

Fowey River Academy

Windmill - Fowey - Cornwall - PL231HE

Headteacher: Ben Eddy - B Ed (Hons)



Sports Hub Assistant

APPLICATION PACK

Start date: ASAP



Proud member of the Leading Edge / Academies Partnership

Welcome

Dear Applicant,

Thank you for your interest in this post. We hope that this letter and the attached information helps you to understand that we are working hard to make our academy stand out from the crowd; we intend to become the school of choice in the local area.

Ideally the post would suit an experienced individual, but we would also welcome applications from someone willing to learn and develop in the role. Applicants should be flexible, organised and able to work on their own initiative. Attention to detail and accurate record keeping are essential along with competent IT skills.

We are part of the Leading Edge Academies Partnership Multi Academy Trust. You will be working for an employer who is absolutely committed to developing talent in staff, innovating curriculum delivery and ensuring that students soar and thrive. You are encouraged to view the Trust's website, www.leadingedgeacademies.org.

We firmly believe in the idea that everyone is capable of excellence - the first attempt at something is just that, a first attempt. We believe that failure only occurs when you stop trying or there are insurmountable barriers.

We are all empowered to make a difference in terms of the academy's ability to address its core purpose. We encourage creative thinking to challenge and inspire both students and staff alike.

If this excites you and you want to work hard with us, then we would love to hear from you.

Yours faithfully



Mr B Eddy
Headteacher

Notes to Applicant

Dear Applicant,

Application

If you wish to apply, please either email your application to Claire Grist, PA to the Headteacher at cgrist@fracademy.org (copies of all the details are available online on our website under the 'Vacancies' section), or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

Interview

Interviews for the post will take place shortly after the closing date or as stipulated on the advertisement above. Please assume that if you have not heard from us within 2 weeks of the closing date that, unfortunately on this occasion, your application has not been successful.

Fowey River Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

The successful applicant will be required to undertake an Enhanced DBS Disclosure.

Fowey River Academy
Windmill
Fowey
PL23 1HE

Phone: 01726 833484

Web: www.fracademy.org

Job Description

Post Title:	Sports Hub Assistant
Reporting to:	Sports Hub Manager
Liaising with:	Sports Hub Team, FRA PE Team, Members of the public
Working time:	18 hours per week 5pm – 9pm or 8am – 1pm Saturday and Sunday with the possibility of working additional hours for holiday cover.
Salary/Grade:	£24,309 pro-rata for part-time working
Disclosure level:	Enhanced

MAIN (CORE) DUTIES

Operational	- Assisting with marketing for the sports hub - Building relationships with existing users - Increasing membership numbers - Modelling good fitness traits to our clients - Supervising the gym - Booking members in for sessions - Motivating clients through positive engagement - Ensuring equipment is fit for purpose - Following all Health & Safety procedures - Maintain, clean and tidy facility

Staffing Staff Development:	- To take responsibility for continuing personal development in the relevant areas including subject knowledge and teaching methods. - To engage actively in the appraisal process. - To work as a member of a designated team and to contribute positively to effective working relations within the academy.
Quality Assurance:	- To help implement academy quality procedures and to adhere to those. - To seek/implement modification and improvement where required. - To take part as may be required, in the review, development and management of activities.
Management Information:	To maintain appropriate records
Communications:	- To communicate effectively with the members as appropriate. - Where appropriate, to communicate and co-operate with persons or bodies outside the Sports Hub. - To follow agreed policies for communications.
Marketing and Liaison:	To take part in marketing and liaison activities

PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<u>Qualifications</u>		• Sports Qualification/Degree • Level 2 Gym Instructor qualification • First aid and CPR training and certification • Registered on Register of Exercise Professionals	• Application form/ interview.
<u>Relevant Experience</u>	• Good communication skills • Reliable • Ability to adapt	• Experience in sports instruction/coaching - Formal sports coaching/instructing qualifications	• Application form/Interview.
		• Ability to work with clients who may need specialised attention due to previous injuries	• Application form/Interview.
		• Experience and skills in the use of social media and other media to generate growth	• Application form/Interview.