



**TRUE LEARNING
PARTNERSHIP**



Glossopdale School & Sixth Form Lettings Assistant Recruitment Pack

<https://www.truelearning.org.uk/vacancies>



ASPIRATIONAL

We encourage everyone to dream big and pursue excellence.



COLLABORATIVE

We work together, valuing diverse perspectives and shared success.



COMPASSIONATE

We act with kindness, respect, and a genuine desire to serve others.



CURIOUS

We foster innovation and a love of learning for all through inquiry and creativity.



INCLUSIVE

We ensure everyone feels valued, supported, and able to contribute fully.



TRUE LEARNING PARTNERSHIP

Our Mission

To inspire and empower every individual within our trust to achieve their fullest potential.

We are committed to providing a safe, inclusive, and innovative learning environment where compassion and collaboration thrive. Encouraging high aspirations, courage and curiosity, we equip all members of our community with the skills, confidence, and character to make a meaningful, positive impact in their communities and beyond.



Inspiring the best in everyone

Welcome to Glossopdale School & Sixth Form, part of the True Learning Multi-Academy Trust

Dear Candidate,

Thank you for your interest in joining Glossopdale School & Sixth Form. Our school is an oversubscribed 11-18 comprehensive secondary school which serves the Glossop and wider community. We are a warm and caring school that has the highest expectations of students and ourselves, where every student is expected to work hard, behave well and contribute positively to the school community.

We are looking for a proactive, customer-focused and highly organised individual who is passionate about supporting the local community and creating positive experiences for all users of our facilities. We are looking for an individual who works well as part of a team, with a flexible, can-do attitude with a commitment to high standards of customer service, health and safety, safeguarding, delivery and site presentation is essential, along with the ability to work evenings and weekends as part of a busy community programme.

We exist to empower our students to find their purpose, develop high aspirations and thrive, both academically and personally. We provide a knowledge-rich curriculum which exposes students to powerful knowledge, places them on an ambitious pathway and develops the character traits needed as young people and into adulthood. Our core purpose is not merely finite 'success' for our students, but our culture and curriculum enable them to thrive – to continually grow and flourish.

We are explicit about the culture we want to create and have clear ideas of the desired behaviours necessary for our students to succeed. At Glossopdale School & Sixth Form, we maintain a relentless focus on the day-to-day actions, behaviours and routines within the school and adopt a disciplined approach to teaching students effective learning habits. We communicate and practise these regularly, as both staff and students.

While with us, we encourage every member of staff to stretch themselves and we give everyone access to a wide range of learning and development opportunities. We are a research-based school with the aim to develop highly effective evidence-based practices including teaching, learning and assessment, where we collaborate as a whole staff to persistently improve our pedagogy and where we evaluate our practice habitually.

We have some of the best facilities in the area having fully rebuilt our school in 2018. This not only provides both staff and students with everything they can expect for modern teaching and learning but also gives us exceptional environmental credentials.

I am extremely proud to be the Headteacher of Glossopdale School & Sixth Form and consider it a privilege to be a part of such a vibrant and caring learning community. If you think this sounds like your sort of school, then we very much look forward to receiving your application to join us.

Kate Smith
Headteacher

Job Description & Person Specification

POST TITLE: Casual Lettings Assistant

GRADE/SCALE: Grade 4

SALARY: £13.48 per hour

LOCATION: Glossopdale School & Sixth Form

RESPONSIBLE TO: Community Development Officer

LINE MANAGED BY: Community Development Officer

WEEKLY HOURS: 0 hours, casual contract

WEEKS PER YEAR: 52 weeks

PURPOSE OF JOB:

Ensure the safe day to day usage of the schools internal and external facilities during community use. The role will require flexible working, shifts will generally be evening and weekends with occasional day time work, this will be especially present during school holidays.

KEY RELATIONSHIPS:

- The post holder will be line managed by the Community Development Officer/ Manager
- Whilst on site the post holder will potentially supervise or work with an individual / small team.
- The role involves regular liaison with the school site team.
- The post holder will develop professional relationships with community users of the facilities.

KEY RESULT AREAS INCLUDE:

- Ensure the delivery of a good quality service to every customer on every visit.
- Be responsible for the building and its contents. Follow opening up/ locking up operating procedures.
- Efficiently process bookings using computerised systems and answer emails/ telephone calls.
- Ensure a consistent standard of site presentation and cleanliness, including surrounding outside areas.
- Actively promote the facilities and programmes hosted on site.

GENERAL RESPONSIBILITIES:

- Act in accordance with the authority's Equality and Human Rights Policy
- Ensure own compliance with the authority's Health and Safety policy/procedures and that of any resources you have responsibility for.
- Contribute to risk awareness through carrying out of duties and raise issues where appropriate.

- Comply with the Council's policies on information security including the ICT Security Policy, Internet and Email Policy and Safe Haven Guidance.

