leadership (guide, direct and influence the outcomes of)

O = Operational (day-to-day management and control of these activities)

1. Sports Leisure Responsibilities	A	L	O
To act as Duty Officer, including the locking and unlocking of the buildings.	✓	✓	✓
To be responsible for the setting up and clearing away of equipment for Sports Hall and the all-weather pitch.	✓	✓	✓
To assist with special events e.g., sports camps, sports promotional events etc.	✓	✓	✓
To ensure high standards of equipment maintenance and cleanliness.	✓	✓	✓

2. delivery of Fitness Programmes, Exercise Classes and Assessments	A	L	O
Complete weigh-ins and measurements for our clients.	✓	✓	✓
Give members initial and updated gym programmes.	✓	✓	✓
To instruct, induct and advise all participants on safety and the basic principles of the gym equipment.	✓	✓	✓

3. Sports Centre Reception Responsibilities	A	L	O
To be responsible for handling enquiries and bookings at Sports Centre reception.	✓	✓	✓
To be responsible for cash handling and banking.	✓	✓	✓
To undertake appropriate administrative tasks as required, to include word processing and file management.	✓	✓	✓
To operate the computerised membership and booking system, including inputting data.	✓	✓	✓
Assist with recruitment of new fitness studio memberships.	✓	✓	✓
To ensure the highest possible levels of retention of Sports Centre membership and promotion of the facilities to potential members.	✓	✓	✓



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To undertake appropriate marketing and promotional activities for TR Sports.	✓	✓	✓
To sign up new adult learners and help with their enrolment.	✓	✓	✓

4. Advice, Liason and Newtownrking	A	L	O
To liaise with customers and other Sports Centre staff to develop and deliver the college Sports Development Strategy and policy.			✓
To provide customers with advice and information regarding gym equipment, booking availability and membership packages.	✓	✓	✓
To liaise and network with other sporting bodies and outside agencies to continue development of the opportunities on offer at TR Sports.			✓
Take responsibility for promoting and safeguarding the welfare of children and young people.	✓	✓	✓

5. Other Duties	A	L	O
To provide first aid care as required.		✓	✓
To ensure that all internal Health and Safety procedures are appropriately carried out.	✓	✓	✓
To liaise closely with the Community Language Department concerning class locations and to direct adult students to classrooms.	✓	✓	✓

Generic Duties and Responsibilities
Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).
Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedule.
All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.



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Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.

Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.

Establish constructive relationships and communicate with others (inside and external to the Trust).

Organise and support Academy and Trust events as requested.

Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.



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Person Specification

The Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, other workers and volunteers to share this commitment.

Key to abbreviations: MoA Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing, DBS Disclosure and Barring Service Check.

1. Qualifications / Training / Experience	Essential	MoA
Level 2 qualification in Gym Instructing.	✓	AF / CQ
Level 2 Fitness or Sports Coaching qualification.	✓	AF / CQ
Level 3 Personal training qualification.	Desirable	AF / CQ
Successful instructing experience in an exercise class environment.	✓	AF / I
Awareness and understanding of key and current health and fitness issues.	✓	AF / I
Evidence of having taken advantage of appropriate opportunities for professional development.	✓	AF / I
Current First Aid at Work qualification.	✓	AF / CQ

2. Skills and Aptitudes	Essential	MoA
Evidence of excellent Customer Care skills.	✓	AF / I / R
Ability to motivate and encourage individuals.	✓	AF / I / R
An innovative and adaptable teaching style.	✓	AF / I / R
Effective verbal and written communication skills.	✓	AF / I / R
Excellent personal presentation, delivery and time management skills.	✓	AF / I / R
Effective team working skills.	✓	AF / I / R
Have a flexible and dynamic approach to instructing/training.	✓	I / R
Possess a high degree of professionalism and confidentiality.	✓	I / R
Ability to relate effectively and compassionately to others.	✓	I / R
Awareness of the need to provide positive support to others.	✓	I / R



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Energy and enthusiasm.	✓	I / R
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3. Mandatory Requirements	Essential	MoA
A DBS check at an enhanced level must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	DBS Check
School posts are exempt from Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bind overs must be declare don the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bind overs do not need to be declared.	✓	AF / R
References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF / R

4. Physical Requirements	Essential	MoA
Health and physical capacity for the role.	✓	I / R
A good attendance record in current employment (not including absences resulting from disability).	✓	I / R

5. Effective Behaviours
Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.
Delivering excellent service: Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.
Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.
Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.



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Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.

Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust and each Academy are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.

Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.

Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.

Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to consider any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

Inspire Trust is committed to providing a safe, secure and supportive environment for all members of staff to support their wellbeing, built from effective relationships. As part of our Staff Wellbeing Strategy, we have contracted with the Education Support Partnership, and they provide us with an Employee Assistance Programme to support all staff on a range of issues. Our recent Staff Wellbeing survey shows that we are in the top 10% of educational providers in the country in respect of how our staff view their wellbeing experience at work (all ratings are out of 5). We will continue to work with our staff body to improve and ensure that we remain a really good place to work, in line with this ethos the Trust became an Accredited Living Wage employer as of September 2022.