



The  
**3-18**  
Education  
Trust

# Application Pack

## Sports Centre Assistant

As a 3-16 through school at the heart of the community of St Martins, we are able to deliver child centred, individually tailored education because of our small size and unique position in the community.

The family ethos of the school surrounds all who work and study here creating a safe, supportive and nurturing environment. We value academic progress and social development equally.

Our children are individuals, respected for their differences and celebrated for their strengths. Within this caring family environment our children feel confident to push themselves to achieve the best they can, they enjoy an exciting and sometimes daring curriculum which challenges and stretches them. We love our school and we hope when you visit you will too.



# St Martins School

3-16 Learning Community

Thank you for the interest you have shown in our school. St Martins School is a very special place to work. We deliver child-centered, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. This is an exciting time in the development of our school and I hope you will agree that this role will present you with real challenges and opportunities. I very much hope that, after reading the information below you will feel that you want to play your part in our process of rapid improvement and innovation, securing progress and achievement for all our students.

## ***The Context***

North West Shropshire is a rural area with a mining heritage. It is located on the Welsh border with easy access to the Welsh hills. Many staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.

## ***The School***

St Martins School has undergone a transformation over the past five year. New leadership, new buildings and facilities, new 'through school' and now our new academy status with the 3-18 Education Trust. We work in collaboration with two of the most successful schools in the country. Firstly, The Priory School, our academy partner, and we also continue to work with Moreton Hall School, the leading non- selective school in the country. We are delivering a community curriculum across all our feeder schools, which supports KS2 teaching with exciting projects taught by secondary subject specialists. This work is in addition to the 'cross phase' teaching that already takes place within our school, which enables:

- Sharing examples of good pedagogy between phases
- Enhancing continuity between the phases
- Developing an all through school ethos

REPORT CARD
» Headteacher: Sue Lovecy
» Age 3-16 through school
» Location: Rural Shropshire
» 670 students including nursery
» 39 teachers and 14 teaching assistants
» Became an Academy with The 3-18 Education Trust in September 2016
» Rapidly becoming the school of choice in the local area



Our mission as part of the 3-18 Education Trust.  
We build an education for our students such that they are:

- selfless
- self-assured
- successful

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved.
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- We will encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- We will work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the development of the three phases across the school to create synergy, whilst continuing to be at the centre of our community and deliver our Community Curriculum with a feeder primary schools

### **Sports Centre**

The after-school facilities at the Sports Centre include our 20m swimming pool with lanes plus a 4-court sports hall that is ideal for a range of sports including badminton, football, Circuits and many more.

We seek:

As Sports Centre Assistant you will be front of house ensuring the Centre is run smoothly and safely.

You'll understand the importance of a fantastic first and last impression as well as inspiring a friendly and professional atmosphere so that all of our Centre users receive welcoming and efficient service at all times.

The role will involve key holder responsibilities and evening and weekend work.

#### **St Martins School can offer you:**

- » An innovative curriculum
- » A unique opportunity for co teaching and curriculum development across all key stages
- » An extra-curricular programme with opportunities for enrichment activities for all
- » Excellent resources and facilities
- » An enthusiastic and supportive team of staff, parents and governors
- » Students that strive to be successful, self assured and selfless
- » An excellent opportunity to develop your career across a successful MAT

“An excellent school with hard working staff who all have my children’s best interest at heart. They develop their emotional and social development as well as their academia”  
parent

## **Person Specification**



A detailed person specification is enclosed. It is the criteria set out in this document that will form the basis of our short listing and appointment. They are designed to help you decide whether you could be the person we are looking for. This person will be an inspirational teacher who is fully committed to working with our students and our staff team to help create a genuinely inclusive school in which the focus is on maximising achievement for everyone.

## **D.B.S. – Disclosure Process**

This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post. *This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.*

## **The Application**

In your application you should:

- complete the enclosed application form.

Before or after making your application, you are welcome to contact the school for further information or to arrange a visit. Please telephone 01691 776500 or email [clare.ellis@stmartins3-16.org](mailto:clare.ellis@stmartins3-16.org)

Applications should be returned to Clare Ellis by end of school (3.00pm) on Thursday 3 November 2022 to [reception@stmartins3-16.org](mailto:reception@stmartins3-16.org)

Successful applicants will be contacted via email and will be required to attend an interview.

Thank you for your interest in this post. I look forward to hearing from you.

