

# Prudhoe Community High School

## Senior Leisure Assistant

### Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

# About Prudhoe Community High School

Prudhoe Community High School is a very hardworking and caring school which draws students from 100 square miles around Prudhoe.

We are a 13-19 high school with 777 students on roll including post 16 provision for 200 students. We are a small school, with an excellent reputation within the area for our excellent examination results (both Year 11 and post 16) and our pastoral care for our students. Further information about our school can be found on our [website](#).

In 2016, our new school building opened. We have an environment set up to support learning for all students with new Fitness Suite, 3G pitches, Engineering, Learning Resource Centre and many more outstanding facilities across the school. In September 2023 Tyne Community Learning Trust merged with the 3 Rivers Learning Trust to become the Cheviot Learning Trust consisting of 2 high schools, 5 middle schools and 11 first schools.

One of the most exciting projects we have been working on across the MAT is the development of an 'all through' curriculum from reception through to Year 13 for each subject area. Our Subject Leaders work closely with colleagues in other schools in the Trust to ensure effective sequencing and structure of the curriculum.

Following concerns regarding our building, we have had to close our school and relocate to a site in Washington (Sunderland College, Washington Campus, NE37 2NH). This is a temporary solution until work is completed on our school. We hope to return to Prudhoe for the start of the new school year, but this may be delayed depending on how long the work takes.

We work closely with our parents/carers and directly consult via a parent/carers group which meets half

termly. There are opportunities to submit views via regular questionnaires for staff, students and parents/carers. We are part of the Cheviot Learning Trust.

## **We want our young people to:**

- Strive for excellence wherever and however they can
- Develop their values and learn to live by them
- Participate actively

## **We shall:**

- Strive for excellence
- Create a hardworking and caring, safe and stimulating community
- Work in partnership with our parents and carers and local, national and international organisations to enrich our outcomes

We are in the fortunate position of having moved to our brand new purpose built 'under one roof' school in September 2016. We have a brand new 3G pitch and sports facilities. This is a school where students will be challenged to work hard and give their best. We are a happy and caring school where individual needs are met and where every individual student matters.

## **About Prudhoe:**

Prudhoe (population 19,000) lies in the southern part of Northumberland only 12 miles west of Newcastle. The area includes attractive rural countryside with dormitory villages, some industry along the Tyne Valley, and there is a wide range of good quality housing available. Prudhoe is close to the Northumberland National Park, yet enjoys easy access by road and rail to the urban amenities of the Tynedale conurbation.

# Job Advert

**Prudhoe Community High School**  
**Part of the Cheviot Learning Trust**  
**Headteacher:** Mrs Annmarie Moore

**Job Title:** Senior Leisure Assistant

**Terms:** Permanent contract 25 hours per week

**Pay:** Band 3 points 5-6 £17,285 to £17,560 (pro rated)

Full time equivalent £ 25,583 to £25,989

**Closing date:** 12 noon on Monday 22 September 2025

**Interviews:** to be confirmed

Prudhoe Community High School requires a Leisure Assistant to support the operational management of their Sport Facilities. This is a permanent contract, the hours are 25 hours per week all year round 4:30pm to 9:30pm Monday to Friday.

The successful candidate will be highly motivated to deliver excellent customer service to all our customers. Your main duties will be the supervision of all areas and users, equipment provision, facility cleanliness and a high standard of customer care.

Good interpersonal skills, reliability and a commitment to customer service are essential. Previous leisure experience would be an advantage but is not essential.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information

about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and [Child Protection Policies](#) and Employment of Ex-Offenders Policy can be found [here](#).

**Completing an Application Form:** Application forms can be downloaded from the [Trust website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Document

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Completed applications should be returned directly to the school by email to [info@pchs.cheviotlt.co.uk](mailto:info@pchs.cheviotlt.co.uk)

Informal discussions prior to the interview are encouraged. Please contact us using the details below.

**If you require assistance or have any questions, please reach out using the contact details provided below:**

Telephone: 01661 832 486  
<https://pchs.cheviotlt.co.uk>  
[info@pchs.cheviotlt.co.uk](mailto:info@pchs.cheviotlt.co.uk)

# Job Description

(TCLT PCHS010)

**Job title:** Senior Leisure Assistant

**Responsible to:** Facilities & Site Manager

**Job Purpose:**

Supporting the school team in providing a high quality service to customers that is safe, efficient and enjoyed by users.

