



Job Title:

Leisure Attendant (Casual) – Dene Academy

Candidate information

Start Date: September 2026

Connecting **Communities**. Fuelling **Ambitions**.

Welcome from the Director of Community Partnerships

ALP Active is committed to connecting communities and promoting healthier, happier lifestyles by maximising the outstanding facilities within the Advance Learning Partnership. Our vision is to establish vibrant community hubs in every ALP school, offering a diverse range of activities in a safe, inclusive, and enjoyable environment.

Established in September 2023, ALP Active was created to drive community engagement, generate income, enhance facilities, and provide high-quality holiday activities. Currently operating in 17 schools, we offer a wide variety of programs catering to all ages, with the ambition to expand across the Northeast of England. We cultivate strong professional relationships with organisations from all sectors, including volunteer groups, franchises, and governing bodies, promoting collaboration to enhance our community offering.

The ALP Active team plays a vital role in delivering exceptional experiences within our communities. We take pride in our friendly customer service and clear communication, ensuring the smooth operation of facility hire and community programs.

Our employees also provide sports coaching both during and outside school hours, delivering primary school PE lessons, extracurricular activities, and engaging holiday clubs. These clubs offer children the chance to access high-quality facilities, develop new skills, explore new activities, and build friendships. Strong partnerships with sports organisations enable us to signpost children to further opportunities, encouraging lifelong active lifestyles.

As a trading subsidiary of the Advance Learning Partnership, ALP Active operates as a not-for-profit organisation. Every penny of income generated is reinvested into schools, enhancing facilities for both students and the wider community. This is an exciting time to be part of ALP Active as we continue to grow, expanding our provision and strengthening community engagement across all our schools.

The Role

Each school within the Advance Learning Partnership are able to identify facilities which can be made available to hire by the community, during out of school hours. The facilities are then advertised and hired by a range of organisations, individuals, and franchises to provide activities for people of all ages to attend.

We currently have vacancies in **Dene Academy – Peterlee, Durham**

The ALP Active workforce is split into two areas Facility Hire and Holiday Activity Clubs.

Facility Hire

ALP Active are responsible for collaborating with a diverse range of organisations and activities at each school. ALP Active employees aim to form professional and sustainable service level agreements with key partners to provide longevity to the community activity programme.

The ALP Active employees are responsible for ensuring the day to day running of the facilities is seamless, moving from school life into community activity. The employees ensure the facilities are set up in readiness for all customer bookings and are made accessible in a safe and enjoyable environment.

Each school within ALP has a team of leisure attendants to help manage the facilities. The leisure attendants are line managed by either an ALP Active Duty Manager or an ALP Active Manager.

Holiday Activity Clubs

ALP Active have been providing holiday activity clubs for children aged between 5–14-year-olds in Darlington since 2012. The clubs offer a wide variety of sports, arts and activities ranging from football, dodgeball, swimming, dance and crafts.

The provision is extremely popular and in summer of 2025, hosted more than 700 children over the 6-week period.

