

Recruitment Pack for

General Assistant

Dear Applicant

Post: General Assistant
Closing Date: Monday 10 May 2021
JOB REF No: 0565
SALARY: Grade 1 (£9.50 per hour)

Thank you for the interest you have shown in our **General Assistant** post with Live Borders based at **Peebles High School**. You will find the following within this pack:

- Introduction to Live Borders
- Introduction to Peebles High School
- Our Strategic Vision, Aims and Values
- Job Description and Person Specification
- Conditions of Employment

The enclosed information provides you with details about our organisation to assist you with your application.

If you would like to apply for this post, you will find an Application Form & Guidance along with an Equal Opportunities Monitoring Form. Please complete both and return to recruitment@liveborders.org.uk

The timeline for the recruitment process is outlined below:

Closing Date: Monday 10 May 2021
Interviews: W/c 17 May 2021

The selection process can include different forms of assessment along with a formal interview. You will be advised of this if your application is successful.

If you have a disability and need assistance in completing your application form, please contact our People team recruitment@liveborders.org.uk to discuss your needs or request a call back.

We look forward to receiving your completed application.

Live Borders

Live Borders is the sport, leisure and culture trust for the Scottish Borders – this means we are a charity. Our aim is for everyone living, working and visiting the Borders to be **healthier, happier and stronger**.

Live Borders is governed and led by a Board of 15 Trustees who set the strategic direction and monitors performance of the organisation.

Peebles High School

Live Borders proactively manages community access to the after-hour offerings of the state-of-the-art sporting facilities at Peebles High School.

Peebles High School offers a full sized sports hall, one court gymnasium and gym kitted with new cardio and resistance equipment.

Outdoors there is an additional 2G pitch equipped for football, hockey and more as well as a 100-metre running track.

Opening hours are evenings during the week and all day over Saturdays and Sundays.

There is one post available. This is a Grade 1 post and is paid at £9.50 per hour.

TERM TIME ONLY

Monday to Friday – 10 hours per week. 2 hours daily, prior to the start of the school day.

Our strategic vision

Vision: Everyone living in, working in and visiting the Borders to be healthier, happier and stronger.

Mission: We use our energy, enthusiasm and knowledge to support more people to experience more, learn more and move more.

Our strategic vision (cont'd)

Strategic goals:

- Expand levels of participation
- Grow our earned income
- Develop plural funding streams
- Build on our reputation for great customer service
- Be a sustainable charity
- Nurture our people.

Our aims and values

At the heart of Live Borders is our commitment to improve lives through physical activity, sport and culture.

Our Values underpin all that we do:

[Live Borders Values](#)

Every penny spent with us is reinvested into supporting active, creative and healthy communities.

The executive team, made up of our Chief Executive Officer and 3 Directors, provide the strategic lead on the management and development of Live Borders to ensure we are a sustainable, dynamic and flexible organisation fit for the future and that meets our stated outcomes.

As we re-emerge from the challenges of Covid 19 and a lockdown which has seen Live Borders unable to deliver any of its services to customers we are now entering a period of recruitment to meet our new ways of working and our ever expanding programmes of activity. Here are some of the ways in which the way we do things are different:

<https://www.liveborders.org.uk/what-to-expect-getting-you-back-safely/>

Job Description

Job Purpose:

Take an active role in the day to day operation of the Leisure Centre, working as part of a team to ensure the ongoing successful delivery of services to the public.

Responsibilities:

1. Actively participate in internal/external cleaning and maintenance/repair work as required. Advise centre management of suggested improvements to enhance the quality of facility provision.
2. Implement all-statutory regulations and Trust guidelines to provide a safe environment for customers and staff.
3. Carry out requirements of Normal Operating Procedures and Emergency Action Plans
4. Responsibility for Health and Safety in accordance with Trust Policy
5. Encourage and promote the utilisation of the centre consistent with Trust Policy and guidelines interacting with customers with care and consideration.
6. Act as a representative of the Trust in liaison with and handling customers both formally and informally
7. Build and maintain good working relationships with colleagues within the organisation
8. Ensure that services are delivered with a customer focused ethos
9. Comply with, and ensure compliance with, all Live Borders policies and procedures
10. Ensure services meet Health and Safety standards established by Live Borders
11. As an employee, you must take reasonable care for the health and safety of yourself, other employees and anyone else who may be affected by your work activities carried out. Employees shall work in accordance with policies, procedures, information, instructions and / or training received.

