



Inspire Trust



Trust Casual Sports Centre Assistant

Closing Date Monday 17 July 2023 at 12 noon

Interviews to be confirmed

Responsible to:	Trust Community Sports Manager
Responsible for:	To assist in all aspects of the Trust Sports Facilities
Salary:	Band C3 Fixed - £11.79 per hour
Working hours:	Casual contract, 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.

Applications are invited for the role of Trust Sports Centre Assistant to assist in the day to day running of the Sports Facilities across the Trust (including Oakwood High School and Thomas Rotherham College). 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.

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.

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



Inspire Trust

Job Description and Person Specification

Main Purpose of Job

Reporting to the Trust Community Sports Manager or their Deputy, to assist in all aspects of the day-to-day operation of the Sports Facilities across the Trust (including Oakwood High School and Thomas Rotherham College).

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.



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
1.1 To act as Duty Officer, including the locking and unlocking of the buildings.	✓	✓	✓
1.2 To be responsible for the setting up and clearing away of equipment for Sports Hall and the all-weather pitch.	✓	✓	✓
1.3 To assist with special events e.g., sports camps, sports promotional events etc.	✓	✓	✓
1.4 To ensure high standards of equipment maintenance and cleanliness.	✓	✓	✓
2. Delivery of Fitness Programmes, Exercise Classes and Assessments	A	L	O
2.1 Complete weigh-ins and measurements for our clients.	✓	✓	✓
2.2 Give members initial and updated gym programmes.	✓	✓	✓
2.3 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
3.1 To be responsible for handling enquiries and bookings at Sports Centre reception.	✓	✓	✓
3.2 To be responsible for cash handling and banking.	✓	✓	✓
3.3 To undertake appropriate administrative tasks as required, to include word processing and file management.	✓	✓	✓
3.4 To operate the computerised membership and booking system, including inputting data.	✓	✓	✓
3.5 Assist with recruitment of new fitness studio memberships.	✓	✓	✓
3.6 To ensure the highest possible levels of retention of Sports Centre membership and promotion of the facilities to potential members.	✓	✓	✓
3.7 To undertake appropriate marketing and promotional activities.	✓	✓	✓



3.8 To sign up new adult learners and help with their enrolment.	✓	✓	✓
4. Advice, Liaison and Networking	A	L	O
4.1 To liaise with customers and other Sports Centre staff to develop and deliver the Trust's Sports Development Strategy and policy.			✓
4.2 To provide customers with advice and information regarding gym equipment, booking availability and membership packages.	✓	✓	✓
4.3 To liaise and network with other sporting bodies and outside agencies to continue development of the opportunities on offer across the Trust sports facilities.			✓
4.4 Take responsibility for promoting and safeguarding the welfare of children and young people.	✓	✓	✓
5. Other Duties	A	L	O
5.1 To provide first aid care as required.		✓	✓
5.2 To ensure that all internal Health and Safety procedures are appropriately carried out.	✓	✓	✓
5.3 To liaise closely with the Community Language Department concerning class locations and to direct adult students to classrooms.	✓	✓	✓
6. Generic Duties and Responsibilities			
6.1 Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.			
6.2 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 Basic First Aid (training will be provided).			
6.3 Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.			
6.4 Participate and contribute to Talent Development and Service Frameworks and other plans.			
6.5 All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal / external Training, Networking, Updating and other such 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.			
6.6 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.			



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

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

6.9 Organise and support Academy and Trust events as requested.

6.10 Any other reasonable and appropriate duties as directed by Trust or Academy Senior Staff.

6.11 All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. As a senior support staff holder, you will support, mentor and act as a role model for all staff

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: MoF Method of Assessment, AF Application Form, R References, I Interview, CQ Certificate of Qualification, OT Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), DBS Disclosure and Barring Service Check.

