



THE MOUNT SCHOOL YORK

APPLICATION PACK FOR

PART-TIME LEISURE AND SPORTS CENTRE

ASSISTANT

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

LIFE AT THE MOUNT SCHOOL YORK

The Mount School York is situated in the beautiful and historic city of York, only 10 minutes' walk from the railway station and city centre. Consistently listed in the UK's top five places to live, York is an accessible, innovative city in North Yorkshire, which is celebrated as the most beautiful of all English counties.

As one of the UK's largest tourist destinations, York has all of the modern amenities of a truly cosmopolitan city, bustling with quality activities and shopping. But pass inside the walled city and around the world-famous Minster, and York's extensively rich history becomes a delight to explore.

The Mount School educates boys and girls in the junior school, and girls in the senior school, with approximately 230 pupils in total. The Mount offers a comprehensive boarding programme for senior school girls, a provision which is currently over-subscribed.

The ethos and curriculum of The Mount School promote the Quaker values of simplicity, truth, peace, equality, social justice and sustainability, although fewer than 5% of our pupils come from Quaker families. We expect our staff to be in overall sympathy with the Christian outlook and aims of Quakers and know (or be prepared to find out) something of what that means. The Morning Meeting for Worship is an integral part of school life in which all academic staff and pupils participate. In our position as a successful and well-resourced community, we place great emphasis on service to others. Many schools claim that their pupils fulfil their potential; at The Mount, we believe our pupils discover potential they never knew existed.

Quakers were pioneers in girls' education and we have been educating girls here at The Mount since 1785. We believe that every child is unique and that the purpose of education is to unlock the potential within. Our community is diverse and we welcome children from all faiths and no faith to share in the opportunity to discover their gifts and to become independent thinkers. We are an iPad School and all pupils and staff work with iPad technology.

The Mount is an academically selective school and academic success at both GCSE and A Level is high. Sport, Music and the Arts provide opportunities for the girls to develop their individual strengths and talents, not only in School but at county and national level too. We are pleased that all the girls fulfil their potential and have the results they need for the next step in their education.

The Mount School provides an environment in which pupils are heard and encouraged to find the strength to speak their minds and challenge injustice when they see it. Our pupils are equipped with the skills to shape their own future. They grow at their own pace, free from pressure to conform to stereotypes. They become themselves and they become confident and happy children. The Mount School produces a very special kind of girl; mature, quietly confident, comfortable to be herself, to think independently and be socially considerate. Our ethos is to encourage and develop the individual within a small, caring community. We pride ourselves on our welcoming atmosphere.

The Mount enjoys excellent facilities. Subjects are taught in specialist rooms with full access to modern technology. There is a purpose built Sixth Form Centre, a multi-purpose Sports Hall, a 25-metre indoor Swimming Pool, a Fitness Suite and hard and grass Tennis Courts.

APPLICATION AND RECRUITMENT PROCESS INFORMATION AND GUIDANCE

- The Mount School York is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Candidates should be aware that all posts in the School involve some degree of regulated activity and responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see the job description for the post.
- Recruitment and selection at The Mount School is designed to meet the requirements of best practice and of legal obligations.
- If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children, including any in which the penalty is time expired (that is where a warning could no longer be taken into account in any new disciplinary hearing for example) and whether you have been the subject of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer may be asked about those issues.
- All offers of employment are conditional, including requiring a satisfactory enhanced DBS disclosure, medical clearance, two satisfactory references, proof of any declared qualifications, documentary evidence of your identity and evidence of your right to work in the UK.
- You should be aware that providing false information is an offence and could result in the application being rejected or summary dismissal if you have been selected and possible referral to the Police.
- Recruitment processes run in accordance with the School's Employee Equal Opportunity Policy.
- All posts will be advertised internally and usually externally. The school is not obliged to advertise externally where there are candidates of merit and ability already within the School.
- All appointments are made by the Principal.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or certified copy of certificates, diplomas etc. Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

All candidates invited to interview must also bring with them:

- A current passport and a photocard driving licence as a form of photographic id
- A full birth certificate
- An original utility bill or financial statement showing the candidate's current name and address (dated within the last three months).
- Where appropriate, any documentation evidencing a change of name.
- Documentary evidence of right to work in the UK, such as birth certificate, passport, home office documentation.

INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM

- Applications will only be accepted from candidates completing The Mount School York Application Form in full. A CV will **not** be accepted in substitution for completed application forms.
- Applications should be addressed to the Michael Aldridge and sent by post to The Mount School York, Dalton Terrace, York YO24 4DD or email to recruitment@mountschoolyork.co.uk.

