



CANDIDATE INFORMATION BROCHURE



**Academies
Enterprise Trust**
To make our best better

To inspire young people to make their best better



July 2017

Dear Candidate

Thank you for your interest in becoming the Building Operations Supervisors at Academies Enterprise Trust.

We have recently appointed a new Chair Jack Boyer OBE and Chief Executive Julian Drinkall.

We were formed in 2008 and we are a network of 66 secondary, primary and special academies across England. We are passionately committed to inspiring children and young people.

We firmly believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Academies Enterprise Trust has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

AET Talent Team

Academies Enterprise Trust

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 66 schools (Primary, Secondary and Special) across England.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.



Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

Job Description

Job Title:	Building Operations Supervisor
Location:	Academies
Hours of work:	Full time - 37 Hours per week
Salary scale:	NJC 30-33 (FTE £26,556 - £29,033)
Reports to:	Academy Principals in Partnership with Head of Building Operations
Responsible for (please name the post/s):	Building Operations Assistants

Overview:

The Building Operations Supervisor, as a member of the National Building Operations team, has an operational and supervisory role, managing a team of Building Operation Assistants, which is focused on ensuring the safe, economic and effective operation of all Trust buildings and grounds.

The Building Operations Supervisor and their team must be customer focused and responsive to their needs, and ensure that the estate and facilities are available when required.

The Building Operations Supervisor must ensure that the sites are safe and there is an appropriate environment for students to learn and staff to work.

The Building Operations Supervisor is expected to set and maintain high professional standards at all times and support the School Support Services and the Head of Building Operations in delivering both an outstanding service to our customers and the vision of the Trust.

Responsibilities

Overall

- To ensure a customer focus is maintained at all times and respond to all requests received from your academies in an appropriate and professional manner, logging and reporting actions
- Work with and report to the Head of Building Operations and take instruction from academy senior leaders when required
- Ensure all academy facilities are safe, compliant and available when required
- To support and line manage Building Operations Assistants, ensuring an effective and efficient service is delivered at all times
- To work with the Head of Building Operations to ensure the delivery of building and maintenance programmes
- To continuously set and maintain the highest professional standards, in line with the Trust's vision and values

Building Operations:

- To be accountable for the on-going day to day operations of all sites, ensuring all safety systems, premises and services are available when required with the exception of planned maintenance closures
- To be responsible directly to Head of Building Operations and take instruction from academy senior leaders
- Ensure all records are maintained in compliance with department policy
- Inspect sites, internally and externally, on a regular basis to ensure the estate is maintained to the highest standards
- Carry out general administrative duties as directed by the Head of Building Operations
- To control and monitor procedures, ensuring compliance with legal and customer requirements
- Build and develop professional relationships with all suppliers, service providers and customers
- Ensure there is a full suite of suitable risk assessments available for each academy site and that they are reviewed
- Ensure the effective implementation and operation of health and safety controls within the academies and support Building Operations Assistants in their role
- Maintain plans of the buildings and grounds including locations of call points, fire protection and fire-fighting equipment, chemical stores, emergency shut offs, stopcocks and meters
- Coordinate all Health and Safety (H&S) requirements to ensure compliance with relevant Trust and H&S legislation and support curriculum areas in the delivery of H&S requirements
- Ensure that the academies Disaster Recovery and Business Continuity Plans (DR/BCP) are in place and reviewed and that you fully understand Building Operations Supervisor's responsibilities within the DR/BCP
- Local management and quality assurance of catering and cleaning contracts
- Deploy Building Operation Assistants as appropriate, ensuring adequate levels of cover at all times and for agreed maintenance schedules, including personally covering the duties of the Building Operations Assistant if necessary
- Carry out checks and audits on cleaning, catering and site supervision within academies
- Provide support to the Trust's Estates Office on local projects, reporting on agreed key areas and escalate any issues immediately through the Head of Building Operations
- To carry out reasonable tasks as requested by the Head of Building Operations and academy senior leaders

General Building Operations:

- Act as a key holder for all sites within your area and attend emergency call outs as necessary
- Respond to all requests received from your academies in an appropriate and professional manner, logging and reporting actions and outcomes

- Ensure that you and your teams follow the Trust's Health & Safety policy at all times
- Ensure that the quality management system guideline are adhered to at all times
- Carry out half termly decoration programmes throughout the Academy

Other

- To ensure that the Trust's systems for monitoring and reporting are in operation
- To work with School Support Services, the Head of Building Operations and academy senior leaders, to ensure outstanding customer services are being delivered
- To carry out other reasonable tasks from time to time, as directed by the Head of Building Operations and academy senior leaders
- To have the ability to drive Academy vehicles where needed
- You are responsible for the safety of yourself and others and must not carry out any tasks, for which you do not have suitable experience or qualifications
- To chair the Academy Health & Safety Committee

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of Academies Enterprise Trust.

General:

1. Ensure deliveries occur in a safe and organised manner and transport goods to appropriate destination
2. To complete necessary training in MAPA, Restorative Justice Techniques, Nurture Principles, Child Protection and any other training programmes as deemed necessary in order to ensure the safety of the pupils and staff at all times
3. To ensure the safe storage of IT equipment
4. To work with external IT contractors to ensure continuity of network provision
5. To respond to emergency calls by staff where H&S issues have been highlighted to ensure the safety of all stakeholders.
6. Ensure CCTV systems are maintained at all times
7. To obtain estimates and quotes where needed for any building or refurbishment works
8. Collect supplies in order to make emergency repairs

Other clauses:

9. The above responsibilities are subject to the general duties and responsibilities contained in the relevant staff handbook.
10. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
11. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to

modification or amendment at any time after consultation with the holder of the post.

