



**Sports Village Assistant
Permanent
16 hours per week – weekends
Grade C point 3 - Actual Salary £8999**

VALT Enterprises is looking to employ a Sports Village Assistant based at Laurence Jackson School.

VALT Enterprises is a growing company, consisting of Laurence Jackson Sports Village, SLC Lettings and Eggescliffe School. The successful sites boast a range of facilities and are open to the public on evenings and weekends.

We are seeking someone who can communicate well and is friendly and polite. You will be responsible for setting out sporting equipment and ensuring safe and appropriate use of all the facilities.

**Closing date: Thursday 16th November 2023 at 09:00am
Interviews to be held: W/C 20 November 2023**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION

POST TITLE: VALT Enterprises Sports Village Assistant
LOCATION: LAURENCE JACKSON SPORTS VILLAGE
GRADE: C point 3
HOURS: 16 hours per week - Weekends
RESPONSIBLE TO: VALT Enterprises Operations Manager

Main Duties

- To carry out 'front of house' duties including using the telephone to deal with customer queries, using the online booking system and card payments handling.
- Set out equipment and clear away as required.
- To ensure safe and appropriate use of all facilities, with particular attention to health and safety, and adherence to the policies and procedures of LJSV, SLC Lettings and the schools on the site.
- To maintain a secure environment at all times.
- To carry out regular maintenance of equipment e.g. nets, posts etc as required.
- Cleaning of the facilities, including equipment, within the remit of relevant training.
- To report any maintenance or equipment defects to the Operations Manager.
- To follow emergency procedures in relation to fire, accidents and other incidents.
- To follow the staff code of conduct and any other guidance given by the Operations Manager.



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications and skills	<ul style="list-style-type: none"> • GCSE English and Maths Grade C or equivalent • Good Numeracy and Literacy skills • ICT literate • First Aid qualification 	<ul style="list-style-type: none"> • Health and Safety Awareness • Gym and free weights qualification (level 2 or higher) • Sport/fitness qualifications • Holder of an appropriate IT qualification
Experience	<ul style="list-style-type: none"> • Position of responsibility • Dealing with a variety of age groups • Money handling 	<ul style="list-style-type: none"> • Previous leisure centre experience • Coaching experience • Customer service skills
Training	<ul style="list-style-type: none"> • Commitment to further appropriate training 	<ul style="list-style-type: none"> • Previous training in a leisure centre environment
Personality/ Disposition/ Attitude	<ul style="list-style-type: none"> • Friendly and personable disposition • Trustworthy • Flexible • Receptive to following instructions and guidance 	<ul style="list-style-type: none"> • Work to a high standard and be a positive role model • Assertive, and able to work on own initiative • willing to embrace new challenges
Practical Skills	<ul style="list-style-type: none"> • Good interpersonal and communication skills • Good organisational skills • Confident dealing with the general public 	<ul style="list-style-type: none"> • Customer service qualification



HOW TO APPLY

Application forms and further details are available on the Trusts website [Work for us \(valt.org.uk\)](http://valt.org.uk)

Please return your completed application form to vacancies@valt.org.uk for the attention of S Newham, Valt Enterprises Operations Manager.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references. If you have not been in employment then references should be from volunteering or from education setting such as a form teacher or subject teacher.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

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EMPLOYEE BENEFITS

Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.



Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years service, in addition to statutory bank holidays.

As we are supportive of flexible working we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work live balance.

Professional Development



As we believe in supporting and developing our staff we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

Corporate Benefits



We currently offer a range of benefits to staff including the following:

Corporate membership to;

- Escape zone at Sporting Lodge – £30 a month (instead of £35)
£150 – 6 months
£300 – 12 months
- Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)



- <https://www.discountsforteachers.co.uk/>
 - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
 - Free to join – discounts on shopping, groceries, days out
 - Also includes some free lesson plans

Policies and Procedures

Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals