



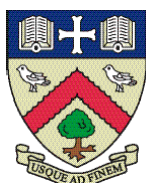
# Recreation Assistant Candidate Information

January 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It's not at all unusual for several generations from the same family to have been part of Bournside school. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Kirk Mahon, Business Development Manager and HSO [kdm@bournside.gloucs.sch.uk](mailto:kdm@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9am 20<sup>th</sup> January 2022.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher



**CHELTHENHAM  
BOURNSIDE  
SCHOOL**

## Sports Centre Recreation Assistant

**Start date: Immediately**  
**Contract: Permanent, All year round**  
**Multiple shifts available (weekdays) 4.30-10.45pm and 12.15-5.15pm (weekends)**  
**Salary: £8.91 per hour**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



Empowering lives through learning

**Applications by:  
9am 20<sup>th</sup> January 2022**

We are looking to appoint two recreation assistants to join our sports centre team and support all aspects of all sports facilities providing a high-quality customer service to all users including students, staff and external customers.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**



## Job Description

### Sports Centre Recreation Assistant

**Post title:** Sport Centre Recreation Assistant

**Responsible to:** Business Development Manager & HSO

**Working hours:** Multiple shifts available (weekdays) 4.30-10.45pm and 12.15-5.15pm (weekends)

**Working Weeks:** 52 weeks per year

**Contract Type:** Permanent

**Salary:** £8.91 per hour.

#### Purpose

- To support the Business Development Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework and short-term priorities.

#### Specific responsibilities

These will vary from day to day, however, are likely to include the following areas of work:

- Ensuring the gym, equipment and surrounding areas are cleaned on a regular basis.
- Working as part of a team, jointly support all aspects of all sports facilities providing a high-quality customer service to all users in accordance with the normal operating procedures.
- This is a key holder position; the successful candidate will be responsible for the opening and closing of the Sports Centre and ensuring security by activation of the intruder alarm.
- To provide emergency response when required.
- Covering the Sports Centre Reception during opening hours. Answering enquiries (phone, email and face to face) ensuring a high level of customer service is given.
- A flexible working approach is required for this position as you may need to swap shifts to cover holidays and sickness.
- Responsible for the daily Sports Centre activity set up, plus set up for internal and external events in the main school.
- Contribute to programming and general operation of the facilities through ideas and support.
- Carry out regular checks of the facilities, reporting any faults and maintenance issues to the Business Development Manager.

#### Special conditions

This job description sets out the main duties of the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Specific duties which are relevant to the actual post are detailed in a bespoke job description.



## Person Specification

### Recreation Assistant

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Ability to competently use Microsoft Office packages, to include Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling training</li> <li>Knowledge or booking softwares</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Have high standards of work.</li> <li>Willing to undertake trainings courses that are relevant to the post and that are required for health &amp; safety purposes.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of cleaning systems</li> <li>Experience of working in an education environment</li> <li>Experience of working in a customer-focused role</li> <li>Knowledge of Safeguarding.</li> <li>Experience of working in a Sports Centre</li> <li>First aid experience and understanding</li> <li>Experience of working in a Gym, supporting &amp; inducting clients on equipment.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent oral communication and interpersonal skills</li> <li>Ability to handle confidential information sensitively</li> <li>Ability to meet deadlines</li> <li>A dedication to self-improvement, self-awareness, continuous learning, personal growth and development with regard to personal health, fitness and mental capacity</li> <li>Able to adopt a proactive approach to cleaning.</li> <li>Ability to work on own initiative and as part of a team</li> <li>Ability to build effective working relationships with all colleagues.</li> <li>Ability to promote a positive ethos and work ethic.</li> </ul>	<ul style="list-style-type: none"> <li>Be willing to undertake a variety of duties when necessary</li> </ul>



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

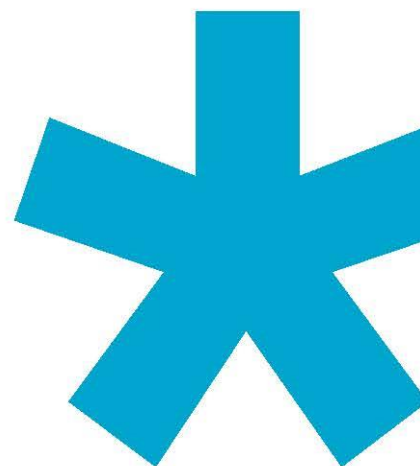
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives through learning