Rehabilitation of Offenders Act 1974

This post is exempt from the Rehabilitation of Offenders' Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, and therefore all convictions, cautions and bind-overs, including those regarding as 'spent', must be declared.

Where appropriate, the successful applicant will be required to complete a disclosure from the Disclosure & Barring Service at an Enhanced Level, depending on the post.

Previous Employment

Please provide within the application form a full history of your previous employment, in chronological order, since leaving secondary education. Include any periods of post-secondary education and training, part-time and voluntary work as well as full-time employment, with start and end dates. Please account fully for any gaps in employment, education and training. Please use no more than two additional sheets as necessary.

References

One referee **must** be your current or most recent employer and someone with a line management responsibility over you. References will not be accepted from relatives or from people writing solely in the capacity of friends. Referees must be able to comment on your professional capabilities. **References will be sought on short listed candidates prior to interview** and we may approach previous employers for information to verify particular experience or qualifications, before interview.

Safeguarding Policy

As part of the Safer Recruitment Process stipulated by the guidelines in Keeping Children Safe in Education, applicants are required to be aware of the School's Safeguarding Policy. Please click on the link below to download the Policy.

<https://www.mountschoolyork.co.uk/wp-content/uploads/2023/10/Safeguarding-and-Child-Protection-Policy.pdf>

We look forward to receiving your application

BENEFITS AND SALARY FOR SPORTS CENTRE ASSISTANT

The Mount School York enjoys a very pleasant working environment close to the historic city centre of York. The benefits package includes:

- Part-time contracted hours of 8 hours per week (to be agreed with the successful candidate(s)) to be paid at £11.44 per hour.
- Free on-site parking.
- Use of the School's excellent facilities including reduced rates to use the Fitness Suite
- Salary paid monthly into a bank account on the 25th day of each month.

Job Description: Part-Time Sports Centre Assistant

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title	Leisure and Sports Centre Assistant
Main Purpose Of The Role	To ensure that community users of the school's sports facilities are enabled to do so safely and support external hirers, pool users and gym users whilst using our facilities.
Reporting To:	Leisure Centre Manager
Main Responsibilities and Duties:	<ul style="list-style-type: none"> • Opening up before use and closing the facilities after use. • Supervising internal and external lets who are using sports facilities. • Ensuring the safe operation of the sports facilities by carrying out regular safety checks and actively monitoring use. • Welcoming customers to the site and ensuring their needs are met as far as possible. • Setting up facilities for customer bookings and tidying/putting away equipment after use. • Cleaning the facilities between bookings and at the end of a session. • Swimming pool management including regular water testing and keeping associated records. • Responding to emails, phone calls and social media enquiries. Making bookings and taking payments. • Supporting the Leisure Centre Manager and deputising for them in their absence. • Providing an induction and basic training on use of equipment in the fitness suite to all users. • Providing first aid to customers if required. • Ideally hold a recognised lifeguard qualification to enable the lifeguarding open swimming sessions for gym members, swimming lessons and community swim sessions. • Rigorously follow the sports hall and wider school policies and procedures for health and safety, safeguarding and administration. • Supporting the Leisure Centre Manager in advertising the facilities for hire, responding to enquiries and undertaking tours for potential customers as required.
Working Environment and Work Pattern	<ul style="list-style-type: none"> • Shifts are usually mornings, evenings, and weekends. Regular shifts are available. • Usually, only one Sports Centre Assistant is on duty at any one time. Therefore, the Sports Centre Assistant on duty is solely responsible for the safety of customers and the supervision of the buildings and equipment. • The post holder may be asked by the Principal to carry out other such reasonable duties as may be required for the benefit of the School.

PERSON SPECIFICATION FOR PART-TIME SPORTS CENTRE ASSISTANT

Knowledge, Skills and Qualifications	Essential	Desirable
First Aid Qualified		√
Level 2 Gym Instructor Qualified	√	
Pool Plant Operator Qualified		√
Personal Trainer Qualified		√
National Pool Lifeguard Qualified		√
Fitness Class Instructor Qualified		√
Members of REP's		√
Knowledge of Microsoft Office products and Social Media Platforms	√	
Well Organised and Systematic	√	
Previous experience in a customer-facing role	√	
Personal Qualities	Essential	Desirable
Self-motivated and able to work effectively without direct supervision	√	
Well-presented appearance and professional manner	√	
Attention to detail	√	
Available to work flexibly as required	√	
Friendly, outgoing personality	√	
Able to communicate effectively to all members of the community	√	
Able to act decisively in an emergency and to take decisions	√	
Calm under pressure and able to employ tact and diplomacy in a difficult or sensitive situation	√	