



DEYES
IN THE
COMMUNITY

LYDIATE
LEARNING TRUST

Application Pack

Letting Assistant Deyes in The Community

Start Date:	ASAP
Closing Date:	8:00am, Thursday 25 June 2026
Shortlisting:	Thursday 25 June 2026
Proposed Interview Date:	TBC
Salary:	£12.71 per hour
Contract Term:	Casual



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER

“We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”

We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

We Offer

- A competitive salary
- Pension Scheme
- Employee Assistance Programme
- Regular training and development programmes tailored to your very own learning needs.
- Opportunities for career progression within school and across the Trust should you wish.
- An open and collaborative working environment where everyone is valued
- A detailed induction programme

Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

Recruitment, selection and promotion procedures will be monitored to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school’s child protection policy, code of conduct for adults and managing allegations against staff procedures.

Job Description

Deyes in the Community Leisure Assistant

Purpose	<p>This post is school based at Deyes High School. It is, however, separate to the school and does not involve sports/activities provided by the school.</p> <p>The Leisure Assistant will support the Leisure Manager in dealing with bookings and customers who have hired the school facilities.</p>
Responsibilities	<p>Cover the broad areas of maintaining bookings, signing in and signing out Leisure, ensuring bookings run smoothly, dealing with the public, setting up facilities, administering first aid and some general cleaning.</p>
Reporting to	<p>Lydiate Services Company</p>
Salary	<p>£11.44 per hour</p>

Main Duties	<p>Duties and Responsibilities:</p> <ul style="list-style-type: none">• To manage bookings from members of the public wanting to use the facilities.• To greet visitors to Deyes in the Community and make them feel welcome.• To show visitors around the facilities and undertake any induction procedures.• To make sure all stakeholders complete relevant forms and have provided Insurance/DBS / Risk Assessment documentation, as needed.• To make sure all visitors read and are aware of the Health & Safety information. i.e., Fire and emergency evacuation procedures, First aid procedures and Emergency contact numbers.• To be first aid trained, keeping qualification up to date and to deal with any stakeholder that is unwell or has an accident on DIC premises.• To assist sporting and community instructors/trainers with any problems or queries they may have.• To promote the facilities to the community encouraging them to look round, participate in activities and make use of facilities available.• To assist Facilities Management employees in ensuring rooms are ready and that relevant equipment is set-up/dismantled to support the various activities taking place.• To deal with any incidences with the stakeholders, using common sense and making sure that you/they are safe at all times.• To report any complaints to the Leisure Manager.• To support the Leisure Manager in organising and ensuring the smooth running of community events.• To complete any general cleaning for example empty bins and check toilets.• Any other duties commensurate with the grade and falling within the scope of the post as requested by management. <p>General</p> <ul style="list-style-type: none">• To develop and promote high standards throughout the Trust.• Be familiar and comply with all relevant Health and Safety, Operational, Personnel, Child Protection, Data Protection and Financial Regulations, policies and procedures.• Ensure equality of opportunity is afforded to all persons both internal and external to the authority, actively seeking to eliminate any direct or indirect discriminatory practices/behaviour.
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General Information and Working Arrangements

Deyes in the Community is committed to safeguarding and promoting the welfare of children, young people and adults at risk and expects all staff and volunteers to share this commitment.

Deyes in the Community operates a no smoking policy throughout the site. Facilities include a Sports Hall, Gymnasium, Shock Gym, Drama and Dance Studios, Outdoor Fields, Tarmac and Quad Spaces, Dining Room and a whole variety of teaching/training areas.

The school will be open to the public from 5.00pm to 10.00pm weekdays, Saturdays 9.00am to 5.00pm and 9.00am to 5.00pm on Sundays.

Times of duty are by arrangement with the Leisure Manager to meet the needs of the community usage of our sports and other facilities. It is anticipated that in the main this post will involve evening shifts Monday to Friday and daytime work on weekends which will be done on a rota basis. Please note, there will be occasions when you are required to work outside these times i.e., during the daytime on weekdays, and therefore flexibility surrounding working hours is essential to meet the needs of DITC.

General Duty Times will be within the times stated below:

- Monday to Friday 4:00pm to 10:00pm
- Saturday 8:00am to 5:00pm
- Sunday 8:00am to 5:00pm

The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Centre Manager.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Deyes in the Community Leisure Assistant

Qualifications & Training	
4 GCSE's including English at grade C/4 or above.	E
First Aid Certificate/training in first aid procedures.	D
Skills/Knowledge/Aptitudes	
To be well organised and able to manage time and resources.	E
To be able to communicate on all levels, through telephone and written.	E
The ability to use appropriate forms of ICT e.g. Microsoft packages/word, excel, publisher. To have good key board skills.	E
Good Interpersonal and communication skills: <ul style="list-style-type: none">- The ability to relate to young people- The ability to work independently, using own initiative- The ability to act upon instruction- The ability to act quickly and deal effectively with any situation that may arise	E
To understand the importance of confidentiality.	E
Energy and resilience.	E
Flexibility and multitasking skills.	E
A customer-focused approachable and outgoing personality.	E
The ability to relate to the requirements of customers and sectors of society.	E
An understanding of and/or a willingness to train on Safeguarding, Health & Safety and First Aid.	D
Be able to work well in a team.	E
Confidential References	
Positive recommendation from all referees, including current employer.	E