**Candidate   
Information Pack**

**Community Lettings Assistant (weekends)**

**Pleckgate High School**

**A message from the Headteacher**

*“Pupils at this school are strongly supported to develop aspirational goals for their future lives. They thrive in a well-established culture of high academic expectations”.*

**Ofsted 2024**

Thank you for expressing an interest in the position of Community Lettings Assistant at Pleckgate High School.

This is a fantastic opportunity for an outstanding, ambitious and dynamic Community Lettings Assistant to join an outstanding school at an exciting stage of its journey.

We are a large secondary school, part of Education Partnership Trust (EPT), situated on the northern outskirts of Blackburn with Darwen. Our school community is made up of 1350 pupils and 180 staff with excellent facilities to benefit both the school and local community. Pleckgate High School is a thriving multicultural community that places the best interests of young people at the heart of everything we do. We were delighted to be judged as ‘Outstanding’ in all areas by Ofsted in June 2024.

We are an ambitious school with high expectations for ourselves and our pupils. We are committed to providing excellent teaching and learning and we want all our pupils to be safe, happy and successful. In our Ofsted report in June 2024, our school was described as offering a “harmonious and supportive environment. Pupils learn the importance of being kind and respectful towards others”. Every pupil at Pleckgate is encouraged to have ambitious goals and to work hard.

A copy of our full report is available from the school website.

We are proud of our achievements – our ambitious curriculum, our examination success, opportunities for pupils' personal development, our charity work and our community involvement. We are significantly oversubscribed and pupils achieve positive outcomes at Pleckgate.

We are a dedicated team of staff who work together to help pupils be successful and confident. We also offer opportunities for staff with an excellent professional development programme tailored to meet each member of staff's aspirations and ambition.

To apply for this post, please follow the instructions on the Vacancies page on our website. For visits to the school or any other information, please contact [mwade@pleckgate.com](mailto:mwade@pleckgate.com)



**Mrs Aishling McGinty**  
Headteacher

I am delighted that you are considering a role within the EPT. The EPT was established in 2012 as a high performing multi academy trust and approved academy sponsor, that delivers the very best educational experience for our pupils within an ethos of collaboration and excellence.

The reduction of workload and the wellbeing of our colleagues are key priorities with Wellbeing Champions in each school and a designated trust lead.

Wishing you all the best with your application.

A person wearing glasses

Description automatically generated with low confidence

**Sharon Roscoe**

Chief Executive

**Our Vision**

Creating outstanding schools which transform learning, lives and communities

**Our Values**

**High Expectations**

of ourselves, our pupils and our school community

**Commitment**

we are dedicated to raising standards and improving opportunities

**Ambition**

we constantly strive to improve by setting ourselves challenging goals

**Job Advertisement**

**Community Lettings Assistant (weekends)**

**Hours: Saturday & Sunday, 09:00 – 15:00**

**Weeks Worked: Weekends only, 12 hours per week**

**Start Date: ASAP**

**Salary: Grade C (SCP 4 – 5) £24,404 - £24,790 (pro rata)**

Pleckgate High School wishes to appoint a hardworking, enthusiastic and committed Community Lettings Assistant. If you are experienced, enthusiastic, open to new ideas and have a flexible ‘can do’ approach, we would welcome an application from you.

**The Job**

* Provide a customer service role for weekend bookings at the school.
* Responsible for the Health and Safety of the facilities during the lettings period, under the direction of the School Business Manager. This will include following the emergency and normal operating procedures at the school ensuring that customers comply with the above procedures, reporting any H&S or maintenance issues.
* Opening and closing of the school’s facilities according to prescribed operational procedures, ensuring the security of the premises.
* Overseeing use of the of the school’s facilities to help ensure safe practices and acceptable standards of behaviour are observed and to seek to minimise incidences of injuries misuse and damage. This includes regular patrolling of all facilities been used.
* Responsible for the supervision and issue of equipment to be used by the customers. Where necessary this will involve working with customers in the setting up and tidying away of any equipment required for activities.
* Assist in the cleaning of the facilities to include basic maintenance tasks and inspections.
* Provide emergency first aid cover and act as the fire warden on site for our customers.

**What are the job requirements?**

* A recognised First Aid qualification or a commitment to obtaining one once in post.
* Ability to verbally communicate effectively with people of all ages and abilities
* IT literacy, basic numeracy and an aptitude to learning to use a computer-based booking system and information management systems.
* Highly organised with ability to prioritise a heavy workload, manage task simultaneously and perform effectively under pressure.
* Able and willing to work unsupervised to achieve goals on a team shift rota with a variety of responsibilities
* Provide excellent customer services and respond constructively to customer complaints

**Amongst the many benefits of working within the Trust you will receive:**

* Healthcare cash back plan provided free by the Trust includes optical, dental, physio, diagnostics, health assessment, NHS prescription charges, hospital cover, discounted gym memberships plus lots more.
* 6 sessions of free counselling including CBT, wellbeing and bereavement.
* Cycle to work scheme.
* Electric Car Scheme (Salary Sacrifice)
* Access to government pension schemes.
* Free parking
* Training and development opportunities
* Personal development and promotion opportunities across the Trust
* Trust wide focus on staff wellbeing
* Trust wide Intranet to share knowledge and resources

**Closing date: 28th March 2025 @ 9am**

**Interview date: Week commencing 31st March 2025**

**Safeguarding**

The Education Partnership Trust is committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment.

