



Ibstock Community College

Respect and Pride brings Success



LEISURE COMPLEX ADMINISTRATOR

16 hours per week – 52 weeks per year (0.4324 fte)

Hours: Wednesdays and Thursdays 3.15 – 9.00 pm
& Fridays 3.15 – 7.45 pm

Grade 4

Full time salary: £22,932 Actual salary: £9,916.54

Start date: Wednesday 4 September 2024





“ *The college has created a positive environment for learning in which students’ spiritual, moral, social and cultural knowledge and skills are developed well.* ”
Ofsted

Welcome to Ibstock Community College. Thank you for taking an interest in our school.

Situated in the heart of the national forest, our aim at Ibstock Community College is deeply rooted in providing an excellent education for all our students, designed specifically to bring out the best in each of them and prepare them for success in life.

We are a caring, friendly and inclusive school, whose success is built on a wonderful staff team, a clear focus on learning and on treating students as individuals. We aim to provide our students with an exceptional foundation for further study, training and employment.

We believe our role is to challenge young people to fulfil their potential both in the classroom and in a wide range of extra-curricular activities. To help them succeed we provide comprehensive and high quality pastoral care.

We have high aspirations for all of our students; we want them to leave us with superb qualifications, great communication skills and the self-confidence, vision and understanding to be successful and happy in a fast changing world.

Sophie Williams
Headteacher





“ We are really pleased with the progress our son has made since joining Ibstock and how well he has settled into secondary school - he loves it! Thank you!
Parent

Curriculum

Our curriculum is designed to provide young people with the core knowledge they need for success in education and later life; to maximise their cognitive development; to develop the whole person and the talents of the individual; and to allow all children to become active and economically self-sufficient citizens. By drawing on the best that's been thought, said and done in each subject, we believe that our curriculum at Ibstock Community College enables young people to make connections that will help them to understand the world around them and their place in it.

Our 5 year curriculum is rooted in mastery. Students at Ibstock Community College study fewer topics in greater depth. In Year 9, our GCSE options process encourages students to study the EBACC suite of subjects English, maths, science, French, history or geography. In addition, a creative route with a small number of vocational courses is offered to ensure sufficient breadth in the curriculum for all learners is maintained. In our lessons you will typically see students grappling with the same challenging content, with teachers providing additional support for students who need it. Our higher attaining students, will study content in greater depth and will be encouraged to explore enrichment opportunities as well as being introduced to new content which will develop and strengthen their interest and skills even further.

In order to allow the mastery approach to be effective (i.e. students learn what they are expected to in the year they are expected to), early catch up is essential: we identify and support students who start secondary school without a secure grasp of reading, writing and mathematics so that they can access the full curriculum.

Our taught subject timetable, approach to spiritual, moral, social and cultural development, the tutor system and the ethos and 'hidden curriculum' of the school - are interwoven into The RESPECT standards at Ibstock Community College. These opportunities allow our students to grow in strength both academically and through our personal development curriculum. Through this we explore, discover, and celebrate our differences within the college, our community and across the globe. We are also extremely proud of our music and sport extra-curricular activities, just two branches of our co-curricular and enrichment offer.

Respect standards

Underpinning our ethos are The RESPECT Standards. These embody a mutual respect, built from trusting relationships between our staff and students, parents and carers, our governing body, our local community and partner schools. We communicate with each other calmly, politely and respectfully.

R esilience

E quity

S uccess

P ride

E ffort

C urrency

T rust

- We aim to develop strength of mind and resilience in all of our students. This is such an important life skill for all
- We believe that all students have the right to the very best learning experience, whatever their starting point
- We want all of our students to reach their potential and beyond - at Ibstock we celebrate success
- At Ibstock all students take pride in their work, always doing their very best. They are proud to wear our uniform, to represent our college and our community. We are proud of our achievements
- Our students are encouraged to get involved in a range of enrichment activities, to step out of their comfort zone and to broaden their horizons. Our students encourage each other to aim high
- We are proud of our knowledge rich curriculum which develops mastery across all subject areas preparing our students for the next stage in their education
- At Ibstock we trust each other, students, staff, parents and governors





Pastoral Care

At Ibstock Community College we pride ourselves on the quality of our pastoral care. We see all of our staff and students as part of our Ibstock family and our Pastoral Team are dedicated to providing students with a high level of support within school to help them cope with the demands of life and to enable them to have the opportunity to meet their academic potential.

