



The Shared Learning Trust

THE STOCKWOOD
PARK ACADEMY

Senior Site Agent

The Stockwood Park Academy have an excellent opportunity for a competent and adept Senior Site Agent to join them and provide efficient management of the academy site and grounds. This role will be hands-on and will involve managing a team of site staff as well as responsibility for monitoring premises related contracts and services. We are looking for someone with proven experience of managing multiple demands, knowledge of health and safety requirements and excellent interpersonal and communication skills.

Key Duties:

- Full efficient management of the academy site and grounds, including building fabric, service installations, energy/environmental management, health and safety, to enhance the learning environment for staff and students
- To manage the team of site staff, in a clear, positive and purposeful manner. This will include the monitoring and evaluation of the work of the site management team, taking actions as appropriate
- To ensure compliance with relevant legal and statutory health & safety matters
- Management of the building maintenance budgets and ensuring value for money

The successful candidate is required to be:

- Multi-skilled with a technical background and the ability to understand the operation of HVAC, electrical/ mechanical systems and control devices (E)
- An understanding of financial management and budgetary control strategies (E)
- The ability to plan several steps ahead to ensure long term goals, objectives and strategies are met (E)
- The ability to work to deadlines and to take responsibility for meeting agreed targets (E)

Job Specifics:

- **Start Date:** ASAP
- **Salary:** L6 – L7: £25,463 - £30,756
- **Job Role:** Full time, Permanent

Why work for Stockwood Park Academy:

- £30 million state of the art modern facilities with well-equipped classrooms
- You'll be working alongside charismatic, supportive and genuine colleagues and Senior Leadership Team who want to see you succeed and thrive
- A staff wellbeing team that implements various strategies to boost staff engagement including various activities, events, conferences and many other staff benefits
- Excellent opportunities to develop and grow in a successful and expanding Academy
- Option to enter into the Local Government's Pension Scheme

HOW TO APPLY

Closing Date: Tuesday 11th December at 12pm Interviews: TBC

Please read the information in this pack. If you are interested in this job opportunity, please do apply online today via our career site on <https://www.mynewterm.com/trust/The-Shared-Learning-Trust/135337>

We look forward to hearing from you!

If you have any questions about the role or would like to visit the Academy, please email academyrecruitment@thesharedlearningtrust.org.uk.

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual Trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

RECRUITMENT TIMELINE

26 November 2018	Position is advertised
11 December 2018	Closing date for applications (12pm) <i>References will be requested at this stage</i>
TBC	Interviews

SAFEGUARDING

'We believe in the safeguarding and welfare of children and expect all staff to share this view'.

The Academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer. The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.

The Department for Education (DfE)'s has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as:

... protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

The definition of 'children' includes everyone under the age of 18.



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INFORMATION FOR APPLICANTS:

Senior Site Agent



WELCOME TO THE SHARED LEARNING TRUST



Cathy Barr

Firstly, let me start by thanking you for taking the time to read our information pack and allowing us the opportunity to tell you more about The Shared Learning Trust.

I first began working for The Shared Learning Trust, as Principal of The Stockwood Park Academy or South Academy as previously known in 2009. Since then, the trust has grown from strength to strength employing some 500 fantastic staff members who serve over 3,500 children within our communities. It is my privilege to be CEO of our family of schools and work with each Principal or Head of School to ensure the best possible education in their own Academy.

Our ethos is simple, to build a collaborative partnership of academies and schools that will provide exceptional educational provision, both in and outside the classroom for all our children. Our academies ensure students are supported, monitored and encouraged to pursue their aspirations through a wide range of enrichment activities and initiatives. The experience will be challenging, rewarding and memorable. Students enjoy their time at our academies and also give back to the wider local community. They are role models and young leaders, who contribute to the collegiate ethos with maturity.

– We recruit people for attitude and train for skills

We aim to recruit outstanding people who have the right attitude. If you have a love for teaching and are passionate about seeing children succeed, we would love to hear from you!

Recruiting the right teachers and staff help us to achieve the goals we set for our children. We are always keen to hear from educators who are passionate about working for the schools and communities we serve. We would rather make no appointment than appoint someone who does not share the same positive ethos that runs through our Academies. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants.

We aim to recruit staff who:

- are excited by their role and by the prospect of working with young people, even those who are less well motivated;
- love the processes of learning and teaching and are keen to continually develop their own skills;
- recognise that teaching can be a demanding job but react positively to those demands rather than complaining;
- will subscribe to the ethos of the Trust and 'go the extra mile' in terms of time and commitment to get the very best from our young people;
- see break duty as an opportunity to talk to children;
- are quick to praise and slow to criticise; and are not afraid to admit to seeing themselves as potential leaders of the future.