**Duties and key result areas:**

- To undertake safety and operational checks of the building and environment (including general pitch and hall conditions, such as lighting and surface quality) and to rectify, where appropriate, or report any faults or problems.
- To ensure that high standards of cleaning and hygiene are maintained in accordance with policies and procedures.
- To undertake weekly maintenance of the 3G pitch to include raking, moss clearance and little picking.
- To assist with the timely assembly and dismantling of equipment and activities for programme needs in accordance with policies and procedures.
- To patrol areas of the site, ensuring facilities are being used appropriately and accurately completing relevant documentation for operational checks.
- To control entry and exit from the facilities in line with the bookings register in an effective and efficient manner.
- To attend stipulated training sessions in order to achieve and maintain the levels of competence required by the organisation.
- To undertake work duties in a safe and effective manner that complies with guidance, policies, procedures and standards of the organisation, playing an integral role in safety and emergency procedures and practices.
- To communicate effectively and professionally to ensure the safety and behaviour of customers is controlled to prevent injury, misuse and damage to the facility and equipment.
- To be responsible for the opening and closing of the building, including the setting of alarms.
- To liaise directly with the Central Team in relation to bookings and payments queries.
- To deal with enquiries in line with systems and standards and communicate any outcomes using the appropriate channels.



## Job Description Continued

- Deal with ongoing, day to day problems/disputes.
- To be responsible for the efficient and accurate operation of the computer based booking system in line with ICT policy and procedures.
- To provide administrative support as necessary in areas such as the processing of bookings, and recording of issues.
- Ensure all tasks are performed in accordance with schedule, and to statutory regulations and Trust practice/policy.
- To provide a first line of communication for enquiries, complaints, messages, etc., recording and directing information to the appropriate location, team or person.
- To develop positive relationships with customers.
- To provide appropriate education and advice to customers to ensure safe and appropriate use of equipment.
- To assist in any development, promotion or organisation of events or activities, taking an active interest in industry trends, suggesting new techniques and activities to management.
- Ensure teams complete work in time, quality and service standards.
- To line manage the Leisure Assistant(s), leading by example and delegating tasks to ensure efficient and smooth operation of facilities.
- To participate in the appraisal process and undertake appraisals of direct reports in line with the annual schedule and reporting structures.
- To act as a role model to the team, leading by example in an efficient and professional manner.

### **In addition:**

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed.



# Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Knowledge / Qualifications</b>	<p>First Aid Certificate or ability to work towards the qualification within an agreed time scale.</p> <p>Experience working in a sports and/or leisure environment</p>	<p>NVQ Level 2 or equivalent in an appropriate area</p> <p>Level 2 Nationally recognised coaching qualification</p>	(a) (i)
<b>Experience</b>	<p>Experience of undertaking a supervisory role</p> <p>Relevant experience within a customer focused environment and/or leisure centre</p> <p>Working with customers from a wide range of backgrounds</p> <p>Working independently</p>	<p>Coaching class based sports activities</p> <p>Working in a service led industry</p> <p>Monitoring performance /maintaining standards</p> <p>Good clerical or administrative experience</p>	(a) (i) (r)
<b>Skills and competencies</b>	<p>An awareness of health and safety legislation and its application in the workplace</p> <p>Effective communication and interpersonal skills</p> <p>Fundamental knowledge of health and safety practices</p> <p>Able to understand and follow straightforward spoken and written instructions.</p> <p>Able to keep necessary work records.</p> <p>Able to plan and organise own time and resources.</p> <p>Appropriately follows instructions to achieve set tasks and objectives</p>	<p>Knowledge of statutory requirements</p> <p>General understanding of energy saving issues</p> <p>Excellent ICT skills</p>	(a) (i) (r)

## Person Specification Continued

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Personal Qualities</b>	<p>Required to work outside of normal office working hours</p> <p>An understanding of and commitment to good customer care</p> <p>Reliable and keeps good time</p> <p>Ability to work as part of a team</p> <p>Ability to use own initiative</p> <p>Commitment to health and safety</p> <p>Confident and outgoing</p> <p>Must be physically capable of carrying out the full range of duties</p>	<p>Travel is a desirable requirement of the post</p>	(l) (r)





**Contact us**

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