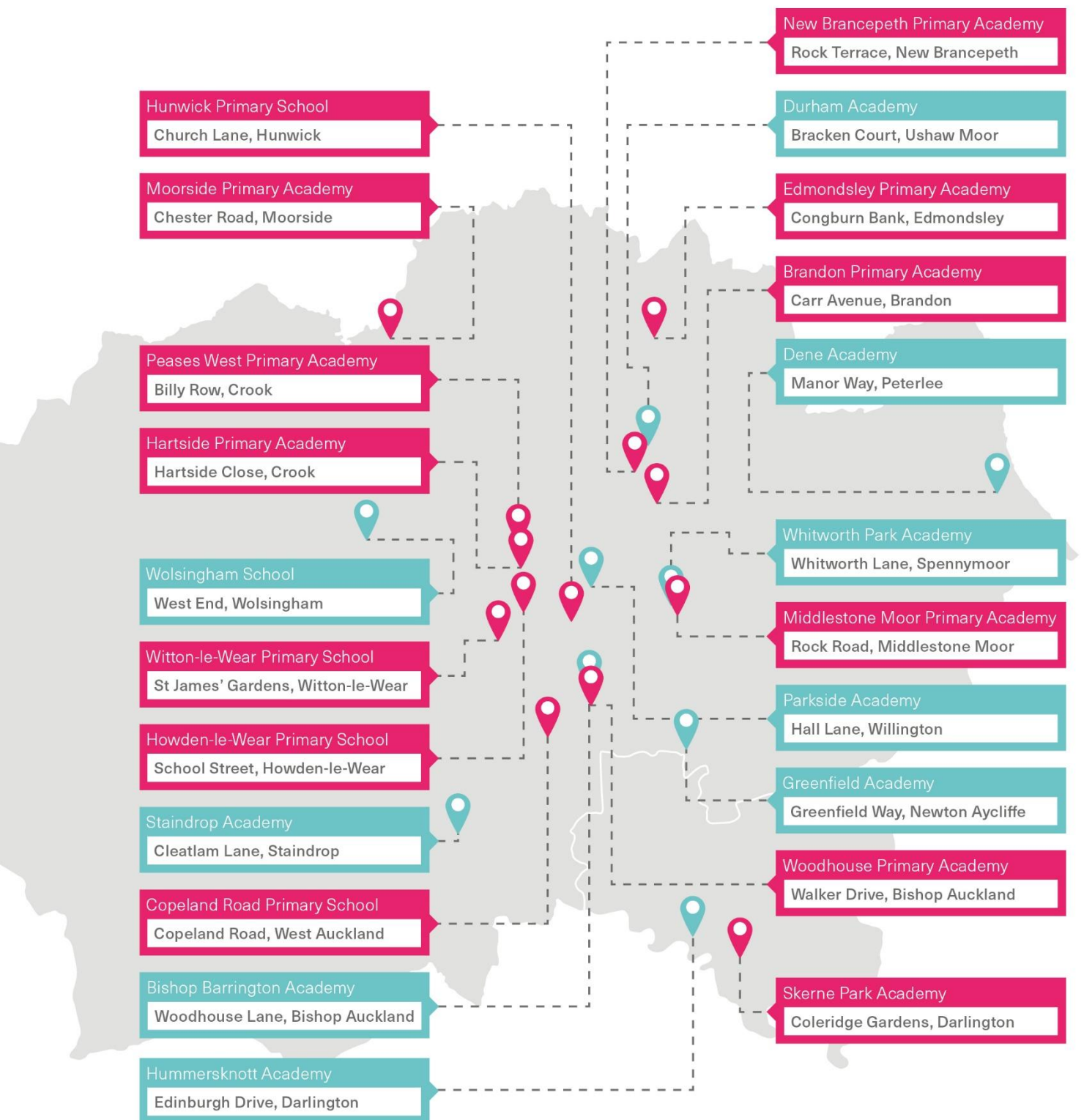
The team are responsible for ensuring the children enjoy new activities, practice their skills and provide a safe place for the children to make new friends.

The Person

- Collaborates as a team player
- Able to use own initiative
- Responsible and trustworthy
- Excellent listening and communication skills
- High level organisational skills both verbal and written

- Flexible
- Enthusiastic, creative and with a passion for working with children
- Role model to students and able to promote living an active and healthy lifestyle

Our Schools



- Secondary School
- Primary School

Advance Learning Partnership
FAMILY OF SCHOOLS

RESPONSIBILITIES OF ALL POST HOLDERS

ETHOS

Employees are expected to support and contribute to the ALP ethos.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of ALP Active in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and expects all employees and volunteers to share this commitment. This post is subject to signing our ICT Employee User Policy and having a satisfactory Enhanced DBS Certificate.

GENERAL EXPECTATIONS

Employees will:

- Contribute effectively to the work of the school and to the achievement of the 'School Improvement Priorities'.
- Play a full part in the life of the school community, to support our distinctive aims and ethos, to encourage employees and pupils to follow this example.
- Follow Trust policy regarding care, support and supervision of pupils.
- Attend training and development activities and courses, ensuring continuing, personal and professional development.
- Contribute to a welcoming culture by promoting mutual respect for all.
- Comply with any reasonable request from a leader to undertake work of a similar level that is not specified in this job description.
- Work as a team member.
- Act as a role model to pupils in speech, dress, behaviour and attitude.
- Have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health & Safety, and General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

RESPONSIBILITIES FOR ALL SUPPORT EMPLOYEES

Support Employees will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the school community through their role within the structure.
- Model the values, ethos and vision of the Trust.
- Contribute to the overall ethos, work and aims of the Trust.
- Maintain at all times the utmost confidentiality with regard to all records, personal data relating to employees, pupils and other information of a sensitive or confidential nature.
- Attend relevant meetings as required.
- Be aware of and comply with policies and procedures relating to safeguarding, child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Show a duty of care to pupils and employees and take appropriate action to comply with health and safety requirements at all times.