I am conscious that this may be your first contact with our Academy Trust and first impressions are very important. I hope what you read; coupled with anything else you discover about us, inspires you to apply for this post.

With best wishes,

Cathy

WELCOME TO STOCKWOOD PARK ACADEMY



Dear Applicant,

Thank you for your interest in our Academy.

As a new principal, I know well the excitement of considering a new challenge and all that it can bring. We welcome visits to the academy prior to application, as we are proud that:

- Our students are extremely motivated, and have an exceptional desire to achieve and behave impeccably.
- Our staff are highly qualified and work tirelessly in the pursuit of world-class progress for all of our students.
- The facilities at The Stockwood Park Academy are state of the art, providing students with the opportunity to develop their interests and skills in a wide range of areas.

As an Academy within the Shared Learning Trust, we believe our key aim is to give every child the best possible opportunity to flourish and develop into decent, disciplined, well-educated and employable adults.

If you want to lead in a highly effective team, contribute to raising standards and aspirations of young people then Stockwood Park is the place for you!

We look forward to your application and meeting you soon!

Warm regards,

Richard Found

ABOUT THE SHARED LEARNING TRUST

The Shared Learning Trust is a stand-alone multi academy trust, which runs a family of four schools based in Bedfordshire:

- The Stockwood Park Academy, Luton, ages 11-18
- The Chalk Hills Academy, Luton, ages 11-18
- The Sixth Form, Luton, ages 16-19 (A part of both Chalk Hills and Stockwood)
- The Linden Academy, Luton, ages 4 - 11
- The Vale Academy, Dunstable, ages 2 - 11

Our Academies are supported in their work by our Teaching School, based at The Chalk Hills Academy. The structure of our family of schools means that we can be with a child every step of the way, from teaching them to tie their shoelaces right through to congratulating them on their university place or their first job.

Our Trust is vibrant and friendly, supported by 3 state-of-the-art buildings. It is a learning environment where all students have the opportunity to be high achievers, make good friends, contribute to their community and take part in a wide range of extra-curricular activities.

VISION & VALUES – *‘Strive, Achieve, Believe’*

At The Shared Learning Trust, we provide opportunities for all our students and adults to be aspirational and develop a passion and excitement for learning. Working with our communities, we ensure all students are able to achieve beyond their targets to reach the success they deserve. Our students develop a strong self-belief so that they flourish and develop into well-rounded, self-respecting young people.

Our commitment to our vision can be seen through:

- Our academies working together to provide more opportunities for all students and staff
- A focus on the development of our staff with opportunities for clear and dynamic career progression and high quality recruitment and retention.
- Strong Trust approaches to our key issues, for example; teaching, assessment, attendance and curriculum development.
- Partnerships with schools outside of our Trust to maximise opportunities for all.
- Close working and communication with our families and local community.
- Care for our families beyond the school day.
- Excellent lessons and learning incorporating effective use of new technologies.
- An interesting yet challenging curriculum.
- 16-19 provision, which ensures progression, routes for all.
- A Cross-Trust focus on high achievement and high standards.
- Ensuring that every child in our Trust reaches their full potential by providing exciting opportunities both inside and outside of the classroom.
- Exemplary behaviour and conduct at all times.
- A can-do attitude across the Trust that fosters belief and high expectation.
- Ensuring no opportunities are missed.

ABOUT THE STOCKWOOD PARK ACADEMY

Providing the very best education for all our students is the simple goal for The Stockwood Park Academy. Whilst firmly rooted in traditional values, we have made our Academy a vibrant and exciting place with a positive ethos that runs throughout the Academy. We want our children to flourish and develop into decent, disciplined, well-educated and employable adults.

We have an innovative curriculum, which makes the transition from primary to secondary education an enriching and enjoyable experience and enables students to follow a personalised route to success. Our students are achieving the highest standards in the classroom, on the sports field and among the community.

Our state of the art building which we moved into in February 2011 offers cutting edge facilities that are benefiting students even further. Our hardworking and motivated staff are providing outstanding lessons and are given the best possible support. We work closely with parents and carers, encouraging their children to achieve and ensuring that excellent progress is made.

With the rigorous use of data, constant assessment of student progress and quality assurance methods, together, we are achieving more than we ever thought possible. We instantly respond if students experience difficulties. Dialogue with teachers is encouraged as a framework for students to develop ideas, ask questions think about their learning.



CPD AND TRAINING- *We invest in you!*

All four Academies at The Shared Learning Trust are a part of our Teaching Trust, which is held at The Chalk Hills Academy. We aim to offer exceptional teacher training and high quality professional development programmes to new and experienced staff to support them in excelling in their career.