Our Pastoral Team consists of our Form Tutors, Pastoral Managers, Behaviour Support and a wider team of attached staff mentors. We pride ourselves in knowing each child individually and working very closely with students, and their families, to help each child reach their full potential.

Our Pastoral systems are tightly interwoven with our SEND interventions and our highly experienced staff build in further support through the extensive network of external support agencies.

We have high expectations of our students' and their positive attitudes towards their learning. Ensuring every child understands and adheres to behaviour expectations, recognises and responds to our attendance and punctuality processes and is proud to represent our school community in retaining high standards of uniform, is a fundamental part of successful wider academic growth.

Building the skills for students to be respectful towards all, resilient in their learning and proud of being Ibstock students, is something our Pastoral Team excels in nurturing.

Partnership

Successful learning depends upon a strong partnership between student, school and home. At Ibstock Community College, we have an excellent relationship with parents, underpinned by our commitment to good communication.

Regular meetings, telephone conversations and our ParentLite portal guarantee that parents have ready access to all the information they need about the progress and achievements of their child.

Our nursery and leisure complex are both extremely popular facilities. We are delighted to be able to provide these services for the benefit of the community and to serve the population of Ibstock and the surrounding area.

The college also has valuable links with industry and community groups, enabling students to learn and gain from these relationships. Most important of these are our strong links with our feeder primary schools. Working together enables smooth transition for students joining us in year 7.





Beyond the classroom

School is about so much more than classroom learning and we provide a wide range of extra-curricular activities both in and out of school. A wide range of clubs in school currently include art, drama, gaming, debate, music and a range of sports.

Our music department offers the opportunity to join several concerts and productions and, of course, individual music lessons can be organised with our peripatetic teachers.

Away from the school site, educational visits offer students a wide range of cross-curricular experiences. These include visits to France and Belgium, Stratford upon Avon and the Bay of Naples.

Facilities

Our well-maintained campus is equipped with a range of specialist classrooms all with interactive white-boards, projectors and visualisers. Additional technology includes three digital suites and a variety of class sets of laptops and tablets that are used to enhance our curriculum.

We have a spacious Sports hall, all weather pitch, swimming pool and a range of outdoor PE facilities.

Our dedicated music room has adjoining practice rooms and is situated close to the stage which is our drama and performance space.

We have four spacious science labs and the science block also boasts a large ICT suite which is one of the Design and Technology learning zones. We also have an Art studio, textiles room, resistant materials workshop and a food technology kitchen and classroom.

Our library is situated at the heart of the college and has a wide selection of literature which is available to all students via the Accessit booking system. The library is also the base for homework club, book club and is open at lunchtime for students.

Ibstock Community College is part of the MULTI ACADEMY TRUST.



Vision

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- The relentless pursuit of excellence by; expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Mission

Long term goal

- Outcomes equal to the best nationally and internationally for every school and every child
- Every child receives a truly rounded education resulting in a strong moral compass, a globally competitive skill set and a confident sense of self
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families and other local stakeholders.
- Providing high quality buildings, engaging classrooms and excellent sporting facilities
- Delivering innovative learning resources and materials
- Ensuring a well-disciplined and caring environment
- Exploiting cutting edge technologies to expand the opportunities for students, staff and our community to benefit from learning in a digital age.

Medium term objectives

- Each school is confident and thriving in its development; schools are beyond challenge from Ofsted in achieving the aims and values of the LiFE MAT.”



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June 2024

Dear applicant,

LEISURE COMPLEX ADMINISTRATOR – IBSTOCK LEISURE COMPLEX

Thank you for your interest in the above post. We are looking to recruit an enthusiastic, efficient and capable receptionist/administrator to join our small and friendly leisure team.

Context

Our leisure complex, which opened in September 2010, is based at Ibstock Community College and is a joint venture with the district council. It runs a comprehensive programme of swimming and fitness classes and discounts are available to staff using the facilities. The leisure complex and college has been part of LiFE Multi-Academy Trust since July 2021.

About the role and you

This is a key post with responsibility for ensuring the smooth running of the leisure complex. The role will involve reception duties, creating a welcoming and professional image at all times, as well as the flexible provision of day to day administrative support to the leisure managers.

As you will be the main point of contact at the leisure complex, you will need to be of smart appearance and it is essential that you possess excellent customer service skills and the ability to remain calm when faced with the day to day challenges of a busy reception area. A good standard of numeracy and literacy and IT proficiency is required, as is the ability to work with minimum supervision.

