



Co-op Academy  
Failsworth

# SPORTS CAMPUS TECHNICIAN



*Achieving Excellence Together*



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Failsworth

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## Welcome from the Headteacher



Dear Applicant

Thank you for considering the post of Sports Campus Technician at Co-op Academy Failsworth.

Making the decision to apply for a “new” post is always challenging on a number of levels. It is with this in mind, that I hope that we have given you the appropriate level of detail and information that supports you in making your application.

Our mission statement is “Achieving Excellence Together”. Our priority is to recruit the very best staff for our Academy who have ambition for our students and who show dedication and resilience. In return we offer an academy that is very focussed on staff wellbeing.

I do hope you find this pack useful and choose to apply for the post. I am sure when you read the contextual information on our website and when you visit our Academy you will find a positive, calm and vibrant community committed to improvement and progress.

Should you decide to apply for this post, please pay particular attention to both the Person Specification and Job Description, demonstrating how you meet the requirements, as this will be used to draw up shortlisted candidates. Electronic applications are preferred.

Good luck with your application.

Phill Quirk  
Headteacher

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## About the Academy

Co-op Academy Failsworth, an Academy that has traditional values but which is at the cutting edge of technology. We are part of the Co-op Academies Trust and this brings many benefits.

We are a fully inclusive, popular and over-subscribed 11-16 comprehensive Academy with almost 1500 students on roll. The Academy became a Cooperative Trust School in April 2010 and in 2017 we seamlessly moved to become Co-op Academy Failsworth.

We offer and seek the following:

- We seek to provide a high quality education and pride ourselves on being an Academy that isn't afraid to take risks in order to develop both students and staff.
- We are committed to the support, nurture and development of our staff and place great importance on the provision of high quality professional developmental experiences and opportunities for all of our colleagues.
- We believe that our Academy is a stimulating and enjoyable place to teach and learn. We achieve our goals by a strong team working together in order to raise attainment and to improve our students' learning experiences.
- We want colleagues who want to teach, who demand high standards and who have a wide variety of experiences.
- Who knows what challenges will face us over the coming years? For those staff who are talented, ambitious, hardworking and enthusiastic there will be plenty of career opportunities which will offer you excellent developmental potential.
- In February 2008, we opened our £30 million state-of-the-art building. The building was specially designed around the students and teachers to maximise space and comfort, making it a safe and enjoyable place to be.
- We are extremely proud of being part of the Co-op Academies Trust and the ethos that this has afforded our Academy. The last year has seen vast developments for the Academy.
- We are not just an Academy - we are part of the community and are always looking to widen our participation and work more closely with the local people.
- We will offer you a superb and comprehensive range of CPD activities to further develop your career. Our CPD offer includes visits, whole Academy training, weekly dedicated time for Academy, faculty and individual CPD and collaborative planning. Your career matters to us and we will give you every chance to grow and develop, which ultimately supports our drive to be outstanding and further improve student progress. Every Thursday students finish at 2.00pm. Staff then have two hours dedicated CPD time.
- Failsworth is well placed for employees to live in either the vibrant city centre of Manchester as it is only 3 miles away. Alternatively, Oldham offers attractive and well priced housing in city and rural localities.

If you believe you have what it takes to build upon our success story then we look forward to meeting with you.

## Wellbeing for Staff

One of the 4 aims in our Academy Plan is staff wellbeing. We are a responsible, caring employer who want to support staff to create a high performing team. We offer

- Cover vouchers to all staff
- 2.30pm finish on Friday
- One wellbeing CPD slot per term
- Staff breakfast each term
- Two hours CPD on a Thursday with an emphasis on collaborative planning
- Flexible INSET days providing an 11 day October half-term

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## Pastoral

The Academy currently operates traditional year group system, with tutors all focused on raising achievement. We call each form a Family, with groups of different ages to reflect normal life both at home and in the workplace. There are 12 Family Groups within each of the year groups.

Students who at times require extra support may be given this additional help in our Gateway Centre which is housed in the adjoining Sports Centre. The Academy has a very successful “Study Zone” and “Gold area” (for SEND students) who may need additional support to access their curriculum entitlement.

Subjects are currently grouped into departments – The core of Maths, English, EBacc subjects, Science, Humanities, MFL and foundation subjects Expressive Arts, IT, Citizenship, PE and Technology.

## Extra-Curricular Activities

We have an extra-curricular programme second to none. This not only involves a wide range of trips, visits, musical, sporting, artistic and subject based activities but also a bespoke revision programme five nights of the week for our Year 11 students. Staff at the Academy go the extra mile(s) to support learning and to provide a wide range of opportunities.

## Exams/Curriculum

The Academy has a condensed two year Key Stage 3 curriculum. In Year 9 students start GCSEs which lead to external accreditation at the end of Key Stage 4. The academy day is currently split into 5 x 60 minutes sessions. On Thursday each week the length of each lesson is reduced to 5 x 50 minutes to allow all our staff to undertake continuing professional development activities at the end of the academy day. We encourage and expect our students to become independent learners hence the staff are sensitive to different learning styles and are encouraged to share new ideas. With class sizes for KS3 between 20-30 and a KS4 average of 20, we give the students the attention they deserve and reward them for good, independent, active learning.