Our programmes are facilitated by experienced school leaders, who have exemplary records in leadership and improving outcomes for their students. We are able to cater for specific requests and can offer custom-made support packages that focus on the quality of teaching and learning, curriculum development and aspects of Leadership and Management.

We currently offer:

- The National Professional Qualification for Senior Leadership
- The National Award for Middle Leaders
- The Outstanding Teacher Programme
- The Improving Teacher Programme
- The Recently Qualified Teacher Programme

As Stockwood Park Academy is part of a Multi-Academy Trust, there are fantastic opportunities to climb the career ladder. The Shared Learning Trust are a firm believer in helping all staff reach their full potential and developing their career within our Academies. If you are willing and wanting, we will do all we can to put you on the relevant courses and give you the right opportunities so you can keep achieving more in your career.

TEACHER TESTIMONIALS

"What I really felt here more than anywhere else was that the welcome was extremely warm and the team wanted to develop me and nurture me as a leader, a professional and a teacher. They have given me the opportunity to go on to the national leadership course, which allowed me to nurture my own leadership skills and learn a whole host of different things, which I had not had the opportunity to learn before.. At Stockwood, we really believe the CPD should be personalised at whatever level you are at and whatever level you come into the Academy. If you are an NQT or Unqualified, we really nurture the talent you have and we will help you gain QTS and complete your NQT year. We have also put together a rolling CPD programme every Thursday night so that people are really supported. We believe that nurturing talent upwards is really important, whether that's pastoral care, curriculum care, teaching and learning and then moving into SLT. We have middle leader and senior leaders' courses and send people out on National Accreditation. Stockwood Park Academy have really helped me develop my skills and I'm very lucky that I have a team of people that I know I can develop myself and still do my day to day job."

Helen Palmer, Assistant Principal for Teaching and Learning

"Since the first day I walked into my interview and over the past 4 to 5 years, Stockwood Park Academy have provided many opportunities to me. They have been really supportive, the in-house CPD sessions they provide, the leadership from above and the supportive nature of the teams that I have been a part of has really helped me develop my professional conduct, my character and my ability as a teacher and leader."

Joel Toomer, Curriculum Leader for Humanities

JOB DESCRIPTION

Job Title:	Senior Site Agent
Accountable to:	Principal through Gary Kennedy (Trust Facilities Manager)
Accountable for:	Maintenance and upkeep of campus
Hours:	37 hours, 52 weeks a year
Salary:	L6 – L7: £25,463 - £30,756
Start Date:	ASAP

Background

The core work of the Campus Manager will be driven by Gary Kennedy, the Trust Facilities Manager

Core Accountabilities

- Overseeing all aspects of campus operations and developments
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Key Tasks

Main purpose of the job:

- The provision of effective and efficient management of the academy site and grounds, including building fabric, service installations, energy/environmental management, health and safety, to enhance the learning environment for staff and students
- To manage the team of site staff, in a clear, positive and purposeful manner. This will include the monitoring and evaluation of the work of the site management team, taking actions as appropriate
- The development and delivery of all site related functions to a high quality standard.
- The management of all premises related contracts and services
- To ensure compliance with relevant legal and statutory health & safety matters
- Management of the building maintenance budgets and ensuring value for money
- Implementing the development plan for the site and managing major and minor campus projects
- Management of security matters, acting as main keyholder

Main Duties and Responsibilities:

Management

- To supervise and lead the site team and establish appropriate work patterns, targets and schedules, distributing tasks according to skill and availability. To ensure the site is staffed at all times including during holidays and periods of sickness absence
- To monitor and evaluate the work of the site management team and of the individuals in that team
- To assist in the recruitment and selection procedure for site management staff
- To have a concern for the welfare and training and development needs of the site staff
- To participate as facilitator in staff training programmes and to undertake their performance management
- To organise appropriate cover for the use of school premises outside normal hours, including emergency callouts. To manage overtime duties related to the use of the premises outside normal working hours and to establish equitable patterns of overtime work for all members of the team
- To manage the duty rota for the site team, being responsible for allocation of workload, attendance, time keeping, authorisation of overtime, recordings of sickness and absences and dealing with disciplinary issues

Appropriate professional appearance and dress is required at all times.