12. This job description may be varied to meet the changing demands of the Academies Enterprise Trust at the reasonable discretion of the Chief Executive Officer.
13. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
14. Post holder may deal with sensitive material and should maintain confidentiality in all Academy related matters

Person Specification

Job Title: Business Operations Supervisor

	Essential	Desirable
Qualifications		
Knowledge/Experience	<p>IOSH Managing Safety, or equivalent qualification and relevant experience</p> <p>Experience of premises management, building cleaning or building management</p> <p>Experience of contract management</p> <p>Sound knowledge of building functions</p> <p>Taken responsibility for security of a building with operational understanding of security systems</p> <p>Experience of managing teams</p>	
Line Management	Site Assistants (1.5 to 8 depending on area)	
Budget	N/A	
Scope of the Role	Academy cluster	
Skills/Abilities	<p>Ability to prioritise and manage time to meet customer requirements</p> <p>To be able to carry out general repairs and instruct others</p> <p>Ability to lift and carry items</p> <p>Ability to follow and comply with instructions on equipment and/or materials usage</p> <p>Willingness to work as part of a team</p> <p>Ability to work to deadlines</p>	<p>Use of commercial site maintenance equipment</p>

	<p>Ability to manage own work effectively</p> <p>Able to use own initiative</p> <p>Ability to carry out health and safety checks and implement corrective measures and maintain relevant records</p>	
Special Requirements	<p>Willing to work outside of normal hours if required</p> <p>Willing to undertake relevant training</p> <p>Willingness to travel to other academies and attend meetings</p>	

Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network .

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.



Google Education

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!

Google in Education



A New and Open World for Learning

AET Mission Statement

To inspire young people to make their best better.

Vision Statement

To help students achieve world class learning outcomes by developing world class teachers in a world class community.

Ethos Statement

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

Values and Beliefs

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles;

For further information about the Academies Enterprise Trust please visit our website www.academiesenterprisetrust.org or contact recruitment@academiesenterprisetrust.org to answer any questions you may have.

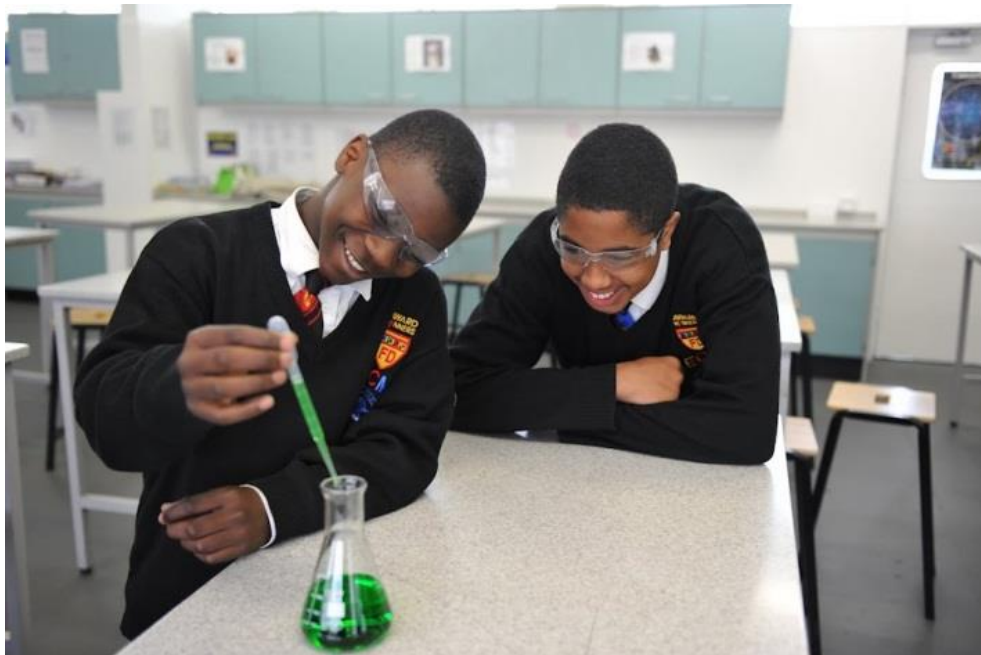


A commitment to training and personal development

As we head further into the 21st century and all schools and academies come to terms with the ever changing face of the workforce, leadership and management of professional development is at the very top of the AET's agenda. We firmly believe that personal and professional growths are key factors in staff's perception of their worth to an organisation and consequently in how much additional effort they are prepared to put into that organisation.

The aim, therefore, of the team leading CPD across the AET is to facilitate the design, co-ordination and monitoring of coherent and effective development activities and training programmes that address the challenges and barriers facing each academy and embed training and development as the central component of workforce development and school improvement.

Our vision for our academies is to develop a learning-centred culture with the entire school workforce, including both teachers and educational support staff, giving the same attention to the design, delivery and monitoring of their professional development as is given to the teaching and learning of students. Indeed, for our academies to continue to improve, teachers and other adults need to feel that their learning and development is just as important as the students'.



Staff Benefits

Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

Financial

- JTRS Apple Product Store—Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.



Academies Enterprise Trust, Safe Recruitment Procedure

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure and Barring Service

A Disclosure and Barring Service Certificate will be required for all posts.

Shortlisting

Only those candidates meeting the right criteria will be short listed.

Interview

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safe guarding and relationships with pupils.

Equal Opportunities

The Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. The AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. The AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

Data Protection

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it.

Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis for your individual staff record.