

Dear Applicant

**Re: Request for Application Pack**

Thank you for your enquiry in response to our recent advertisement.

I am pleased to enclose your application pack. The job description and person specification outline the main responsibilities of the post and the skills, experience and knowledge, which we are looking for in the postholder.

This job is classified as having access to children or vulnerable adults. If your application is successful, we will check your suitability with the Criminal Records Bureau. They will carry out an Enhanced check and use information held on the Police National Computer, lists maintained by Government Departments and information from individual Police Forces. Having a criminal record may not be a bar to being employed by the Trust.

To ensure that your application will be considered, please return your completed form by the closing date.

Thank you for the interest that you have shown in working for Tameside Sports Trust.

Yours faithfully

Human Resource Section

## **TEMPORARY LEISURE ASSISTANT (Schools)**

### **FAIRFIELD HIGH SCHOOL FOR GIRLS**

**Average of 18.47 hours per week**

**£6.38 per hour**

**+£1.27 per hour for hours worked after 8pm.**

**Please quote: TST 560**

**Closing date: 1<sup>st</sup> March 2010**

We are looking to recruit Leisure Assistant to operate school sports facilities outside normal school hours.

Your role includes the provision of a clean safe and friendly service to our customers. You will need excellent customer care/communication skills, experience of working with the public, a welcoming, helpful manner and proactive approach to service improvement. Cleaning and equipment set up are also important aspects of this role.

We can offer you the opportunity to play a major role in the provision of an excellent service. Full training, including a First Aid qualification, will be provided.

This position is available for approximately 12 months.

**You can download an application form which can be completed electronically or printed and completed as a paper document from our website**

**[www.tamesidesportstrust.com](http://www.tamesidesportstrust.com)**

**An information pack is also available.**

**Applications can also be requested via email [linda@tamesidesportstrust.com](mailto:linda@tamesidesportstrust.com)**

**Or phone 0161 609 1266.**

**Successful candidates will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau**

**TAMESIDE SPORTS TRUST**  
**CONDITIONS OF EMPLOYMENT**

**TEMPORARY LEISURE ASSISTANT (SCHOOLS)**

**Fairfield High School for Girls**  
**DROYLSDEN**

- Pay:** £6.38 per hour plus £1.27 per hour for all hours worked after 8pm. Paid directly into a bank or building society account on a monthly basis.
- Union Membership:** The Sports Trust has a Union Membership Agreement with the appropriate Trade Union (s) covering the occupation to which your application relates. Further details can be obtained from the officer responsible for your appointment.
- Hours of Work:** 18.47 average hours per week
- Medical Fitness:** Confirmation of medical fitness is a condition of employment. Health screening is carried out by the TMBC Occupational Health Team.
- Police Vetting:** Successful candidates will be required to apply for an Enhanced Disclosure from the Criminal Records Bureau.
- Holidays:** Leisure Assistant – 23 days for a full holiday year (i.e. 1<sup>st</sup> April to 31<sup>st</sup> March) plus an allowance for Bank Holidays. Pro rata for employees commencing part way through the holiday year.
- Temporary:** This position is available on a temporary basis for approximately 12 months.
- Pension Scheme:** You will be entitled to join the Greater Manchester Pension Fund immediately on taking up the appointment. It is a contributory scheme and provides attractive benefits.
- Qualifications:** Willingness to obtain Emergency Aid (First Aid) Certificate.
- Training:** Full training will be provided.

Tameside Sports Trust has a no smoking policy.

**LOCATION:** TAMESIDE SCHOOLS (FAIRFIELD HIGH)

**POST NO(s) :**

**SHIFT ROTA:** LEISURE ATTENDANT (SCHOOLS WINTER)

Winter shifts 22 weeks starting the Monday after the last Sunday of September and finishing on the Sunday before the first Monday of April.

	Week 1		Week 2	
THURSDAY	4.30PM – 10.30PM	6	4.30PM – 10.30PM	6
FRIDAY	DAY OFF	0	DAY OFF	0
SATURDAY	8.30AM – 4.30PM	8	DAY OFF	0
SUNDAY	1.30PM – 6.30PM	5	DAY OFF	0
MONDAY	7.30PM – 10.30PM	3	7.30PM – 10.30PM	3
TUESDAY	DAY OFF	0	DAY OFF	0
WEDNESDAY	4.30PM – 10.30PM	6	4.30PM – 10.30PM	6
TOTAL HOURS		28		15

**AVERAGE HOURS PAID: 18.47 PER WEEK + UNSOCIAL HOURS PAYMENT**

**SHIFT ROTA: LEISURE ATTENDANT (SCHOOLS SUMMER)**

Summer shifts 25 weeks starting on the first Monday in April to the last Sunday in September.

