



‘Providing excellent facilities at the heart of the community’





Dear Applicant,

Thank you for showing an interest in Endeavour Community, part of the Endeavour Learning Trust family.

Endeavour Community was established to host West Lancashire Sport Partnership and to operate and develop the community network across the family of schools that comprise Endeavour Learning Trust.

West Lancashire Sport Partnership are dedicated to changing the lives of young people through the promotion, development and delivery of PE, School Sport and Physical Activity across a partnership of over 60 Primary, Secondary and Special Schools.

In addition, we provide the use of the schools' facilities for a wide range of groups, organisations and individuals at competitive rates. Our Extended Services Team create a thriving environment outside of the school day and we work with our schools to achieve this. We operate our own community programmes in schools which cater for families across the region.

We strongly believe in wider community involvement in the local area, for families and local people. We remain committed to ensuring that young people and their families access the very best, high quality provision, inspiring the next generation to be happy, health and active.

If you feel you share our values, have the vision and drive for excellence and want to be part of a dedicated team, committed to providing excellent services for our communities then we would love to hear from you!

Yours faithfully,

Mr Mark Forster  
Director of Endeavour Community

**Job Title: Community Supervisor**

**Base: Burscough Priory Academy, L40 7RZ**

**Salary: Grade 5 SCP 6-11 (£21,968.00 - £24,054.00)**

**Pro Rata: Dependant on agreed hours**

**Start Date: As soon as possible**

We are looking to appoint two Community Supervisors to lead the operational supervision of Endeavour Community. This role is a job share, encompassing a total of 30 hours per week, split between Tuesday – Sunday, 5 hours per day. Working hours are Tuesday to Friday 5pm – 10pm and Saturday and Sunday 10am – 3pm, however flexibility around these hours will be required.

The role will involve supporting and managing our Community Sports Attendants across multiple sites.

Working within a committed and motivated team you will provide operational support to both West Lancashire Sport Partnership and the Extended Services provision across all Endeavour Learning Trust Sites. You will work under the management of the Community Manager and support a network of Sports Attendants who are responsible for operating our school facilities during the evenings, weekends and school holiday periods.

The successful applicant will be an enthusiastic, positive, flexible and motivated individual with personal drive. You will be a self-starter, who can work with minimal supervision; proactive, with the ability to see what needs to be done and to prioritise work accordingly. You will have strong analytical skills and a meticulous attention to detail. You will have the ability to build strong working relationships with colleagues.

**Why you?**

- You are a self-starter, who can work with minimal supervision
- You are highly organised, proactive and an effective communicator
- You have commitment to partnership working across our schools and with external stakeholders
- You have good attention to detail
- You are willing to work as a member of a team
- You have good time management

**Why us?**

- Join a truly supportive and encouraging team
- A fantastic Local Government Pension Scheme
- Free on-site parking
- 24/7 access to employee wellbeing package
- 50% off Endeavour Children's Holiday Camps
- Encouragement of further training and professional development

This post is part time, permanent and full year. Travel between sites is a requirement of this role.

Applications should be submitted by 9am on Friday 31<sup>st</sup> March 2023

Interview dates are to be confirmed

If you require any further information about this role please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

**This post is subject to an enhanced DBS check**

**Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.**



## Job Description – Community Supervisor

JOB DESCRIPTION	
<b>Job title</b>	Community Supervisor
<b>Grade</b>	Grade 5 SCP 6-11
<b>Salary</b>	£21,968.00 - £24,054.00
<b>Pro-Rata Salary</b>	TBC – Dependant on agreed hours.
<b>Location</b>	Based at a school or facility operated by Endeavour Community. Various locations depending on site-specific requirements and operational needs.
<b>Hours per week</b>	2 roles available - 30 hours per week job share
<b>Weeks per year</b>	Full year, minus 2 weeks at Christmas holidays and UK Bank Holidays
<b>Contract type</b>	Part time, Permanent
<b>Responsible to</b>	Community Manager, Director of Endeavour Community
<b>This post is subject to an enhanced DBS check. Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.</b>	
<b>Job Purpose</b>	
To lead the operational supervision of Endeavour Community during working hours, managing a team of Community Attendants across multiple sites.	
<b>Main Activities</b>	
<ul style="list-style-type: none"><li>• To be responsible for the general supervision of Endeavour Community's facilities and workforce during hours of operation and to follow procedures in dealing with public enquiries and bookings.</li><li>• To be the first point of contact for all Endeavour Community Attendants and user groups across the organisation's facilities during working hours.</li><li>• Supervision of the facility booking system to ensure Community Attendants are up to date with their site-specific bookings during their shifts.</li><li>• Develop and maintain sound knowledge of all site specific procedures, in order to train and direct Community Attendants as necessary at each venue and resolving any queries or issues in a timely fashion.</li><li>• Accept, amend and decline bookings on the School Hire booking platform, using judgement and knowledge of staffing requirements in order to confirm bookings with user groups.</li><li>• In the event of a Community Attendant being unable to attend their shift during working hours, to cover their hours at the site and prepare facilities for bookings where required, following opening and closing down procedures.</li><li>• Ensure the safe operation of the community facilities with adherence to organisational requirements, national guidelines and codes of practice for the industry.</li><li>• To prevent misuse of facilities, furniture, flooring, fittings and equipment.</li><li>• To promptly report any need for repairs to facility structure, furnishings, equipment or flooring following correct procedures.</li><li>• To report back to the Community Manager on operational proceedings where necessary and work as a team to implement follow-up actions.</li><li>• To ensure any accidental injuries and incidents occurring within the premises are attended to promptly including the summoning of Emergency Services when necessary. To follow the correct</li></ul>	