- Be aware of, and support, difference and ensure that all pupils have access to opportunities to learn and develop.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

SPECIAL CONDITIONS OF THIS POST

Support Employees will:

- Be expected to undertake any appropriate training provided by the Trust to assist them in carrying out any of the duties.
- Be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- Carry out duties with full regard to the Trust's Equal Opportunities Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before an appointment can be confirmed.

Leisure Attendant (Casual)

Job Description

JOB TITLE	Leisure Attendant
CONTRACT TYPE	Casual
ACCOUNTABLE TO	ALP Active Duty Manager
GRADE	Grade 1 SCP 3 £12.85
HHOLIDAY ENTITLEMENT	Hourly rate plus 12.07%
REQUIRED	September 2026

RESPONSIBILITIES OF THIS POST HOLDER

As a Leisure Attendant you will work in a school environment, providing access to the schools facilities to the local community.

You will be required to:

- Ensure all facilities and activity environments are safe, clean, and properly prepared before use by the public, adhering to all relevant risk assessments and safety procedures.
- Open, secure, and monitor school buildings and facilities when required as a designated keyholder, ensuring the site is accessible when in use and secured appropriately afterwards.
- Inspect buildings, equipment, and fittings before and during activities, promptly reporting maintenance issues to the ALP Active Management and removing any immediate hazards.
- Carry out routine maintenance of outdoor facilities, including 3G and grass pitches, using equipment such as tractor brushes and line-marking machines to maintain consistently high standards.
- Ensure that cleaning standards are maintained across all facilities in line with agreed expectations.
- Monitor behaviour within the facilities, ensuring all visitors act responsibly and addressing issues such as unruly behaviour, vandalism, or unauthorised access in line with Trust policies.
- Maintain accurate attendance records for all activities and sessions.
- Provide a high standard of customer service to all users, including children, parents, and community groups.
- Respond to customer enquiries, complaints, or incidents, resolving where possible or escalating to the ALP Active Manager when necessary.
- Assist in the implementation of emergency procedures and operational plans, including evacuations where required.
- Work collaboratively and communicate effectively with colleagues and other teams to ensure smooth operations.
- Maintain confidentiality at all times regarding financial information, personal data, and other sensitive records relating to staff, pupils, or facility users.
- Model the values, vision, and ethos of the Trust, acting as a positive role model and promoting high expectations across the school community.
- Safeguard and promote the welfare of children, following all safeguarding procedures and policies at all times.
- Maintain professional standards, including wearing the required uniform and maintaining personal expertise relevant to the role.

Person Specification

		Essential	Desirable
APPLICATION	Application form and a well-structured letter of application indicating interests	*	
	Fully supported in references.	*	
QUALIFICATIONS AND PROFESSIONAL DEVELOPMENT	5 GCSEs 4-9 including English and Maths or Level 2 Basic Skills	*	
	Ability to use ICT as a learning tool.		*
	A clear understanding of keeping pupils safe in schools.	*	
	Hold a valid paediatric first aid certificate or be willing to train as a first aider	*	
EXPERIENCE	Previous experience of working in the leisure industry		*
	Understanding of Health & Safety	*	
	An interest in sports, leisure and performing arts	*	
QUALITIES & VALUES	A drive to make learning fun, engaging and exciting	*	
	The ability to inspire others and share good practice	*	
	Good communication skills with the ability to relate effectively to all ages and abilities.	*	
	A commitment to Equal Opportunities.	*	
PERSONAL ATTRIBUTES	Ability to work successfully under pressure and retain a sense of perspective.	*	
	A strong moral purpose and drive.	*	
	Ability to work as a team member to achieve common goals.	*	
	Enthusiasm and self-confidence.	*	
	Ability to plan workload and meet deadlines	*	
	Have a flexible approach to working time arrangements in accordance with a shift rota, including evenings, weekends, and school holidays.	*	
	To be on time for all duties	*	

Assessment against the criteria above will be through the application form, letter of application, work related assessments, interview process and references.

Application Guidance

Please return a completed application form in full ensuring you have provided accurate information, including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification. Applications received after the closing date/time will not be considered.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the ALP Active by **9am, Friday 18th April 2026 addressed to:**

**ALP Active Ltd
Whitworth Lane
Spennymoor
Co. Durham
DL16 7LN**

or by e-mail, enquiries@alpactive.org.uk

AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Shortlisted Candidate Guidance

REFERENCES

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DIGITAL CHECKS

Online searches may be conducted as part of the Trust's due diligence checks. [Section 226. KCSIE 2024.](#)

DBS

Advance Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community. Applicants with disabilities will be granted an interview if the essential job criteria are met. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required.