



**Job Application Pack
Site Officer
Nottingham Emmanuel School**



Required From:
Permanent, Full time, All Year Round
Salary: Grade 6, Point 18 – Point 22 (£18,870 - £21,074)

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

A handwritten signature in black ink that reads "S. Hampton".

Sian Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy and The Nottingham Emmanuel School.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position in the city.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Academy Wollaton

Bluecoat Wollaton Academy has over 750 learners aged 11-16, and like Bluecoat Academy Aspley is both distinctively Christian and inclusive.

Almost in the heart of Wollaton Park its rural location bellies its city postcode. Bluecoat Wollaton benefited from a rebuilding programme under Building Schools for the Future and now boasts some of the most state of the art accommodation in the Trust

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with almost 700 students currently on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers.

Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new; state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School has over 950 students, including over 130 in the Sixth Form. The Nottingham Emmanuel School is a Church of England secondary school and Sixth Form, located near the banks of the river Trent in West Bridgford. The Nottingham Emmanuel School has been praised nationally for its Christian distinctiveness.



**Bluecoat SCITT Alliance
Nottingham**

Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Primary and Secondary Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

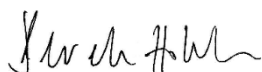
The Nottingham Emmanuel School – Welcome from the Principal



At The Nottingham Emmanuel School, we strive for excellence. We are entirely focused on delivering the highest standards of teaching and insist on the highest standards of conduct amongst our students. As a result, we can be confident of the very best outcomes for our students: excellent examination results which enable them to take their next step in life.

We also believe, that education today is something more than academic success alone. Just as important as children's vital academic development is the development of values and character, on which so much in life really depends. Many parents are looking for a school which develops values of service, compassion, humanity, community, thankfulness, courage, hope and forgiveness. They want their children to grow up to be open-minded, outward-looking and generous spirited – ready to make a difference to the world around them. They want their children to develop in a truly rounded way: academically, physically, socially, culturally, and crucially, morally and spiritually.

What sets The Nottingham Emmanuel School apart is its determination to achieve both: to set the highest academic standards alongside strong, inclusive Christian values and ethos. I am delighted to lead a school which exemplifies such high standards and high ideals, and I look forward to welcoming you here.



Derek Hobbs

The Vacancy

As a valued member of the Site Team, the post holder will be responsible for performing varied maintenance tasks or project work including minor repairs, decorating and improvement works. The Trust's Site Team is responsible for providing a comprehensive



service for building and grounds maintenance, cleaning and health and safety across all sites. The successful post holder will report into the Site Manager and will work alongside a wider Site Team comprising of professionals including a Construction Manager and Site Apprentices.

The team work a planned rotating 3 weekly shift pattern, however there may be a requirement to work flexibly to support the needs of the business. Shifts are 6am to 2pm, 10am to 6pm and 2pm to 10pm. Every 3rd week the post holder will be required to work the weekend and will be given 2 rest days during the week. The post holder may be expected to provide assistance to the Trust construction team during school holidays for larger construction projects across the Trust. The Site Team provide an important presence at the Trust providing a safe and secure learning environment for our students. Presentation and health and safety of all of the Trust's sites are paramount to undertaking the Site Officer role effectively.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Whilst employed to work predominantly at the Nottingham Emmanuel School, there may be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the Trust.

Vision & Ethos of the Trust

The vision statement of the Trust demonstrates its Christian ethos and faith foundation. The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Applications

For more information about the academy, please visit www.emmanuel.nottingham.sch.uk . To apply for the role please download the 'Application Form' from the 'Vacancies' section on our website and submit to recruitmentnes@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Closing Date: 9am, Monday 28th October 2019

Provisional Interview Date: TBC

If you have any queries, wish to discuss the role informally or undertake a visit to Nottingham Emmanuel School, please do not hesitate to contact us via email recruitmentnes@archwaytrust.co.uk or telephone 0115 977 5380.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the academy within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

Job Description

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| POST TITLE: | Site Officer |
| GRADE: | Grade 6 |
| RESPONSIBLE TO: | Site Manager |

JOB PURPOSE

Under the management of the Site Manager the post holder will ensure that the Trust sites are well maintained. The Site Officer will also be responsible for ensuring a safe and secure environment for students, staff and visitors.