	Week 1		Week 2	
THURSDAY	6.30PM – 10.30PM	4	6.30PM – 10.30PM	4
FRIDAY	DAY OFF	0	DAY OFF	0
SATURDAY	8.30AM – 4.30PM	8	DAY OFF	0
SUNDAY	1.30PM – 6.30PM	5	DAY OFF	0
MONDAY	7.30PM – 10.30PM	3	7.30PM – 10.30PM	3
TUESDAY	5.30PM – 10.30PM	5	4.30PM – 10.30PM	5
WEDNESDAY	DAY OFF	0	DAY OFF	0
TOTAL HOURS		25		12

**SHIFT ROTA: LEISURE ATTENDANT (SCHOOLS SUMMER HOLIDAYS)**

Summer holiday shifts for the 5 weeks of the August school holidays.

THURSDAY	DAY OFF	0
FRIDAY	DAY OFF	0
SATURDAY	DAY OFF	0
SUNDAY	DAY OFF	0
MONDAY	DAY OFF	0
TUESDAY	5.30PM – 10.30PM	5
WEDNESDAY	DAY OFF	0
TOTAL HOURS		5

## JOB DESCRIPTION

**JOB DESIGNATION:** LEISURE ASSISTANT  
SCHOOL / COLLEGE SPORTS FACILITIES

**POST NO:**

**DATE:** September 2005

**POST OBJECTIVE:** To provide an efficient sports facility within a school / college. To assist, monitor or supervise customers. To provide a high standard of customer care.

### DUTIES:

1. To ensure that facilities are ready for customer use.
2. To undertake the general movement and storage of equipment and materials as necessary including use of equipment in outdoor areas.
3. To undertake the general cleaning, litter picking etc of all areas including those immediately surrounding the facilities and to ensure that the highest standards of cleanliness and hygiene are maintained.
4. To assist/monitor/supervise facility users, ensuring that facilities are correctly used by customers.
5. To deal with the general public and maintain good public relations.
6. To lock and unlock facilities (if required).
7. To provide Emergency Aid (First Aid) and to maintain the appropriate qualification, ie. Emergency Aid Appointed Persons Certificate.
8. To assist in ensuring that equipment and facilities are regularly checked and maintained in a safe condition; to report defects to nominated person(s).
9. To accept and record bookings for casual use in accordance with procedures.
10. To be responsible for the receipt of any cash in accordance with Trust's procedures.
11. To comply with the Health and Safety at Work Act, Trust Safety Policies, Work Instructions and Tameside Sports Trust Procedures (Operating Procedures, Financial Procedures etc).
12. To carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

**TAMESIDE SPORTS TRUST**  
**PERSONNEL SPECIFICATION**

Designation: LEISURE ASSISTANT  
SCHOOL / COLLEGE SPORTS FACILITIES

Post No (s) \_\_\_\_\_

<u>Personal requirements of a successful postholder</u>		<u>Category</u>	<u>Method of Assessment</u>
1.	Educational Standard/Qualifications/Membership of Professional Institutions (indicate grade)		
	<u>CURRENT EMERGENCY AID (FIRST AID) CERTIFICATE OR WILLINGNESS TO OBTAIN</u>	E	A
2.	Experience		
	<u>DEALING WITH THE PUBLIC</u>	E	A/I
	<u>CLEANING PROCEDURES</u>	E	A/I
	<u>BASIC RECORD KEEPING / ADMIN</u>	D	A/I
3.	Skills		
	<u>MANUAL HANDLING / MOVEMENT OF EQUIPMENT</u>	E	A/I
	<u>CLEANING</u>	E	I
	<u>ORGANISATION SKILLS</u>	E	A/I
	<u>CUSTOMER CARE SKILLS</u>	E	A/I
	<u>BASIC CASH HANDLING SKILLS</u>	E	A/I
	<u>ABILITY TO WORK AS A TEAM MEMBER</u>	E	I
	<u>ADAPTABLE AND FLEXIBLE TO MEET SERVICE NEEDS</u>	E	I
	<u>BASIC RECORD KEEPING / ADMIN SKILLS/NUMERACY</u>	E	A/I

	<u>Category</u>	<u>Method of Assessment</u>
4. Knowledge		
CUSTOMER CARE	E	A/I
CLEANING	E	A/I
BASIC RECORD KEEPING / ADMIN	D	I
OPERATION OF SPORTS FACILITIES	D	A/I
5. Work Related Circumstances		
WILLINGNESS TO WORK UNSOCIABLE HOURS	E	I
WILLINGNESS TO WORK ACROSS A NUMBER OF SITES WITHIN THE AREA, IF NECESSARY	E	I
HAPPY TO WORK ALONE OR WITH MINIMAL SUPERVISION	E	I
6. Equality		
A GOOD UNDERSTANDING OF EQUAL OPPORTUNITIES AND THE ABILITY TO PUT EQUAL OPPORTUNITIES INTO PRACTICE	E	I

**For Information:**

Category

- (E) Essential Requirement without which the candidate would be unable to carry out the duties of the post.
- (D) Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Method of Assessment

- (A) To be assessed from information provided on the application form.
- (I) To be assessed at Interview.
- (T) To be assessed by Selection Test.

## **Working for Tameside Sports Trust**

Information about employment with Tameside Sports Trust, including training and career development.

### **Induction Training**

All new staff are given induction training and job specific training upon commencement with the Trust. This training is designed to ensure that all staff are familiar with their new work location and job role. Additionally training will include conditions of employment, health and safety, customer care and equality and diversity.