1. Qualifications / Training / Experience	Essential	MoA
1.1 Level 2 qualification in Gym Instructing.	✓	AF/CQ
1.2 Level 2 Fitness or Sports Coaching qualification.	✓	AF/CQ
1.3 Level 3 Personal training qualification.	✓	AF/CQ
1.4 Successful instructing experience in an exercise class environment.	✓	AF/I
1.5 Awareness and understanding of key and current health and fitness issues.	✓	AF/I
1.6 Evidence of having taken advantage of appropriate opportunities for professional development.	✓	AF/I
1.7 Current First Aid at Work qualification.	✓	AF/CQ
2. Skills and Aptitudes	Essential	MoA
2.1 Evidence of excellent Customer Care skills.	✓	AF/I/R
2.2 Ability to motivate and encourage individuals.	✓	AF/I/R
2.3 An innovative and adaptable teaching style.	✓	AF/I/R



2.4 Effective verbal and written communication skills.	✓	AF/I/R
2.5 Excellent personal presentation, delivery and time management skills.	✓	AF/I/R
2.6 Effective team working skills.	✓	AF/I/R
2.7 Have a flexible and dynamic approach to instructing/training.	✓	I/R
2.8 Possess a high degree of professionalism and confidentiality.	✓	I/R
2.9 Ability to relate effectively and compassionately to others.	✓	I/R
2.10 Awareness of the need to provide positive support to others.	✓	I/R
2.11 Energy and enthusiasm.	✓	I/R

3. Mandatory Requirements	Essential	MoA
3.1 A satisfactory DBS check at an enhanced level is a condition of employment with Inspire Trust.	✓	AF/I/R
3.2 Education posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bindovers must be declared on 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 bindovers do not need to be declared.	✓	AF/R
3.3 References that confirm suitability to work in an educational setting, 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
4.1 Health and physical capacity for the role.	✓	AF/I/R
4.2 A good attendance record in current employment (not including absences resulting from disability).		R

5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.



5.1 Seeing the Bigger Picture: Understand what your responsibilities are and how these contribute to the priorities of your team. Consider the varied impact your work could have on individuals with different needs and from other backgrounds. Gather information from both inside and outside of the Trust to inform your area of work.

5.2 Changing and Improving: Review ways of working and suggest improvements, including how to make full use of new digital technologies. Learn new procedures and help colleagues to do the same. Query any issues that arise from changes in a suitable way. Respond in an effective and appropriate manner when emergencies arise.

5.3 Making Effective Decisions: Use guidance, analyse relevant information and ask colleagues for input to support decision making. Identify and deal with any errors or gaps in information before making a decision. Consider the diverse needs of those affected by decisions and how it will impact them. Provide advice and feedback to support others in making accurate decisions. Ask others to clarify decisions when confused and query any issues that arise constructively..

5.4 Leadership: Show enthusiasm for your work and take personal accountability for your role. Demonstrate responsibility for your own objectives. Act in a fair, inclusive and respectful way when dealing with others. Be considerate and understanding of other people's points of view. Understand and support the objectives of the wider team. Demonstrate consideration of the wider consequences of own actions.

5.5 Communicating and Influencing: Put forward your views in a clear, constructive and considerate manner. Use an appropriate method of communication for each person such as an email, telephone call or face-to-face, taking into consideration their individual needs. Use plain and simple language, being careful to check written work for errors. Consider the impact of language used on different groups of stakeholders. Remain honest and truthful when explaining opinions. Listen and ask questions to ensure your understanding.

5.6 Working Together: Proactively contribute to the work of the whole team and remain open to taking on new and different roles. Get to know your colleagues and build supportive relationships. Listen to alternative perspectives and needs, responding sensitively and checking understanding where necessary. Ask for help when needed and support others when the opportunity arises. Be aware of the need to consider your own wellbeing and that of your colleagues. Understand that bullying, harassment and discrimination are unacceptable.

5.7 Developing Staff and Others: Identify gaps in your skills and knowledge and make plans of how to develop these. Take time to achieve development objectives. Listen to and act on feedback from colleagues to find areas you can develop. Share knowledge and skills learnt with colleagues to contribute to the learning and development of the whole team.

5.8 Managing a Quality Service: Gain a clear understanding of pupil/student needs. Plan, organise and manage your own time to deliver a high-quality education to pupils/students. Act to prevent problems by identifying issues, reporting them and providing solutions. Keep colleagues up to date with progress.

5.9 Delivering at Pace: Always work with focus and pace to get the job done on time and to a high standard. Follow the relevant Trust policies and procedures. Use own knowledge and expertise to organise work. Keep focused on delivery and take responsibility for the quality of work produced. Keep a consistent level of personal performance. Keep managers and stakeholders updated on how work is progressing.

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

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.