



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

Sport and Leisure Assistant





HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	Sports, and Leisure Assistant
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	30/37 hours per week; All year round
Reporting to	Sports & Lettings Manager and Site Manager
Salary	£21,856 - £22,512 per annum (actual for 30 hours per week)
Pension	Local Government Pension Scheme



About the Role

As a new member of our busy Sports & Leisure Team at Knole Academy, you can join our team and make a difference. There are lots of spaces available to let to external clients including our MUGA, 3G pitch, sports hall and climbing wall as well as our on site gym available to users outside of school hours. This role is also required to support the caretaking team with general caretaking duties.

This includes:

PRINCIPAL RESPONSIBILITIES:

- To take responsibility for the provision of the day to day operation of the facilities. This will involve some cleaning and maintenance, the preparation of facilities and equipment for sessions and activities including setting up and dismantling of equipment
- To ensure that visitors are welcome according to safeguarding and other academy policies and procedures
- To provide first point of contact for visitors using the indoor and outdoor letting and sports facilities
- To ensure all health and safety procedures and policies are being observed and adhered to at all times
- To adhere to the Academy's lone working policy
- In conjunction with the Sport, Lettings and Cleaning Manager, to actively encourage and promote the sports facilities, whilst maintaining the existing programmes

KEY RESPONSIBILITIES



- To handle enquiries, manage new and existing bookings and carry out reception duties as required
- In conjunction with the Sport, Leisure and Cleaning Manager to have responsibility for the image and public profile of the sport centre according to Academy policy
- To develop and deliver fitness based tasks (for example: inductions, sports programmes, fitness testing, personal training and fitness classes
- To undertake lifting/movement of equipment adhering to the Academy's safe handling policy
- To be flexible as duties will include working a mixture of evenings, weekends, Bank holidays and potentially additional hours during school holidays.
- To carry out any other duties as deemed reasonable by the Sport, Lettings and Cleaning Manager and the Headteacher





General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager

Duties will include providing gym inductions, ensuring relevant facilities are clean and safe, setting up equipment and making bookings. Applicants must be highly organised, have a flexible working attitude and be able to work 5 days per week (Monday to Friday 4:30 pm to 10:30 pm and weekends between 8:00 am and 5:00 pm). Additional hours can be offered to cover holidays and busy periods.

Safeguarding Children and Safer Recruitment

It is essential to have due regard for safeguarding and promoting the welfare of children and young people and follow all associated child protection and safeguarding policies as adopted by the Trust.

This is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The post-holder may be required to do other duties appropriate to the level of the role, as directed by the Line Manager.

PERSON SPECIFICATION



E D

Qualifications and Experience

A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
A First Aid qualification (training will be given if necessary)
Fitness instructor NVQ level 2 (or the willingness to work towards this)
Experience of working in the leisure industry
Working with the general public

**E
D
E
E
E**

Skills and Knowledge

Excellent communication skills; written and verbal
Good numerical skills
Good and accurate ICT /keyboard skills
Working knowledge of booking systems
Knowledge of a range of sports, their facilities and how to set up for them
Knowledge of sales and marketing for facilities and gym membership
Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving
Ability to deliver high quality service with minimum supervision on own or within a team

**E
E
E
D
D
D
E
E**

Personal Qualities

The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
To maintain confidentiality at all times
A flexible working attitude
Appropriate attire for this position
A high level of integrity
The ability to work unsupervised
An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

E = Essential

D = Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager

HR@aletheiatrusted.org.uk

01732 749 774

To apply for this role, please visit [MyNewTerm: Apply Now](#)

Closing Date:

Monday 15 June 2026: 9:00 am

Interview Date:

Applicants will be reviewed upon receipt so early application is encouraged. We reserve the right to close this vacancy early should a suitable applicant apply.



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

Knole Academy

Bradbourne Vale Road,
Sevenoaks, Kent,
TN13 3LE

Unique Reference Number:

136128

Telephone:

01732 454 608

Website:

knoleacademy.org

Email:

HR@aletheiaacademies.org