OTHER RESPONSIBILITIES:

- Maintain a 'shop floor' presence and interact with staff and customers.
- Carry out general administrative duties in line with the community usage of the school including recording & editing bookings on our booking systems.
- Provide first aid assistance when required and ensure the efficient reporting of accidents in line with procedure.
- Follow procedures to cash up the till and process all payments correctly.
- Ensure the prompt preparation of all activity areas, including maintaining a safe approach to assembling, dismantling and storing equipment.
- Ensure regular H&S checks are carried out on sports equipment. Report efficiently. any maintenance requirements following outlined procedures.
- Assist in the delivery & coordination of school holiday programmes.
- Carry out introductions for users of the facilities including the fitness suite.
- Act as a 'party leader' facilitating sport/craft birthday party & sessions.
- Moving, rotating, checking & ordering vending stock on a regular basis.
- Carry out general cleaning duties to ensure high standard for cleanliness for customers & students the following day.

SAFER RECRUITMENT STATEMENT

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

Person Specification

Selection Criteria	Essential/ Desirable	Assessment
Knowledge		
Good customer service skills	E	IR
Good numeracy and literacy skills	E	AI
Knowledge of Health & Safety procedures in relation to a public facility	D	AI
Experience		
Experience of working with the public	E	AI
ICT skills which includes use of spreadsheets, word processing packages etc	E	AI
A keen interest in sport and physical activity	E	AI
Working with the public in a leisure setting	D	AI
Preparing and providing sports or craft activities for children	D	AI
Experience of cash handling and acting as a key holder	D	AI
Experience of dealing with enquiries/taking bookings in person/ on the phone/email	D	AI
Qualifications/training		
Sports Leadership qualification or GCSE/BTEC Sports Studies	D	AC
Fitness Qualification	D	AC
First Aid Certificate	D	AC
Skills/Attributes		
Good communication skills	E	IA
Reliable and socially responsible	E	IR
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	IR
Ability to follow instructions and complete designated tasks	E	IR
Ability to work on own initiative	E	IR

Key: A – Application

I - Interview

R - Reference

Core Responsibilities for all Trust Employees

Health & Safety

All staff within True Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

Equality & Diversity

Staff employed by True Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. True Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

Data Protection

All staff within True Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

Safeguarding & Child Protection

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the CEO from time to time, up to or at a level consistent with the main responsibilities of the job.

Key Information regarding the Application Process

To Apply

Completed application forms should be submitted via My New Term.

Please **do not** include your name when completing your supporting statement.

Only completed application forms will be submitted for shortlisting; CVs will not be accepted.

Key Dates

Closing date for applications: **Monday 21st September 2026 at 9am**

Interviews will take place on Friday 25th September 2026

Benefits

At True Learning Partnership, we're proud to support our staff both in and outside of work. We're committed to your wellbeing, professional growth, and maintaining a healthy work-life balance.

Our benefits package includes a wide range of support and resources, such as wellbeing tools, a confidential Employee Assistance Programme (EAP), learning and development opportunities, and access to discounts on everyday spending and lifestyle services.

Other benefits include:

- Pension Scheme
- Cycle to Work Scheme
- Eye Care Vouchers
- Seasonal Flu Jabs
- Access to free CPD courses
- Strava – True Learning Runners

Safer Recruitment Information

True Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance. Please note if you are shortlisted, an online search will be carried out before interview which may identify any incidents or issues that have happened, and are publicly available online, which we might want to explore with you at interview.

True Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Trust Safeguarding Statement

True Learning Partnership recognises the important role that our schools and their staff have in the wider safeguarding system for children. ALL staff have a responsibility to provide a safe environment in which children can learn. True Learning Partnership fully adopts statutory guidance "Keeping Children Safe in Education" (September 2025).

True Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our schools are a safe place for children, where our responsibilities for safeguarding children are taken seriously. As a Trust, we are responsible for ensuring that all our schools have thorough and robust child protection and safeguarding policies and procedures.

Should you have safeguarding concerns regarding any pupil at any of our schools, please speak to one of the Designated Safeguarding Leads at that school.

True Learning Partnership Designated Safeguarding Officer is Catherine Holyland, Deputy Head Teacher at Poynton High School. If you wish to contact her directly please e mail Cholyland@truelearning.org.uk

True Learning Partnership Trust Board safeguarding representative is Paul Jarvis. If you wish to contact them, please e mail info@truelearning.org.uk stating that the e mail relates to a safeguarding issue.

Our schools' Local Governing Bodies are regularly updated about child protection, bullying and safeguarding policies and practices by the relevant school Head Teachers, and other members of the Senior Leadership Team. This information is reported to the Trust Board.

For further details on roles and responsibilities, and recording information regarding Safeguarding, please see the Safeguarding Policy and Procedures documents held by each school in our Trust.



Contact Us



True Learning Partnership

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