

Sporting Club Sports Assistant Job Pack



CRAMLINGTON LEARNING VILLAGE



Where everyone plays a part in the future of our students



“

Cramlington Learning Village is a great place to work - you are always busy but people still take time to look after one another.

”

WELCOME

A MESSAGE FROM OUR CO-HEADTEACHERS

Welcome to Cramlington Learning Village and thank you for your interest in applying for a role at this school. We believe CLV is a fantastic place to work where everyone is responsible for the safety, wellbeing, development and progress of our students.

We are a comprehensive secondary school with 2000 students, which although large in scale, feels like a smaller community school where every student feels known and cared for. We pride ourselves in our core principles - that 'we are a school built on respect, which develops resilient learners, expert readers, knowledge explorers and responsible citizens.'

These next few pages will tell you more about our ethos and school culture, and what it is like to work here, whatever the role in the organisation. We hope that, along with the specific information attached on the role and person specification, you find this document helpful in making an informed decision on whether Cramlington Learning Village is a place where you will enjoy working in and where you can make a positive difference to our students.

We look forward to meeting you and if there is anything we can do to give you more information, we are always happy to help.

Mr. Jon Bird and Ms. Kim Irving



WHY JOIN US?

- We believe this is a school which is built on positive relationships. Although we are a big school we like every single member of staff to feel known and valued
- The CPD offer for teaching staff and TA's is a real strength of the school and includes an annual teaching and learning conference across two training days
- There is a supportive induction process for every new member of staff
- We offer support for staff at every level through a clear line management structure
- We pride ourselves on our staff development, and will work with you to ensure you feel supported and challenged in your role
- The school is committed in promoting positive mental health and wellbeing across the staff - we have a staff wellbeing and mental health charter written 'by staff, for staff'



“ As a member of support staff I know I have a key part in helping the school be strong and successful - you always feel part of the team. ”

- The school supports the 'Cycle to Work' salary sacrifice scheme
- Competitive salaries are offered in a variety of posts at different levels
- Where we can, we offer generous annual leave
- Free staff parking available
- We have partnered with HSF Health Plan to provide OptiLife, a healthcare cash plan, 24/7 GP advice, a counselling service and a range of shopping discounts through their exclusive HSF Perkbox
- Strong pension schemes (Local Government Pension Scheme for Support Staff and Teachers Pension Scheme for Teachers).



NEXT STEPS

Included in the following pages you should find information on the advertised role, including the job description and the personal specification. The application form will give you an opportunity to share your details and qualifications with us, along with your employment history.

As a school that strives to recruit all our staff as safely as possible, we also include our safer recruitment policy and information on the safeguarding checks that will be undertaken.

If there is anything else which will be helpful to you, or if you need more information, please do not hesitate to contact our Office Manager via recruitment@cramlingtonlv.co.uk



Highburn, Cramlington, Northumberland, NE23 6BN

Tel: (01670) 712311

Registered in England and Wales Co No: 07730940

Co-headteachers: Mr J Bird/Ms K Irving

11-18 Secondary School of 2000 pupils including 280 in the Sixth Form

Post Title: Sporting Club Sports Assistant
Salary: NMW - rate per hour
Contract: Casual and flexible (weekends)

Cramlington Sporting Club is a base for both school and community sport and is managed by Cramlington Learning Village. We are looking to appoint self-motivated, flexible and enthusiastic sports assistants to support operations.

You will need to have a strong interest in the sporting environment as you will work both inside and outside to achieve high standards of facility presentation.

You will be expected to work as part of a team who will set up sports courts and pitches for community use. You will be required to carry out extensive cleaning in all areas of the building, including changing rooms and sports halls. You must also be committed to excellent customer service.

This role is an ideal opportunity for anyone who may be interested in future employment in the sport and leisure industry.

All new staff will receive an induction programme and ongoing support in a school noted for its motivated staff and students who are extremely proud of their school. Join us and make a difference.

Our recent [Ofsted inspection report May 2026](#) found Cramlington Learning Village graded 'Strong' in Attendance and Behaviour, Curriculum and Teaching, Inclusion, Leadership and governance and Personal development and wellbeing. Achievement and Post 16 provision was graded as 'expected'.

Cramlington Learning Village is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS disclosure will be required for this post.

Please note: the postholder will be engaging in regulated activity, working mainly or wholly with children. This position is exempt from the Rehabilitation of Offenders Act 1974. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Shortlisted candidates should be aware that the use of publicly available online information may form part of the pre-employment checks.

Further details and application forms are available via our website at www.cramlingtonlv.co.uk or by contacting recruitment@cramlingtonlv.co.uk, to whom completed application forms should be sent to arrive no later than midday on **Friday 23rd October**. Interviews will take place on Wednesday 11 November 2026.



Job Description

Job Title:	Sporting Club Sports Assistant
Reporting To:	Sporting Club Manager
Contract Type:	Casual and flexible (weekends)
Clients/ Liaison with:	Community clubs / organisations and their members, school PE department and school contractors

Main Duties and Responsibilities:

- Achieve high standards of cleanliness and hygiene for all users, including changing rooms and toilets.
- Prepare sports halls and pitches for bookings including the setting up, clearing away and storing of equipment.
- Ensure that all facilities are well maintained, safe and secure.
- Check that facilities are properly used and that all relevant health & safety requirements are observed.
- Be aware of all relevant risk assessments and fire evacuation procedures.
- Record accidents or incidents according to policies.
- Be able to work independently and to use one's own initiative to help improve the service.
- Be aware of and support diversity and equal opportunities for all.
- Contribute to the overall ethos/work/aims of the organisation.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post.

Working Arrangements

Physical Requirements: Predominantly standing and walking, including extensive lifting, pulling and pushing (working at height/manual handling training will be provided where required).

Working Patterns: Casual & flexible (weekends).

Working Conditions: Combination of both indoor and outdoor work.

Additional information The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

Key to assessment methods: (A) application form, (L) letter, (I) interview, (O) Lesson Observation, (R) references, (P) presentation, (C) recruitment checks

	Essential	Desirable
Knowledge & Qualifications Assessed By: A,L,I	● An awareness of health and safety legislation and its application in the workplace. ● Relevant knowledge of the range of tasks and duties together with the operation of associated equipment. ● Basic literacy and numeracy. ● Competency in the use of IT software and web-based platforms.	● Appreciation of the legislation and regulations relating to sports facilities. ● First Aid qualification.
Experience Assessed By: A,L,I	● Ability to communicate effectively with members of the public.	● Previous experience in working in a sport or leisure facility.
Skills & Competencies Assessed By:	● Able to understand and follow straightforward spoken and written instructions. ● Able to keep necessary work records.	● Willingness to undertake additional training.
Other Assessed By:	● Predominantly standing and walking, including extensive lifting, pulling and pushing. ● Need to be aware of all potential hazards. ● Able to cope with the regular high level of physical and mental demand. ● Able to maintain general awareness of safe working conditions. ● Operating indoors and outdoors when required, but can be subject to challenging conditions e.g. inclement weather. ● Reliability and good time keeping. ● Committed to high standards of customer service.	● An enthusiasm for the need for innovation, development and change. ● Evidence of having undertaken learning outside of the workplace.

	● Demonstrates integrity and upholds values and principles. ● A belief in teamwork and co-operation with an ability to take and act upon advice.	
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