Sue Lovecy  
Head of School

## St Martins School Sports Centre Assistant - Casual

<b>Experience and Qualifications: have</b>	<b>Status</b>	<b>Source of Evidence</b>
A positive attitude towards professional development and their own learning	<b>Essential</b>	<b>A, I</b>
Ability to maintain high levels of organisation	<b>Essential</b>	<b>A, R, I</b>
Prior experience of the Leisure / Sports Industry	<b>Essential</b>	<b>A, R, I</b>
Have marketing skills to promote the centre	<b>Essential</b>	<b>A, I</b>

<b>Knowledge and Understanding: have</b>	<b>Status</b>	<b>Source of Evidence</b>
A broad general knowledge	<b>Essential</b>	<b>A, I</b>
Ability to maintain high levels of organisation	<b>Essential</b>	<b>I</b>
Willingness to gain knowledge of Health & Safety procedures and precautions	<b>Essential</b>	<b>I</b>
Knowledge of health and safety with experience of risk assessments, maintenance and safety inspections of equipment and facilities	<b>Essential</b>	<b>I</b>
Willingness to gain a First aid certificate	<b>Essential</b>	<b>I</b>
Ability to work as part of a team	<b>Essential</b>	<b>A, I</b>
Willingness to use relevant equipment	<b>Essential</b>	<b>A, I</b>
Ability to relate well to children and adults	<b>Essential</b>	<b>I</b>

<b>Skills: have</b>	<b>Status</b>	<b>Source of Evidence</b>
Sufficiently fluent in spoken English to ensure effective performance in the role	<b>Essential</b>	<b>A, C, I</b>
Ability to demonstrate a capacity for self-direction and organising	<b>Essential</b>	<b>A, R, I</b>

<b>Personal Qualities:</b>	<b>Status</b>	<b>Source of Evidence</b>
Flexibility, empathy and a sense of humour	<b>Essential</b>	<b>I</b>
Honest and trustworthy	<b>Essential</b>	<b>R, I</b>
Good judgement and knowing when to seek advice or support.	<b>Essential</b>	<b>R, I</b>
A passion for the community and making a difference	<b>Essential</b>	<b>I</b>
Must be willing to work shifts and rota's		<b>I</b>

A	Application	R	Reference	T	Tasks
C	Document Check	L	Observed Lesson	I	Interview

## St Martins School Sports Centre Assistant - Casual

**TITLE OF POST:** SPORTS CENTRE ASSISTANT  
**POST STATUS:** CASUAL  
**ACCOUNTABLE TO:** SPORTS CENTRE MANAGER

### **ROLE:**

Under the guidance of the Sports Centre Manager provide operational assistance to ensure the smooth, safe day-to-day running of the Centre. The post-holder will ensure that facilities are prepared and available for usage and that facilities are in a safe condition for use.

### **Main Responsibilities**

- To supervise users of the facility whether participants or spectators, ensuring that Health and Safety standards are maintained.
- To set up and dismantle equipment and apparatus for activity sessions safely. To ensure that equipment is kept in good working order and that it is properly stored.
- Ensuring the safe provision of operation with a high level of customer care, including undertaking general cleaning of the centre, pool area and equipment ensuring that high standards of cleanliness, presentation and hygiene are in accordance with those expected by our customers and the school.
- Provide excellent customer service at the front of house.
- Dealing with public complaints and problems at an initial stage.
- Liaising with the Sports Centre Manager in regards to operational issues
- Dealing with user groups, organising and taking an active role in the operational programme.
- Assisting in the preparation and supervision of groups and events at the Centre
- Promoting and maintaining a high standard of service delivery in accordance with the aims and objectives of St Martins School (timekeeping, performance etc.).
- Ensure that all health and safety policies are adhered to by staff.
- To assist in undertaking pool water tests on a regular basis

### **Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To administer First Aid if qualified and complete appropriate records.



Thank you for expressing an interest in working within our Trust. Our Multi-Academy Trust (MAT) was established in 2016 with two schools, The Priory School (which acts as the lead school in our sponsoring MAT) and St Martins, a 3-16 school in North Shropshire. In July 2017, we were joined by Coleham School, a 4-11 school in Shrewsbury and in March 2020 we were joined by Thomas Adams School, a 11-19 school in Wem. The MAT provides a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

**“The value of the individual, the benefit of the team”**

This statement heads our Strategy document and establishes the values by which we want our schools to work collaboratively. We are an evolving Trust in terms of our size and operation, in that as new schools seek to join us we, in turn, look to adapt the way we work together. In short, the leaders within the MAT are keen to receive expertise and share best practice. We want schools to retain their identity, character and ethos, all within the shared values of developing students who are selfless, self-assured and successful.



***Sue Lovecy, Head of School***



***Michael Barratt, Chief Executive Officer***