Accident/Incident recording procedures in accordance with organisational and national requirements.

- To assist in the emergency cover of additional shifts due to holidays, sickness etc.
- To be responsible for the general Health and Safety of employees and the public, ensuring compliance with organisational policies and procedures, under the direction of the Community Manager.
- To carry out any required in-service vocational training as delivered by the Community Manager or other delegated trainer. To attend skill training and participate in personal/performance development as required.
- To ensure a high level of customer care at all times.
- To have a flexible approach to working hours in line with facility bookings.
- To prioritise workload efficiently and show resourcefulness when dealing with competing priorities.
- To prioritise own workload.
- To undertake any other such duties deemed to commensurate with the post.
- To work within school policies and procedures.
- To contribute to the provision of an effective community facility.
- To communicate effectively within a team.
- To take care of their own and other people's health and safety.
- To be aware of the confidential nature of issues.

#### **Support for the Trust**

- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To comply with the schools' health and safety rules, reporting any health and safety concerns to the Trust's Executive Estate Manager.
- To work within the Trust's policies and procedures.
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters.
- Undertake any other duties reasonably requested by the CEO.

**NOTE:** In addition other duties at no higher level of responsibility may be interchanged with / added to this list as required.

**Agreed by: Director of Endeavour Community**

## Person Specification – Community Supervisor

Personal Attributes required (on the basis of the job description)	Essential (E) Or Desirable (D)	Identified by: Application Form (AF), Interview (I), Test (T) or other
<b>QUALIFICATIONS AND TRAINING</b>		
The successful candidate will have:		
5 GCSEs (or equivalent) A* - C including English and Mathematics/Grade 9 to 5	D	AF
First Aid Qualification (qualification not essential at point of application, training will be given if required)	D	AF
Professional development relevant to post	E	AF
<b>EXPERIENCE</b>		
The successful candidate will have:		
Experience of administrative work involving ICT systems	E	AF/I
Experience of supervising staff	E	AF/I
Experience of marketing and communications including the use of social media	D	AF/I
Experience of previous work in a school and/or leisure environment	D	AF/I
Experience of previous manual handling work	D	AF/I
<b>SKILLS AND ATTRIBUTES</b>		
The successful candidate will be able to:		
Demonstrate that they are able to prioritise their workload whilst maintaining a high level of accuracy and attention to detail	E	AF/I
Demonstrate the ability to form effective and appropriate working relationships/boundaries with key stakeholders	E	AF/I
Demonstrate an ability to lead and supervise the work and outcomes of other people as well as working in a team	E	AF/I
Demonstrate knowledge and understanding of general administrative procedures	E	AF/I
Problem solve and create innovative solutions	E	AF/I
Communicate with key stakeholders, the general public and colleagues in a courteous and professional manner by telephone and in person	E	AF/I
Work independently with minimal supervision	E	AF/I
Demonstrate confidence, assertiveness and helpfulness	E	I
Demonstrate a knowledge of the concept of confidentiality	E	I
<b>PERSONAL QUALITIES AND ATTRIBUTES</b>		
The successful candidate will have:		
Excellent time management, motivational and organisation skills with the ability to effectively prioritise their workload to deadlines.	E	AF/I

A calm and organised nature, with the ability work professionally under pressure	E	AF/I
The ability to communicate confidently and effectively, in varied situations, using a range of methods	E	AF/I
The ability to respond effectively to challenges	E	AF/I
A flexible approach to working practices	E	AF/I
High expectations of self and professional standards	E	AF/I
The ability to work as both part of a team and independently	E	AF/I
The ability to maintain successful working relationships with other colleagues	E	AF/I
A commitment to contributing to the wider school, Trust and its community	E	AF/I
Ability and willingness to travel between sites, as required	E	AF/I
<b>OTHER</b>		
Commitment to comply with and adhere to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Commitment to comply with and adhere to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Commitment to gain clearance through the Disclosure and Barring Service - (Clearance is required before confirmation of appointment)	E	AF/I

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