



**TRUE LEARNING
PARTNERSHIP**



Glossopdale School & Sixth Form Community Development 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, capable of building strong relationships with customers, colleagues and community partners. 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

Job Title:	Community Development Assistant
Grade:	5
Salary Range:	£25,185 - £25,583 FTE
Contract:	Permanent
Hours per Week:	37 hours (mainly evenings and weekends, 5 out of 7 days) Typical weekday shifts between 1.10pm – 10.10pm (school holidays daytime shifts available) Weekends from 8.30am – 4.30pm (depending on shows/events)
Working Weeks per Year:	52 weeks
Start Date:	September 2026
Line Managed by:	Community Development Officer
Key Relationships:	Business & Community Manager, Premises & Operations Manager, Site team
Liaising with:	Customers, young people/children, external stakeholders & school staff

BASIC JOB PURPOSE

Working as part of a team to ensure a safe day to day running of the community provision ran within the school.

	MAIN RESPONSIBILITIES FOR THIS JOB ROLE
	Leadership & Management
	Supervise the work of front-line operational staff, offering support and advice along the way
	To direct and supervise the day to day work of the casual letting assistants.
	Premises
	Maintain a 'shop floor' presence and interact daily with staff & customers
	Be responsible whilst on site for the security of the building and its contents
	Ensure a consistent standard of cleanliness and site presentation including the surrounding outside areas.
	Report any defects of issues promptly to the site team
	Support the site team with set up for events, including exams

	Health and Safety
	Any accidents to staff or customers are correctly recorded and appropriate First Aid administered. All first aid and incidents to be reported following the correct procedures.
	Ensure prompt attention to any issues deemed as health & safety to 'make safe' and report through the correct channels to the site team.
	Operations
	Ensure the delivery of a quality service to every customer on every visit.
	Ensure the prompt preparation of all activity areas including the safe setting up, dismantling & storage of equipment.
	Respond quickly and effectively to any complaints/comments from customers/staff. Feedback any key issues.
	Carry out general administrative duties, assisting on reception, taking bookings, assisting with invoicing, stock rotation, checking/signing for deliveries of goods/ completion of services.
	Lead (as required) holiday sessions & birthday parties.
	To administer bookings using computerised/manual systems and answer the telephone as per standard practice.
	Assist with the marketing of the facilities and sessions including assisting with social media
	Support The Community Development Officer with the delivery of primary school sports competitions.
	Support the promotion of the school facilities to the local community
	General
	To be flexible in relation to work patterns; providing cover for the Site Teams' shift patterns (outside of usual school hours) in the event of absence or to meet operational needs.
	To be a designated key holder
	Work as part of a shift pattern which is mainly evenings and weekend working.

Trust expectations for all employees

- Complying with and upholding, in all respects, the Trust's code of practice on equality and diversity.
- Taking appropriate responsibility and action for safeguarding.
- Acting in accordance with the code of conduct and key policies including the Trust's Health and Safety Policy and Data Protection Policy.
- Demonstrating tact and diplomacy on all interpersonal relationships with the public, students, parents and colleagues.
- Demonstrating a commitment to continuous professional development.
- Participating in training and other learning activities and performance development as required.
- Assisting with student needs as appropriate during the day.
- Undertaking such other duties as the Headteacher or CEO may require from time to time.

This job description is not intended to be a complete list of all duties and responsibilities of this role. The post holder may be required to carry out other duties and related tasks, the responsibility level of any other duties should not exceed those outlined above.

Note: *This job description will be subject of a review as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such a review or at any time after consultation with the post holder.*

Person Specification		
Selection Criteria	Essential/ Desirable	Assessment
Experience		
Supervisory experience within the Leisure industry	E	AI
Experience of working in a team in the service industry	D	AI
Experience of managing staff	D	AI
Experience within a Fitness Suite environment	D	AI
Experience of cash handling & using a till	D	AI
Experience of leading fun sessions for young people, i.e. birthday parties, holiday activities	D	AI
Qualifications/Training		
A willingness to obtain a first Aid qualification	E	AI
Relevant coaching/teaching qualifications	D	A

Other qualifications i.e. BTEC, Degree, HND	D	A
A willingness to undertake formal training to obtain the necessary skills and knowledge for the role	E	AI
Knowledge/Skills		
Able to demonstrate a knowledge & understanding of customer care.	E	AI
Knowledge of health and safety legislation, regulations, procedures & good practice within leisure/school facilities	D	AI
Competent in the use of IT; including excel, outlook, Canva.	E	AI
Good written and verbal communication skills; able to provide information in a clear and concise manner.	E	AI
Able to demonstrate a knowledge of the day to day operation of a public leisure facility.	D	AI
Knowledge of safeguarding of children	D	AI
Behavioural Attributes		
Committed to ensuring premises and grounds are maintained to the highest standards; takes pride in the up-keep of the site	E	AI
Good problem-solving skills and a 'can do' attitude	E	AI
Strong interpersonal skills, able to establish and maintain effective relationships with customers & staff	E	AI
Ability to work as part of a team	D	AI
Positive attitude; able to find pragmatic solutions and adapt flexibly to changing situations to satisfy school as well as community bookings.	E	AI
Other		
Suitability to work in an environment where you will be responsible for promoting and safeguarding the welfare of children and young people	E	AI
Key Holder responsibilities	E	AI
To be flexible in the approach to working hours.	E	AI

Assessed by: A = Application form I = Interview T = Test D = Documentary Evidence

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: Friday 4th September 2026 at 12noon

Interviews will take place week commencing 7th 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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E: recruitment@truelearning.org.uk