The post you are applying for is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed.

Education Partnership Trust is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.

Incomplete application forms will not be shortlisted, if you need to discuss a reason for being unable to complete a section, please contact the recruitment team [HR@ept-uk.com](https://educationpartnershiptrust.sharepoint.com/HR/Recruitment/%23EPT/School%20Improvment%20Lead/Advert/HR@ept-uk.com).

Applications for this exciting post are to be made through [**https://ept.face-ed.co.uk/vacancies**](https://ept.face-ed.co.uk/vacancies)

**Job Description**

**Community Lettings Assistant (weekends)**

**Reports to: Communications & Engagement Manager**

**Salary: Grade C (SCP 4 – 5) £24,404 - £24,790 (pro rata)**

**Job Purpose**

* Provide a customer service role for weekend bookings at the school.
* Responsible for the Health and Safety of the facilities during the lettings period, under the direction of the School Business Manager. This will include following the emergency and normal operating procedures at the school ensuring that customers comply with the above procedures, reporting any H&S or maintenance issues.
* Opening and closing of the school’s facilities according to prescribed operational procedures, ensuring the security of the premises.
* Overseeing use of the of the school’s facilities to help ensure safe practices and acceptable standards of behaviour are observed and to seek to minimise incidences of injuries misuse and damage. This includes regular patrolling of all facilities been used.
* Responsible for the supervision and issue of equipment to be used by the customers. Where necessary this will involve working with customers in the setting up and tidying away of any equipment required for activities.
* Assist in the cleaning of the facilities to include basic maintenance tasks and inspections.
* Provide emergency first aid cover and act as the fire warden on site for our customers.

**Key Responsibilities and Accountabilities**

**Core Duties**

* Responsible for the control of users in respect of their behaviour and taking appropriate action when persons fail to comply with operating procedures.
* Responsible for advising customers on the correct use of the facilities. Ensure facilities are clean, fit for use and secure.
* To be responsible for the supervision and issue of equipment for customers use. Where necessary this will involve working with customers in the setting up and tidying away of any equipment required for activities.
* To assist in the cleaning of the facilities, to include basic maintenance tasks and inspections.
* Provide emergency first aid cover and act as the fire warden on site for our customers.

**Non-Core Duties** [Not exhaustive and may be altered from time to time]

* Attend team and staff meetings as and when required.
* Work flexibly where required to meet the needs of the school.
* Ensure that all communication is effective, consistent and reflective of the values of the school.
* Adhere to school policies and procedures.
* Participate in professional and personal development programmes as requires, including training and performance review.

**Note**

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management’s discretion in the future. As a general term of employment, the Trust may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Trust’s service, provided that such changes are appropriate to the employee’s remuneration and status.

As a term of your contract of employment, the Trust reserves the right to vary your hours of work and require you to work outside the range of your “typical working arrangements” specified in your Statement of Particulars. The Trust reserves the right at its discretion to affect this condition of your employment. Should this be necessary you will be given reasonable notice of any proposed changes.

**Person Specification**

**Community Lettings Assistant**

**Reports to:** **Communications & Engagement Manager**

**Grade: Grade C (SCP 4 – 5) £21,189-£21,575**

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| **No** | **Requirements (based on the job description)** | **Essential / Desirable** |
| 1. | A recognised First Aid qualification or a commitment to obtaining one once in post. | D |
| 2. | Awareness of Health and Safety issues and safe practice procedures in a sports facility environment, including child protection | D |
| 3. | Experience of working in a sports/physical recreation centre and knowledge of working practices in operating a sports/physical recreation centre either as an employee, volunteer or through work experience. | D |
| **KNOWLEDGE, SKILLS and ABILITIES** | | |
| 4 | Ability to verbally communicate effectively with people of all ages and abilities. | E |
| 5 | IT literacy, basic numeracy and an aptitude to learning to use a computer-based booking system and information management systems. | E |
| 6 | Highly organised with ability to prioritise a heavy workload, manage task simultaneously and perform effectively under pressure. | E |
| 7 | Able and willing to work unsupervised to achieve goals on a team shift rota with a variety of responsibilities | E |
| 8 | Provide excellent customer services and respond constructively to customer complaints and difficulties in a friendly and approachable manner. | E |
| 9 | Ability to use own initiative, develop new ideas and broker new relationships. | D |
| 10 | Able to handle problems and make suggestions for improvement. | D |
| 11 | Proactive, enthusiastic and willing to take on a wide range of tasks including setting out sports and school facilities. | E |
| **OTHER** | | |
| 12 | Flexibility to work as a part of a shift pattern working weekends and evenings. | E |
| **SAFEGUARDING AND EQUAL OPPORTUNITY** | | |
| Please note that this job may involve working with young people. We will ask you to complete Enhanced DBS check. You must advise in your application form if you have any convictions, bind-overs or cautions, even if they are spent under the Rehabilitation of Offenders Act 1974. Please note that disclosing a conviction does not necessarily bar you from appointment. | | |

Pleckgate High School

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