



Beacon Academy

Ambitious for excellence in all we do

SITE OPERATIVE

Immediate start available

Information for Applicants



North Beeches Road
Crowborough
East Sussex
TN6 2AS

01892 603000

www.beacon-academy.org
Twitter: @Beacon_Academy

Headteacher: Ms A Robinson

National Teaching School
designated by

National College for
Teaching & Leadership

National Support School
designated by

National College for
Teaching & Leadership

CSW
Investor in Careers



INVESTORS
IN PEOPLE

Silver
Until 2018

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Dear Applicant

Post of Site Operative

We are looking for a professional and self-motivated individual, with excellent communication skills and the ability to be flexible. Working as part of the Site team, candidates should be able to work proactively and independently to ensure the efficient operation of the academy campus.

The post is full time (37 hours per week) on Single Status Grade 6 which is currently £18,578 / £19,728, 52 weeks per year. You are required to work shifts (on rota) with 5.30am starts and 10.30pm finishes, 5 days per week (occasional weekend cover required).

Immediate start is available subject to DBS, health checks and references.

Please find below relevant information, which has been prepared to help you with your application. It includes:

- The job description
- The person specification

Closing date: 10am on Thursday 26 April 2018

Interviews will take place as soon as possible after this date

A completed application form should be returned via email to vacancies@beacon-academy.org . Please be advised that we do not accept curriculum vitae.

This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

For further details please contact the Human Resources department on 01892 603078 or email vacancies@beacon-academy.org

NB: we advise applying promptly for this post as we reserve the right to close and interview early if sufficient suitable applications have been received.

Yours sincerely

Human Resources

Post of Site Operative

Thank you for your interest in this post at Beacon Academy. We are looking for a professional and self-motivated individual, with excellent communication skills and the ability to be flexible.

Context

We are a split site, rural, mixed 11-18 non-selective converter academy with approximately 1300 students, including over 250 students in our Sixth Form. We are situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. We are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel to Beacon from a variety of destinations within the south east, including Brighton, Eastbourne, Lewes and Tunbridge Wells. We draw students from over 10 primary schools in Crowborough and the surrounding areas, while also attracting an increasing number of students from outside this traditional catchment area, from Kent and from the independent sector. This wide catchment area generates our truly non-selective intake, both in terms of ability and socio-economic background. Our sixth form provision is accommodated entirely at our Green Lane site, an 800m five minute walk from our main Beeches site which accommodates years 7-11. We are immensely proud that we retain a high proportion of our Sixth Form students from Beacon Academy as well as recruiting students from other local and international schools.

Vision, culture, expectations and outcomes

Our vision is to provide the best possible education for all of our students and to be ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

At Beacon Academy there is an expectation that as staff and students, we will work hard, be ambitious, self-motivated, inquisitive, resilient and determined to succeed. Our students work incredibly hard, are polite, respectful, well behaved, well presented and ready to learn. They are expected to be caring, considerate and tolerant in lessons, social time and whilst travelling to and from school. These areas are reinforced and adopted positively by staff and students alike – there is a tangible sense of pride in being part of Beacon. Our students are meticulously supported by our experienced, loyal, highly skilled and highly effective team of staff. This includes a dedicated, non-teaching Student Support Team consisting of a Head of Year (teaching staff) and an Assistant Head of Year (non-teaching staff) for each year group who support them throughout their time at Beacon Academy.

The rigorous focus on all of our students as unique individuals is paramount. There is an unprecedented determination and commitment from everyone who works at Beacon that they will succeed. We work diligently on our unapologetically high expectations, allowing us to foster exceptional relationships in an environment that is consistently calm, safe, happy and orderly. I have no doubt that the combination of this with our broad, balanced curriculum and outstanding teaching contributes significantly to our sustained improvements across the board. Our latest A Level and GCSE results are testament to this and to the teamwork of our phenomenal students and staff.

Despite a record decline in the national GCSE results we find ourselves once again significantly above county and national averages for both GCSE and A Level. Our results place us as a top performing school in East Sussex and nationally. For a more in depth look at our outcomes we have included an information sheet within this pack.

A few highlights from 2016 leavers are:

- For our actual results Beacon Academy is significantly above the national average for attainment and progress 8 overall as +5.3 this takes us into the top 25% of schools nationally.
- Beacon Academy is significantly above the national average for %A*- C English and Mathematics at 75% (national average is 62%) this means Beacon Academy is in the top 20% of schools nationally.
- For our value added our overall attainment and progress 8 Beacon Academy is significantly above the national average of 0 at +0.37. This means that Beacon Academy is in the top 15% of schools nationally for VA.
- Beacon Academy is 14% above the expected value for our % A*- C for English and Mathematics taking us into the top 5% of schools nationally.
- In 2016 when comparing expected rates of progress, Beacon Academy is placed 2nd in East Sussex

- Over 75% of our students gained an A*- C in English and Mathematics at GCSE (Basics)
- We achieved our highest ever 5 or more A*- C including English and Mathematics of 71%
- We also achieved our highest ever A*- A grades at 22%
- EBACC results at 41%

Our Sixth Form continues to go from strength to strength with consistently outstanding results. Our outgoing students from year 13 secured our best results ever.

- 100% pass rate
- Over 55% gaining A*-B grades at A Level
- Over 50% A* - B including A Level and equivalents
- 81% of students gained A*-C grades
- 80% of students who applied to university secured their chosen courses
- 28% of those went to Russell Group universities

At Beacon Academy, the quality of teaching, learning and assessment is expected to be highly effective, enabling all students to make excellent progress. Our performance management systems and associated continuing professional development and learning (CPDL) are tailored to support excellence in teaching, focussing entirely on what good and outstanding teaching looks like in each subject across each key stage. We have a highly acclaimed NQT and ITT programme, recognised as outstanding. Furthermore, we have developed a programme to continue to support teachers in their second and third year with our Recently Qualified Teacher (RQT) programme. We have also developed and deliver an internal Excellent Teacher Programme (ETP) to support colleagues with their CPDL.