Buildings

- To be responsible for the overall security arrangements of the premises including ensuring that staff are aware of the procedures on security and the use of alarm systems, that there is an appropriate system of keyholding management, that periodic reviews of site security are conducted and that appropriate progress action is followed through
- To proactively improve the academy premises
- To take the overall responsibility for monitoring the cleaning standards achieved and to take action to rectify substandard performance. Liaise with cleaning company to ensure that cleaning is at required high standard
- To liaise with site team to ensure that the schools premises are always clean and tidy and free from litter and graffiti in order to provide an excellent environment
- To undertake regular inspections of the premises, to determine the need for repair and maintenance work and arrange (with the site team) maintenance tasks. To keep appropriate documentation, record repairs and liaise with school administration over completion and payment
- To be responsible for the management of day to day responsive and planned building maintenance, liaising with contractors, organising and supervising work
- To prepare, Trust Facilities Manager, long and short term plans for maintenance, repair, redecoration and improvement of the school premises, and classroom furniture repair/replacement. This plan would be required in February of each year for inclusion in the schools' development plan and budget plan
- To be responsible for the effectiveness of and maintenance of all heating and service installations
- To be the academy link with all contracting staff. To be responsible for the overseeing of any premises related project. To monitor progress and completion of all projects: drawing up outline

specifications, obtaining quotes, liaising with surveyors, architects, etc. To ensure contractors have a copy of the relevant asbestos survey and have signed the acceptance form

- To be responsible for the security and safety of the academy premises
- To be responsible for liaison with all appropriate authorities regarding rating, sanitation, water, electricity, gas, planning, building regulations, and environmental health
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- To ensure the appropriate collection and disposal of waste
- To monitor energy costs and prepare budget plans of future use and report to the School Manager. Make suggestions to the Trust Facility Manager on matters relating to energy control and conservation. Ensure lights and other equipment are switched off as appropriate
- To meet on a regular basis with the Trust Facilities Manager and provide a report on current building issues with reference to the Annual Development Plan
- To manage the requirements and compliance with the Disability Discrimination Act and the action plan
- Management of security matters and ensure the security of whole site at all times including responding to emergency call outs
- To be responsible for the development of all academy facilities for out-of-school use
- To manage and operate systems of staffing cover for lettings and other community usage of the premises, to advise on the security of buildings during periods of lettings and to ensure appropriate heating arrangements are made to meet lettings demands

Grounds

- To ensure that the ground maintenance works are fully completed
- To manage grounds maintenance contractors
- To ensure that the grounds are appropriately planted to provide a year round display
- To be responsible for the condition of the school's fences and gateways and to take action to repair, maintain and improve the perimeters
- To establish working patterns that ensures that the schools' grounds are always clean and tidy and provide an excellent environment

Health and Safety

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- To be the Health and Safety representative for the school and take an active role in assisting with implementation and review of the school's health and safety policies
- To monitor the site to ensure that the Health & Safety Guidance is adhered to and to establish safe working practices, ensuring that the appropriate clothing is worn at all times and risk assessments completed
- To look after all health and safety records, ensuring all relevant paperwork is maintained and available and adhered to as required
- To carry out Annual Safety Inspections of all school premises
- To ensure the Fire Alarm system, escape routes, fire extinguishers, & emergency lighting are checked and records kept and organise the fire drills
- To be responsible for maintaining fire safety in line with fire safety regulations

- To ensure that all staff use equipment, machinery and cleaning materials in an appropriate manner and that accidents at work are reported to the School Manager
- To be a member of the Health and Safety Committee and attend Governor meetings as required

Finance

- To prepare draft premises budgets for approval by the Finance Manager
- To manage and monitor all premises budgets and make regular reports to the Finance Manager
- To ensure that all contracts and orders are places in accordance with the academy financial regulations

General

- To prepare termly reports on all matters relating to the site for presentation to the Local Governing Body
- To assist with and participate in staff training programmes
- Work with the Finance Manager to ensure that the site staff are able to deal with members of the public during lettings and to ensure the organisation of the car parking on site for lettings, visitors and other events
- To undertake such other duties related to the work of the department appropriate to the post, as assigned
- The academy is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment
- To work positively and inclusively with colleagues and stakeholders so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To research new products, laws, materials, equipment, supplies, regulations, etc. for the purpose of recommending purchases, contracts and maintaining high standards

Person Specification

- Evidence of managing complex demands with a high degree of customer satisfaction (E)
- Ability to understand the operation of heating, electrical systems and control devices (E)
- Knowledge of the main requirements of health and safety legislation and good practice relevant to the post (E)
- Flexibility and sensitivity to the needs of a wide range of users (E)
- Evidence of a strong commitment to the school as the centre of its community (E)
- Good interpersonal skills to promote good working relationships between estates staff, External consultants staff and students (E)
- Understanding of financial management and budgetary control strategies (E)
- Ability to plan several steps ahead to ensure long term goals, objectives and strategies are met (E)
- Ability to provide clear oral and written communications (E)
- Ability to work to tight deadlines and to take responsibility for meeting agreed targets (E)
- Ability to work on own initiative and to be proactive (E)
- Commitment to continuing professional development (E)
- Willingness to work flexibly, as and when required (E)
- High level of proficiency in the use of Microsoft Office Word and Excel skills (D)

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 procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.