



Applicant Pack



**Sports Center
Receptionist**

PROUD
TO BE
PART OF



www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Team

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



About Oldham Sixth Form College

Transforming the lives of young people through academic excellence and outstanding support

Situated in the heart of the town, Oldham 6th Form College is the bespoke provider of A Levels, T Levels and vocational courses for 16-18 year olds for the area. Opening in 1992, the college is proud of its heritage of transforming the lives of young people and celebrating their progress towards exciting and fulfilling futures. With over 2300 students across two year groups we offer 60 level 3 courses, from Ancient History to Travel and Tourism, and a similar number of enrichment activities for students to engage with. Uniquely, students study a 4 AS subject programme to capitalise on broadening horizons and creating opportunities. Each year over 85% of Year 13 students progress to university degrees and degree apprenticeships having excelled in their subjects.

We offer our students exceptional pastoral care, extensive enrichment activities and support from a team of Progress Tutors. In 2020, we were delighted to be recognised by Educate North's Community Engagement Award for our Essential Life Skills programme.

Described by Ofsted as 'outstanding' for leadership, students behavior and attitudes, and student personal development, the college's 'calm focused environment' and 'positive, mature attitude to learning' struck a chord with inspectors. They said our students 'enjoy sharing their knowledge and working with their peers' and recognised how confident students are, by being taught critical thinking skills, to ask questions and make evidence-based judgements.

We have been at the forefront of using technology within teaching and learning, supporting our own staff and other schools/colleges through an effective suite of CPD opportunities and training. In 2022, the college was awarded Google Reference College status, the first sixth form college in the North of England to be recognised with the prestigious status, and one of only three sixth form colleges in the UK. 'Google Reference status' is awarded for the outstanding use of technology to drive positive learning outcomes and recognises the College's use of G Suite for Education in innovative ways. In addition, all students are issued with a Chromebook at the start of the year which contributes significantly to preparing students for their next steps in education or employment.

We are very proud of the fact that OSFC is the only sixth form college nationally to be awarded Research School status. We are also the Delivery Lead for NPQs on behalf of East Manchester Teaching School Hub, a Science Learning Partnership Hub and a winner of a Curriculum Innovation Award for our work in delivering digital education.

We have a team of dedicated and supportive colleagues who share our high expectations and underpin our mission and values. We genuinely care about each other and the real difference we can make to students' futures. We were delighted to receive the Edurio Staff Choice Award in 2024, based on responses to our staff survey where 97% of our colleagues recommended the college as a good place to work.

An African proverb tells us it takes a village to raise a child by sharing the responsibility across a community. Similarly, our college philosophy recognises the part we all play, and the contributions we make, in realising the successes of our students within our community.

Job Description & Person Specification

Sports Centre Receptionist (Job Share)

Purpose of the post

To assist the College Managers in the effective operation of one of the College reception points in order to ensure an efficient service and a safe, secure environment for College students, staff, visitors and clients. To provide a general administrative support service for the Curriculum Area.

Summary of Main Duties and Responsibilities

Specific responsibilities:

- To provide assistance for students, staff and visitors with enquiries made at the Reception point either in person or by telephone by resolving or redirecting queries and giving advice where necessary
- To provide an effective Sports Centre booking service for College students and members of staff.
- To assist in the receipt of deliveries, maintenance of stock and verification of services received in accordance with laid down procedures.
- To receive and receipt for monies.
- To provide a secretarial and administrative support service to members of staff as required, including planning and preparation for educational visits and trips.
- To carry out health and safety risk assessments for the Sports Centre at the start and end of each day, informing staff of any issues identified.
- To contribute to the general security and proper use of the Sports Hall, including the operation of the College's access control system based on College procedures and supervision/support for the Sports Hall study area.
- To monitor as necessary the CCTV, fire and security systems and report any problems to College Estates staff.
- To provide administrative support for multi-gym inductions and an ongoing supervision of use of the multi gym via webcam.
- To contribute towards good Health and Safety practices within the College.
- To have a responsibility for safeguarding and promoting the welfare of Children.

Requirements of All College Staff:

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

Relationship to other posts within the College

Supervision received: CAL Sport, Performing and Visual Arts.

	Essential	Desirable	Method of Assessment
Experience			
Experience of Administrative /Reception work	✓		Application/Interview
Experience in a Sports Centre/ Leisure environment		✓	Application/Interview
Experience of working in an educational environment.		✓	Application/Interview
Skills and Knowledge			
Working Knowledge of G-Suite IT products	✓		Application/Interview
Awareness of Health and Safety at Work	✓		Application/Interview
Education and Qualifications			
Good Standard of Education	✓		Application
Current First Aid Certificate or willingness to undertake training	✓		Application
Attitude and Personal Qualities			
Ability to work independently and as part of a team	✓		Application/Interview/ References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/ References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/ References
Sense of humour and enthusiasm	✓		Application/Interview/ References
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/ References
Empathy with the 16-19 year age group and the provision of a quality service for young people	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF



**To find out
more or to
apply:**

pinnaclelearningtrust.org.uk
hr@pinnaclelearningtrust.org.uk

0161 287 8001