How to apply

We encourage you to visit our website for more detailed information about the college and leisure complex and further information about the vacancy. Informal enquiries about the post are welcomed by calling the leisure managers on 01530 265835 or emailing l.managers@ibstockcollege.co.uk.

Please send a letter, maximum 2 sides A4, which specifically addresses the requirements of this post, together with your application form. To comply with Safer Recruitment guidelines, please do not send a CV as we do not accept them. Completed application forms should be emailed to l.managers@ibstockcollege.co.uk or returned directly to the leisure complex and should be received by **9.00 am on 1 August 2024**. Interviews for shortlisted candidates will take place on Friday 16 August 2024 from 6.00 pm onwards.

The application process

Safeguarding

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to behave in such a way that supports this commitment. All offers of employment will be subject to satisfactory pre-employment checks, including a DBS check and an online search.

Data Protection

Should you be unsuccessful with your application, the school will confidentially destroy your application form after six months of its submission. If you are successful in your application, this information will be kept securely as part of your personal employment record.

References

Applicants must provide the details of two referees. One reference should be from your current employer or if unemployed, your last employer. Where possible, references should be from separate sources and not from the same organisation or employer. All referees should have known you for at least one year or more and cannot be from a

spouse, partner, friend or relation or from someone with whom you live. The school will contact referees for verification. Please ensure that you have permission to provide their details on the application form and note that references will be sought prior to interview for all shortlisted candidates.

Equal Opportunities

We are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justified. At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and diverse backgrounds.

I look forward to receiving your application. Thank you in advance for your interest in working with us and for the effort that you have made with your application. If you wish to discuss or clarify anything arising from the information attached, please do not hesitate to contact us.

With best wishes

A handwritten signature in black ink, appearing to read 'Sophie Williams', written over a light grey rectangular background.

Sophie Williams
Headteacher



LEISURE COMPLEX administrator

Grade 4

Responsible to: Leisure Managers

Core purpose

To support the development of the leisure complex through effective teamwork at all levels and through wholehearted and effective support of the leisure complex and college's key principles: to achieve excellence in learning, to create a sustainable learning community, to ensure integrity and innovation in what we do, to promote respect for all, and to promote opportunities for all.

Job purpose

To provide an efficient, welcoming and courteous reception service, with minimal supervision, and to promote a professional image of the leisure complex.

To undertake clerical and administrative duties to support the leisure complex manager.

Main duties and responsibilities

- to answer standard enquiries by telephone or in person from parents/customers/other employees, giving and resolving non-complex enquiries within areas of responsibility
- to make bookings for leisure complex users
- to produce a range of documents from a variety of sources, using various software packages (e.g. Excel, Publisher, Word)
- to use the payment card system and handle and record cash using a computerised till system
- to order and carry out stock control
- to be aware of emergency and evacuation procedures and ensure staff and public comply in accordance with the P.S.O.P.
- to operate office equipment e.g. two-way radios, laminating machine
- to provide first aid treatment to students, staff and customers (after appropriate training)
- to carry out other such receptionist tasks and duties as required by the line manager appropriate to the grading of the post
- to be prepared to undertake professional development and training

Considerations

- a. The nature of the work may involve the post holder carrying out work outside of normal working hours.
- b. The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- c. This post is subject to a check being carried out at an enhanced level by the Disclosure and Barring Service (DBS) regarding any previous criminal record.
- d. This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.



PERSON SPECIFICATION

LEISURE COMPLEX administrator

| QUALIFICATIONS AND EXPERIENCE | |
|---|---|
| Essential | Desirable |
| <ul style="list-style-type: none">– Good standard of literacy and numeracy– Experience working in an office environment– Successful experience of working in a team– Experience using IT (e.g. Word, Excel) | <ul style="list-style-type: none">– IT qualification (RSA/CLAIT/ECDL)– Experience of working in the leisure industry |
| KNOWLEDGE AND SKILLS | |
| Essential | Desirable |
| <ul style="list-style-type: none">– Good organisational skills– Ability to work on own initiative– Good communication skills– Excellent interpersonal skills – able to deal with a variety of people, including students, sensitively, empathetically and when necessary, assertively– Attention to detail – high level of accuracy | |
| PERSONAL ATTRIBUTES | |
| Essential | Desirable |
| <ul style="list-style-type: none">– Ability to organise and prioritise own workload; and the ability to work to deadlines– Professional, friendly and flexible approach to work– Integrity, empathy and patience– Able to manage sensitive and confidential situations– Able to work effectively as a member of a team with minimum supervision– Self-motivated– Loyal and dependable | |