The post holder will be expected to work a rotating shift pattern, with shifts ranging between the hours of 6am and 10pm, 7 days a week.

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Act as a registered key holder; locking and unlocking Trust buildings and those of partner schools as required.
- Operate and respond to alarm systems where appropriate.
- Monitor CCTV equipment as directed.
- Provide emergency access to the Trust site.
- Carry out health and safety checks such as legionella temperature control, fire alarm tests, fire call point testing and similar.
- Conduct PAT testing.
- Carry out tasks assigned on the helpdesk, update the helpdesk with individual task progress and input any new tasks requested by staff onto the helpdesk.
- Undertake appropriate repairs e.g. redecorating, fixing.

- To carry out various maintenance duties to ensure the general upkeep and maintenance of the premises is satisfactory.
- To carry out decoration programmes per schedules drawn up.
- To carry out minor improvement work e.g. erecting shelves, noticeboards, fitting locks, realigning doors, etc.
- Undertake appropriate maintenance, painting, refurbishment, decoration and repairs as required to support the Academies' rolling maintenance programmes.
- Operation and maintenance of heating plant and lighting systems.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for collection.
- Undertake cleaning duties such as graffiti removal, litter picking.
- Coordinate deliveries to the Trust.
- Fill up minibus with fuel as needed.
- Liaise with contractors.
- Monitor energy consumption taking meter readings as and when required.
- Greet and manage the needs of visitors hiring the Trust premises ensuring that any health and safety issues have been addressed.
- Carry out post run between campuses including banking.
- Provide emergency first aid as required.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.
- When working in the kitchens or any food outlet at the Trust, staff are expected to wear full protective clothing at all times.

| | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| EDUCATION & TRAINING | | |
| NVQ Level 2 or equivalent qualification in a relevant discipline | | * |
| Basic literacy and numeracy qualification | * | |
| Possess a driving licence and has access to own vehicle for travel between sites as and when required | * | |
| Possesses a PAT testing certification or must be willing to train to achieve one | * | |
| Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training. | * | |
| EXPERIENCE | | |
| Handyperson experience in a work setting | * | |
| Working within an educational setting | | * |
| Caretaking or site keeping experience | | * |
| Relevant maintenance experience e.g. joinery, electrical, plumbing | | * |
| PROFESSIONAL SKILLS | | |
| Literacy skills to complete forms and orders, write instructions and communicate effectively via helpdesk and e-mail | * | |
| Willingness to keep self up to date with pertinent information and local initiatives. Respond to feedback. Pass on knowledge and techniques to others | * | |
| Willingness to develop knowledge of use of ICT and other specialist equipment/resources | * | |
| Ability to carry out procedures, routines and follow instructions, reporting back issues encountered. | * | |
| Ability to act as a professional representative of the Trust with all stakeholders | * | |
| Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance | * | |
| Have minor maintenance skills e.g. plumbing, electrical, glazing and carpentry to make safe and carry out small repairs | * | |
| Understand basic administrative systems e.g. lettings calendar, maintenance helpdesk, ordering | * | |
| Ability to work on own initiative | * | |
| Ability to respond to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Understand when to escalate an issue to line manager. | * | |
| Ability to prioritise and work under conflicting demands effectively. | * | |
| PERSONAL QUALITIES | | |
| Ability to work unsupervised and independently understanding Trust roles and responsibilities and your own position within these | * | |
| Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner | * | |
| Ability to work effectively as a team player | * | |
| Ability to deal with conflict or difficult situations in a professional, constructive manner | * | |
| Good time management skills | * | |
| Willingness to work flexibly and change working practices in response to quality and review activities and the changing needs of the Trust | * | |
| Commitment to Equal Opportunities | * | |

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| Willingness to work flexibly with regards to shift patterns in order to meet the needs of the business | * | |
| Willingness to work within the Christian framework of the Trust | * | |
| Possess or must be willing to train for the “First Aid at Work” or “Emergency First Aid at Work” qualification approved by the HSE as requested | * | |
| Suitability to work with children – Enhanced DBS | * | |
| Willingness to support the Christian ethos of the Trust | * | |