This job description is indicative of the nature and level of responsibility associated with the job. It is not exhaustive and there may be a requirement to undertake such other duties as may be required to meet the needs of the Service or Live Borders

Other details:

Requirement to work out of hours or weekends – on occasions, evening and weekend work may be required.

Requirement for PVG/Disclosure check – no

Person Specification

EDUCATION			
Essential	Assessed by	Desirable	Assessed by
Good all round standard of education	A/ I		
EXPERIENCE			
Essential	Assessed by	Desirable	Assessed by
		Previous cleaning experience advantageous Experience of working in a sport and leisure facility	A/ I
SKILLS AND KNOWLEDGE			
Essential	Assessed by	Desirable	Assessed by
Ability to communicate effectively	A/ I	Knowledge of operational processes and procedures	I
Ability to assist the team in the optimum delivery of services to the public	I/ R	Practical skills in Sports Coaching	A/ I
PERSONAL ATTRIBUTES			
Essential	Assessed by	Desirable	Assessed by
Ability to work with a minimum of direct supervision	I/ R		
Ability to work along or as part of a team	I/ R		

KEY

A – Application I – Interview R– Reference T – Test

SUMMARY OF CONDITIONS OF SERVICE

Location:	Peebles High School, Springwood Road, Peebles (colleagues may be required to work at any Live Borders site during their career with us).
Hours of Work:	10 hours per week = 2 hours per day on weekdays only, Monday to Friday before school starts (approx. 6.30 – 8.30am)
Payment Method:	Paid monthly on the last banking day of each month.
Annual Leave:	Up to 2 years' service = 30 days (pro-rata for part time). Increases by an extra day after completion of three years' service by commencement of the leave year. An additional day accrued for each completed year of service up to max of 6 additional days.
Public Holidays:	4 designated public holidays per year (pro-rata for part time)
Notice Period:	4 weeks, as detailed in any offer of employment
Pension:	Option to join Group Personal Pension; employee contribution from 5% with the option to join the Local Government Pension Scheme after 5 years' service.
Equal Opportunities:	Live Borders is an Equal Opportunities Employer and consider applicants on their suitability for the post regardless of sex, race, religion, disability or sexual orientation.
Sickness Allowance:	Employees with less than 6 months' service get Statutory Sick Pay (SSP) only. Occupational Sick Pay is available to employees with more than 6 months' service (when the sickness commences) and starts from 5 weeks' full pay/ 5 weeks half pay and increases to a maximum of 26 weeks' full pay/ 26 weeks half pay after 5 years' service.
Presentation:	Live Borders has strict standards of presentation; which staff are required to comply with. Uniforms are provided for the majority of posts where provided these must be kept clean and well presented. Where a uniform is not provided appropriate business dress is expected.
Other Benefits:	Free access to all our sports facilities Access to ASVA Cycle to work scheme Healthy Extras – includes retail discounts and access to health and wellbeing services

Please note that this is a summary of Live Borders conditions of service. If you are successful at interview and are offered employment, the specific conditions that apply to you will be detailed in your contract.

Information for all Job Applicants

Evidence of Right to Work in the United Kingdom

As a result of the Asylum and Immigration Act 1996, Live Borders requires every employee to provide evidence of eligibility to work in the UK. This will be required from the successful candidate prior to the appointment being made. Please do not send documentation at this stage. There are a number of specified documents which you could provide, some of which are list below. Only one is required:

- A passport describing the holder as a British Citizen
- A passport containing a Certificate of Entitlement issued by, or on behalf of the Government of the United Kingdom, certifying that the holder has the right of abode in the UK.
- A passport or national identity card issued by a State which is a party to the European Area Agreement and which described the hold as a national of that state.
- A registration card which indicates that the holder is entitled to take employment in the UK
- A birth certificate issued in the United Kingdom or in the Republic of Ireland, with documentary evidence of their National Insurance Number.
- A certificate of registration or naturalisation as a British citizen, with documentary evidence of the National Insurance Number.

Disclosure Scotland

The successful candidate will be subject to a Protecting Vulnerable Group registration to become a member of the Disclosure Scotland PVG Scheme, if this a requirement of the post. The cost of this registration will be met by Live Borders.

Live Borders

For more information about Live Borders please visit our website www.liveborders.org.uk

Please contact our People Team on recruitment@liveborders.org.uk if you require any other information about working for Live Borders