### GCSE – 2 x Grade 4 in English and Mathematics

	2014	2015	2016	2017	2018	2019
2 Grade 4 A*-C	45%	42%	52%	53%	52%	53%

P\* is improving rapidly and we have the second highest rise in Oldham in 2019. We are confident that this will continue.

## Leadership Structure

Our Senior Leadership Team from September 2018 consists of the Headteacher, two Deputy Headteachers, and a Senior Director of Business and Human Resources.

Our Senior Leadership Group consists of the above four staff plus seven Assistant Headteachers, the School Finance & HR Manager and the IT Network Manager.

## Staff

There are approximately 180 teaching and support staff across the Academy, all on hand to give help and support and all with the opportunity to participate in high quality professional development opportunities.

We are committed to offering continuing professional development activities for all staff to enable them to develop their career. We also have a number of long established staff who have embraced the internal opportunities - together this has created a friendly, approachable atmosphere.

# Community Engagement

Co-op Academy Failsworth is a focal point for community activity. This takes many forms such as community use of the sports facilities, a wide range of partners using the Academy in the evenings, hosting 'parties' for local OAP homes, supporting local charities.

## Facilities

Our facilities are second to none. We have the latest and top of the range equipment benefiting everyone. To name a few:

- Secure access control throughout the Academy
- Secure private parking
- Interactive Whiteboards in every classroom
- Every subject area in the Academy has a work base office
- Every subject has its own wing within a larger faculty
- At least 28 PCs per subject area
- Every classroom is connected to the internet
- 2 Synthetic Astro turf pitches, 1 full size 4G astro turf pitch, 3 MUGA surface areas
- 3 Floodlit Tennis Courts
- Access to swimming pool and gym at the adjacent Leisure Centre
- Recording Studio
- Drama Studio
- Dance Studio
- Excellent facilities in and fully equipped rooms for: Science, Art and Technology
- Soccer Centre – available for community use during evening and weekend

## Times of the School Day (Staff do one later finish on either Monday, Tuesday or Wednesday)

Year 7-10		Year 11	
Monday, Tuesday, Wednesday		Monday, Tuesday, Wednesday	
Family Time	8.35 - 8.55	Family Time	8.35 - 8.55
Period 1	8.55 - 9.55	Period 1	8.55 - 9.55
Period 2	9.55 - 10.55	Period 2	9.55 - 10.55
Break	10.55 - 11.15	Break	10.55 - 11.15
Period 3	11.15 - 12.15	Period 3	11.15 - 12.15
Period 4	12.15 - 13.15	Period 4	12.15 - 13.15
Lunch	13.15 - 13.50	Lunch	13.15 - 13.50
Period 5	13.50 - 14.50	Period 5	13.50 - 14.50
		Period 6	14.55 - 15.45
Thursday		Thursday	
Family Time	8.35 - 8.55	Family Time	8.35 - 8.55
Period 1	8.55 - 9.45	Period 1	8.55 - 9.45
Period 2	9.45 - 10.35	Period 2	9.45 - 10.35
Break	10.35 - 10.55	Break	10.35 - 10.55
Period 3	10.55 - 11.45	Period 3	10.55 - 11.45
Period 4	11.45 - 12.35	Period 4	11.45 - 12.35
Lunch	12.35 - 13.10	Lunch	12.35 - 13.10
Period 5	13.10 - 14.00	Period 5	13.10 - 14.00
Friday		Friday	

Family Time	8.35 - 8.40	Family Time	8.35 - 8.40
Period 1	8.40 - 9.40	Period 1	8.40 - 9.40
Period 2	9.40 - 10.40	Period 2	9.40 - 10.40
Break	10.40 - 11.00	Break	10.40 - 11.00
Period 3	11.00 - 12.00	Period 3	11.00 - 12.00
Period 4	12.00 - 13.00	Period 4	12.00 - 13.00
Lunch	13.00 - 13.30	Lunch	13.00 - 13.30
Period 5	13.30 - 14.30	Period 5	13.30 - 14.30

## Job Description & Person Spec

<b>JOB TITLE</b>	SPORTS CAMPUS TECHNICIAN		
<b>GRADE</b>	Coop Academy Living Wage £9.00 per hour (01.04.19)	<b>JE CODE</b>	Unique

### JOB PURPOSE:

To form an integral part of the Failsworth Soccer Centre team and the development and day to day operation of the facility.

To assist in the delivery of high quality service in relation to the management of bookings and lettings at the facility to ensure maximum capacity is optimised.

To be focused on customer care, health and safety at all times and supervision of changing areas and cleaning of the facility.

To support the delivery of projects, programmes and leagues within all areas of the Sports Campus

### KEY TASKS

The duties listed below together with other such duties falling within the remit of the post as may be required.