### **Career Development**

As part of our commitment to offering opportunities for development all staff have an annual appraisal with their manager. At this meeting your ongoing and future training needs are discussed and planned for the forthcoming year.

The appraisal process forms the basis of our annual Training Plan and underpins the principles of "Investors in People".

If promotion does not appeal to you, there are many opportunities to increase the variety of your work through training in other job roles.

### **Holiday Entitlement**

Your entitlement for a full holiday year will be 4.6 weeks plus an allowance for bank holidays.

Once you have completed 5 years service your entitlement will be 5.4 weeks plus an allowance for bank holidays.

Casual Workers are entitled to holidays in line with current legislation.

### **Pension Fund**

We are a member of the Greater Manchester Pension Fund. The scheme is a first class contributory final salary scheme that provides a regular and advantageous way to save for your retirement.

With effect from 1/4/2008, due to changes in scheme rules, casual workers and employees on fixed term contracts of three months or less will be unable to join.

### **Sick Pay Scheme**

Eligibility to the company sick pay scheme is determined by length of service, with a maximum entitlement of 2 months full pay and 2 months half pay after completing 5 years service.

### **Staff Suggestion Scheme and Staff Award Scheme**

Our staff suggestion scheme encourages staff to contribute to the development and improvement of our business and our staff award scheme recognises the contribution of those who have gone beyond what is expected of them.

### **Long Service Award**

After 25 years local authority/Tameside Sports Trust service (including at least 10 years service with Tameside MBC/Tameside Sports Trust) you will receive a Long Service Award - currently to the value of £275.

### **Free Use of Tameside Sports Trust Facilities**

Once you have completed 6 months service you are eligible for a staff pass which entitles you to use our facilities free of charge.

There are conditions attached to the use of facilities and use during peak periods may not always be possible.

Arrangements can normally be made with your facility manager for use of specific facilities at your place of work (eg. pool), upon commencement as it is in our interests and yours to maintain a good standard of health.

### **Occupational Health**

We operate a health surveillance programme for staff who work on the pool, teach swimming or work on plant or maintenance. The programme is designed to monitor and to improve the health and wellbeing of staff. Assistance may also be provided to assist staff to give up smoking and improve lifestyle.

### **Work-life Balance**

We offer a range of initiatives aimed at responding to the needs of our employees in respect of their personal commitments and circumstances. Arrangements such as job share, reduced hours and unpaid leave may be available dependant upon the nature of the job and the needs of the service.

# Tameside Sports Trust

## Equal Opportunities & Diversity Policy Statement

### THE POLICY

Tameside Sports Trust is striving to be an effective Equal Opportunities Employer. The purpose of this policy is to provide opportunities to all in employment irrespective of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status and social class. We oppose all forms of unlawful and unfair discrimination. All employees, whether part time, full time, temporary or casual will be treated fairly and equally. Selection for employment, promotion, training or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the organisation.

### COMMITMENT

The policy will be implemented within the framework of relevant legislation which includes:

- Equal Pay Act 1970 (Equal Value Amendment 1984)
- Rehabilitation of Offenders Act 1974
- Sex Discrimination Act 1975 (Gender Reassignment Regulations 1999) (Indirect Discrimination & Burden of Proof Regulations 2001)
- Race Relations Act 1976 (Race Relations Amendment Act 2000)
- Disability Discrimination Act 1995
- The Protection from Harassment Act 1997
- Human Rights Act 1998
- Employment Rights Act 1996
- The Disclosure of Criminal Backgrounds Regulations 1988
- The Asylum and Immigration Act 1996
- Data Protection Act 1998
- Public Interest Disclosure Act 1998
- Employment Equality (Sexual Orientation) Regulations 2003
- Employment Equality (Religion or Belief) Regulations 2003
- Employment Equality (Age) Regulations 2006
- Civil Partnership Act 2004
- Work and Families Act 2006

Every employee is entitled to a working environment which promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.

The commitment to equal opportunities and diversity in the workplace is good management practice and makes sound business sense. The principles and practices outlined in this policy will also extend to our partners and our customers in relation to the services we provide to the equal treatment of members of the public and equal opportunities with regard to the use of the facilities.

As employers we are liable for our employees' discrimination, both in terms of other employees, applicants and members of the public, if this occurs in the course of their employment. In order to pre-empt this it is necessary to make all employees aware of the policy and to take action to prevent discrimination at all levels. As such, no member of the public should be treated less favourably on the grounds of gender, race, ethnic origin, disability, age, nationality, national origin, sexuality, religion, marital status or social class.

### PUTTING THE POLICY INTO PRACTICE

This statement is given to all employees and applicants. All staff on interview panels are trained on equal opportunities issues. Job applicants are encouraged from under represented groups. Adaptations will be provided where appropriate to meet the needs of disabled employees.

### THE POLICY AND YOU

All employees are responsible for implementing the Trust's equal opportunities policies. It is important that all individuals who are employed by the Trust appreciate they have responsibility and a role to play in the provision of equal opportunities.

Providing Sport, Leisure and Recreation Opportunities in Tameside  
in Partnership with

