

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 Assistant 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.

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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 Assistant

Location: Academy

Hours of work: Full time - 37 Hours per week

Reports to: Building Operations Supervisor

Responsible for (please name the post/s):

Overall Responsibilities:

A Building Operations Assistant role is to ensure that their academies function safely and effectively on a daily basis. The role is customer focused and is key to ensuring that all estates and facilities services are available and fit for purpose at all times. As a member of the Building Operations Team, the Building Operations Assistant is expected to set and maintain high professional standards at all times and support the Building Operations Supervisor in delivering both an outstanding service to our customers and the vision of the Trust.

Responsibilities

Buildings Operation

- Be a principal key holder for your academies and attend emergency call outs as necessary
- Be responsible for your academies security, including the opening and closing of the academies on a daily basis, including evenings, weekends and public holidays
- Carry out in-house statutory testing as required
- Ensure all tests are logged and recorded using the Trust's processes
- Ensure litter bins are emptied as required and your academies are litter free
- Replace lamps as instructed
- Manage the building and grounds and undertake minor repairs and maintenance to fixtures and fittings, including desks, tables and chairs, and decoration
- Undertake physical work both indoors and outdoors, including: moving and lifting heavy objects, sweeping playgrounds, cleaning, gardening and setting up for curricular and non-curricular academy events, community use and other events as required by your customers
- Synchronise clocks, time switches etc., as required
- Respond to all requests received from your academies in an appropriate and professional manner, logging and reporting actions and outcomes to the Building Operations Supervisor
- Ensure delivery notes are passed to the appropriate person, as well as ensuring items are moved to the appropriate place in a timely manner
- Follow safe systems of work, and have a working knowledge of relevant risk assessments and method statements
- Under instruction from the Business Operations Supervisor, guide, monitor or support contractors, carrying out planned maintenance and other works on site

- Take appropriate action and report all site security issues to the Building Operations Supervisor, as soon as becoming aware of such issues
- Ensure CCTV equipment is used in conjunction with Trust policy
- Ensure all safeguarding procedures are adhered to and any issues are reported to the designated person within your academies
- Ensure the intruder alarm system is always activated and the buildings are not left unsecured. Report any issues to the alarm company and the Building Operations Supervisor
- Ensure all entry points, including gates, doors, windows and other security measures are working effectively and that any security issues are reported the Building Operations Supervisor
- Ensure compliance with Control Of Substances Hazardous to Health regulations and if unsure seek advice from the Building Operations Supervisor
- Report any Health and Safety issues to the Building Operations Supervisor, as soon as becoming aware of such an issue
- Ensure that you follow the Trust's Health & Safety policy at all times

Other

- The Building Operations Assistant is responsible and accountable for safely carrying out day-to-day operational tasks at academy sites. 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. If in doubt seek advice from the Building Operations Supervisor
- To ensure, in relation to all the above responsibilities, that systems for monitoring and reporting are used
- To work with School Support Services and the Building Operations Supervisor to deliver a first class service that meets our customer's expectations
- To carry out other reasonable tasks, as directed by the Building Operations Supervisor and academy senior leaders, including carrying out some or all of the above duties at other academies within the area

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.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment**.**
2. 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.
3. 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.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive

5. 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.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Job Title: Business Operations Assistant

	Essential	**Desirable**
Qualifications		
Knowledge/Experience	Experience of premises management, building cleaning or building management Use of general cleaning equipment Good DIY skills Taken responsibility for security of a building Knowledge of security systems	Understanding through experience or qualification of health and safety
Line Management	N/A - no line management	
Budget	N/A	
Scope of the Role	Academy	
Skills/Abilities	Ability to prioritise and manage time to meet customer requirements To be able to carry out general repairs Ability to lift and carry items Ability to follow and comply with instructions on equipment and/or materials usage Willingness to work as part of a team Ability to work to deadlines	Use of commercial site maintenance equipment

	Ability to manage own work effectively Able to use own initiative Ability to carry out health and safety checks, implement corrective measures and maintain relevant records	
Special Requirements	Willing to work outside of normal hours if required Willing to undertake relevant training Willingness to travel to other sites when necessary	

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 to 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!





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

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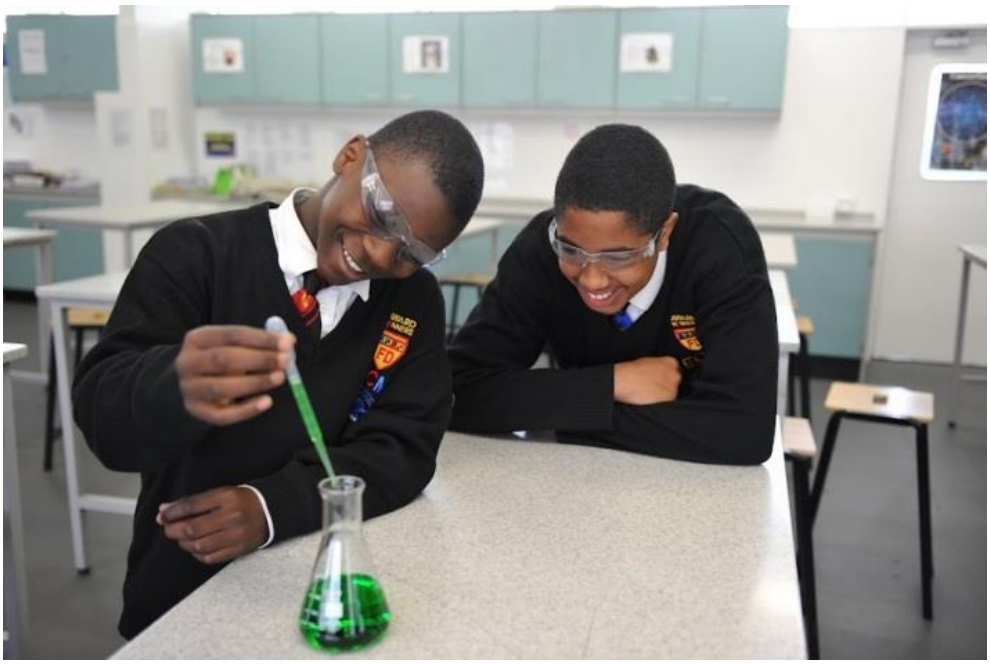
For further information about the Academies Enterprise Trust please visit our website www.academiesenterprisetrust.org or contact recruitment@academiesenterprisetrust.org to answer any questions you may have.

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.