#### KEY TASKS – Operations

1. Ensure all health and safety standards are assured through the understanding and implementation of Normal operating procedures and Emergency action plans.
2. Open up and close down the facility as and when required in line with the Normal Operating procedures and guidance.
3. To take an active role in booking / facility sales and retention delivering high quality show rounds and taking customers through the booking pricing structure.
4. Understand and carry out safety and emergency procedures including administering of first aid and relevant procedures in response to incidents and accidents.

#### KEY TASKS – Administration and ICT

7. Respond to customer enquiries regarding all areas of the facility.
8. Carry out administration duties including Taking bookings, administration of bookings and use of the booking IT system.
9. Take payment transactions from participants and clubs for facility hire and pay and play bookings.
10. Carry out daily cashing up procedures.

### **KEY TASKS – Facilities**

11. Ensure that all activities, events and programmes are effectively managed with regards to punctuality and setting up / dismantling of equipment.
12. To take responsibility for pitch management of bookings and time keeping ensuring all customers receive value for money and quality of service.
13. The ensure the security of all areas of the facility at all times in line with school and partner policy and work with OCL and KIER to ensure security is heightened at all times.
14. Support in the set up and set down of the facility for events, tournaments and festivals.

### **KEY TASKS – Delivery**

15. Undertake and support the PE department and other partners in the delivery of lessons, coaching sessions and sports events including school holiday programmes.

### **KEY TASKS – Cleaning and maintenance**

16. Undertake cleaning and general maintenance of the facilities to ensure exemplary hygiene and cleaning standards are maintained in accordance with the Soccer Centre cleaning rota. Maintain a litter free environment in all areas of the soccer centre and report faults and breakages as soon as possible when they occur.
17. Carry out minor facility maintenance tasks as and when required.

### **STANDARD DUTIES**

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the School, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g. challenging a stranger on the premises.
5. To participate and engage with workplace learning and development opportunities, subject to the school's training plan, working to continually improve own performance and that of the team/school.
6. To attend and participate in relevant meetings as appropriate.
7. To undertake any other additional duties commensurate with the grade of the post.

## CONTACTS

Pupils, staff, parents, carers and guardians, and visitors to the school.

## RELATIONSHIP TO OTHER POSTS IN THE DEPARTMENT

**Responsible to:** Director of Support Services & Line Manager

**Responsible for:** Not applicable

## SPECIAL CONDITIONS

CRB Disclosure required – Enhanced

	DATE	NAME	POST TITLE
PREPARED			
REVIEWED			
REVIEWED			

## PERSON SPECIFICATION

**Job Title:** Sports Campus Technician

	<b>Selection Criteria Essential</b>	<b>Selection Criteria Desirable</b>	<b>How Assessed</b>
<b>Education &amp; Qualifications</b>	<p>Numeracy and Literacy Skills</p> <p>Willingness to take basic first aid qualification</p> <p>Willingness to undertake basic Health and safety training.</p>	<p>NVQ Level 1 or equivalent qualification in Sport</p> <p>Level 2 for coaching, teaching or instruction</p> <p>First Aid Certificate</p> <p>Industry recognised certificate in health and safety / grounds maintenance</p>	<p>AF / I / C</p> <p>AF / I / C</p> <p>AF / I</p>
<b>Experience</b>	<p>Experience within the sports facility environment.</p> <p>Experience of cleaning to a required standard</p> <p>Handy-person/DIY experience to undertake general building maintenance and minor repairs</p> <p>Experience of using a variety of cleaning equipment and hand power tools, e.g. buffing machines and drills etc.</p> <p>Experience of completing straightforward paperwork</p> <p>Experience in working with children and young people.</p> <p>Working as part of a team.</p>	<p>Experience in leading, coaching and instruction</p> <p>Experience in working with Voluntary Sports Clubs and Organisations.</p>	<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<b>Skills &amp; Abilities</b>	<p>Able to demonstrate ability to communicate with customers effectively.</p> <p>Possess good motivational skills Able to work as an efficient member of a team.</p> <p>Able to work on own initiative</p> <p>Good communication skills (both written and verbal).</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>

	<p>Ability to work alone with minimum supervision.</p> <p>Adaptability, reliability, dedication and commitment.</p> <p>Willingness to develop professionally and undertake further training as required.</p> <p>A commitment to equal opportunities and fair treatment of all customers and students.</p>		<p>AF / I</p> <p>AF / I</p> <p>AF / I</p> <p>AF / I</p>
<b>Knowledge</b>	<p>Knowledge of health and safety requirements and procedures for the sport and leisure environment.</p>	<p>Knowledge of the structure and development of Football in England.</p> <p>Knowledge of grounds maintenance of natural turf pitches</p>	<p>AF / I</p>
<b>Work circumstances</b>	<p>To work evenings, and weekends.</p> <p>Good attendance record.</p>		<p>I</p>

Abbreviations: AF = Application Form; I = Interview, C= Certificate

**N.B. – Any candidate with a disability who meets the essential criteria will be guaranteed an interview**



# *Achieving Excellence Together*



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