

Academy
Transformation
Trust

Casual Sports Facilities Attendant

Application Pack

Sutton Community Academy
Sutton-in-Ashfield
Nottinghamshire

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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Sutton community Academy is part of the Academy Transformation Trust family of academies.

Sutton Community Academy was graded 'Good' in all areas by a recent Ofsted inspection; we provide the best opportunities for all our students toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.

This success is build upon valuing and nurturing the talents of all our students, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The Academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.



04. Job Description

Job Description

Casual Sports Facilities Attendant

Purpose of the Role:

To provide a safe and efficient environment for Leisure Hirers, utilising Academy Facilities, outside of the school day.

Key Responsibilities and Duties:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

- Act as first contact for all sports facility visitors, dealing with personal and telephone bookings and enquiries. Relaying messages where applicable.
- Administer bookings, including taking bookings and payments.
- Cash Handling, security of money, completion of Academy Letting Sheet and preparing money for banking.
- Assist the Sport Development Officer as required in the marketing of the facilities of the Academy.
- Set up / Take Down of Sports Equipment as required.
- Ensure that the safety and behaviour of the public is controlled to prevent injury, misuse and damage to facilities.
- Provide first-aid cover and ensuring that the appropriate documentation is completed
- Carry out routine building checks and completion of relevant documentation
- Carry out general cleaning duties of the leisure facility, including changing rooms, toilets and external areas.
- Undertake all tasks according to the Health and Safety guidelines.
- The Sports Attendant shall be subject to the immediate day-to-day supervision and direction of the Principal, Sport & Leisure Development Officer or such other officer.
- Effective and efficient on site liaison with site representatives in order to deliver excellent standards of customer care.
- Site Security including opening / closing the facility and issue of keys.
- Work and adhere to all Academy Policies and Procedures relating to facility operation.

- Supporting and adhering to the Academy Lettings Policy.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific term.

Academy Ethos

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the Academy's corporate policies.
- To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.

This role descriptor is not intended to be an exhaustive list of all the duties and responsibilities that may be required.

Other

All staff are part of the whole Trust team. All staff are required to support the values and ethos of our Trust and Trust priorities. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

Our Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

05. Person Specification

Person Specification

Casual Sports Facilities Attendant

| | Essential | Desirable | How will this be demonstrated |
|--|---|---|---|
| Professional Qualifications and learning | <ul style="list-style-type: none"> Literacy/Numeracy | <ul style="list-style-type: none"> First Aid Trained Health & Safety Training Specialised equipment training Relevant sport/coaching qualifications | <ul style="list-style-type: none"> Application Form/Checking and Original Copy evidence |
| Experience | <ul style="list-style-type: none"> Previous experience in a similar environment/field Teamwork Dealing with members of the public | <ul style="list-style-type: none"> Working with children School based experience Handling cash Working unsupervised/lone-working | <ul style="list-style-type: none"> Application form Interview References |
| Competencies | <ul style="list-style-type: none"> Ability to work on own initiative/in a team Willingness to undertake training and train others as directed Understand customer needs and provide a high standard of customer service Ability to handle staff and workplace difficulties with diplomacy Strong commitment to the workplace High level of punctuality and attendance Communication and interpersonal skills Self-motivated | <ul style="list-style-type: none"> A positive and resourceful approach to problem solving Administering first aid, specifically with regard to sports related injuries Able to work additional hours and outside of normal working hours when necessary. Health and safety guidelines, especially in relation to sports equipment | <ul style="list-style-type: none"> Application form Interview references |

| | Essential | Desirable | How will this be demonstrated |
|--------|---|--|---|
| Values | <ul style="list-style-type: none"> • Commitment to equal opportunities and safeguarding • Enthusiastic • Able to contribute to an inclusive Academy ethos • Be supportive of colleagues • An enhanced DBS check will be undertaken | <ul style="list-style-type: none"> • Confident nature | <ul style="list-style-type: none"> • Application form • Interview • References |



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Casual Sports Facilities Attendant

Applying:

For all our Trust Vacancies, please follow the link here: [Vacancies - Academy](#)

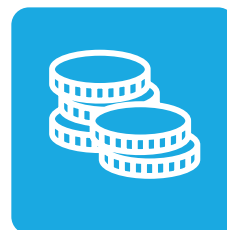


Status: Casual

- Evenings, Weekends and School Holidays

Salary:

NJC Scale Point 3
£12.85 per hour
(plus £1.55 per hour holiday allowance)

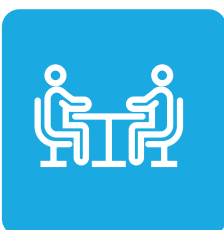


Closing Date:

Monday 29 June 2026, 9:00am

Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.