We invest in our staff and this has been recognised through the award in November 2015 of the prestigious Investors in People Silver status. This reflects our leadership, management, communication and training across the school.

Beacon Academy is on an exciting journey towards becoming an exceptional school. We are judged to be a good school with outstanding leadership. Ofsted and our results confirm this. Trustees, staff, parents and students know this. We have a rigorous, relentless and uncompromising focus on ensuring that all students leave Beacon with the best set of qualifications possible, equipping them for our rapidly changing, highly competitive but exciting world.

To apply

Once again, thank you for your interest in the post of Site Operative. If, like us, you are passionate about providing the best possible education for all students in a school with sustained improvement and a culture of high expectations and ambition, please ensure you:

1. Complete the statutory application form
2. Provide a letter of application that is no longer than 2 sides of A4. It is recommended that your letter is structured according to the main headings of the person specification.
3. Provide two references, one of whom must be the Headteacher from your current school or most recent significant employer.

If you wish to have an opportunity to discuss this post informally, please contact Amanda Dennis, Site Manager on 01892 603000, or email a.dennis@beacon-academy.org

Completed application forms should be e-mailed to the HR Department at vacancies@beacon-academy.org

Beacon Academy is committed to safeguarding and promoting the welfare of children and young people and expects staff to share this commitment. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



Anna Robinson
Headteacher

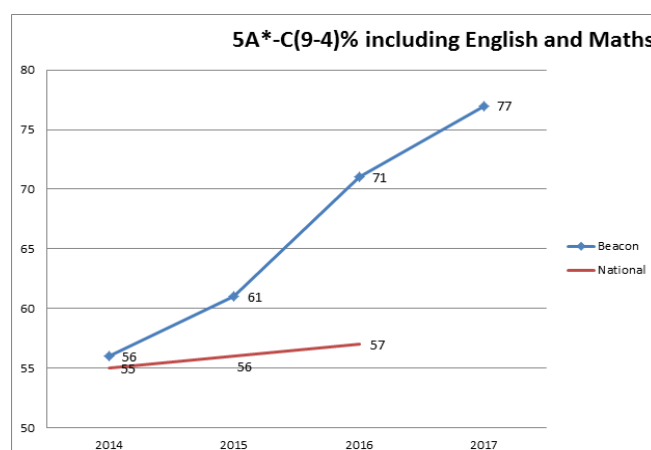
Examination Results

Key Stage 5 - A-Level & Equivalents	2014	2015	2016	2017
	Beacon %	Beacon %	Beacon %	Beacon %
A* - A	21	24	23	30
A* - B	39	47	50	59
A* - C	76	77	79	83
A* - E	99	99	100	98

Key Stage 5 - A-Levels only	2015		2016		2017	
	Beacon %	National %	Beacon %	National %	Beacon %	National %
A* - A	21	26	24	26	27	26
A* - B	47	53	55	53	54	53
A* - C	75	77	81	74	80	77
A* - E	99	98	100	98	97	97

Key Stage 4 - GCSE & Equivalents	2015		2016		2017		
	Beacon %	National %	Beacon %	National %	Beacon %	National %	E/Sussex %
A* - A	16	-	22	-	30.4	-	
Basics (English & Maths @ 4+)	69	58	75	62	77	-	61
Basics (English & Maths @ 5+)	-	-	-	-	60	-	38
5 A* - C including English & Maths @ 4+	61	56	71	-	77	-	
5 A* - C including English & Maths @ 5+	-	-	-	-	60	-	
English A* - C (9-4, standard pass)	80	65	80	68	85	62	73
Maths A* - C (9-4, standard pass)	74	63	82	74	82	59	66
English A* - C (9-5, strong pass)	-	-	-	-	70	48	58
Maths A* - C (9-5, strong pass)	-	-	-	-	66	44	43
Ebaac	30	24	40	24	37	-	19
Overall Attendance	94.4	94.8	95	-	93	-	-

Attainment 8	4.91	4.81	5.31	4.9	5.4		
Progress 8	0.19	0	0.38	0	0.6	0	0



*Provisional
figures correct at
time of publishing
- Figures
unavailable

Staff Testimonials

I initially joined Beacon Academy as a PE and Spanish teacher in September 2004. I was given the opportunity to develop my skills and understanding on how to become an outstanding teacher from my first year. Before commencing my teaching career I worked as a Personal Trainer in London and have not looked back since.

Over the years Beacon have given me many opportunities to develop my professional development having led on many areas such as Head of Year; Head of Key Stage; Head of Department (in two different subjects), Associate Assistant Head of Academy focusing on Progress and Achievement and in my current role as Senior Assistant Headteacher.

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Keith Slattery: Senior Assistant Headteacher



I started working at Beacon Academy in May 2014. My previous role working with vulnerable young people in Kent gave me the skills and experience I needed to apply for the post.

The interview tasks were tough and competition was high, but thankfully by the end of the day, I was informed that I had been successful and would start my new role in a month's time. From the day that I started, I was made very welcome by staff at Beacon and have joined a fantastic team who support each other and work hard to improve the outcomes for the students in our care.

The most rewarding part of my role is building successful relationships with students and their parents in order to support them with any difficulties they may be experiencing at home or in school. I feel settled and confident within the school. I am still learning and being faced with new challenges every day, but challenges that I enjoy and working within a school that recognize the importance of the Student Support role alongside teaching and learning to support the whole child's wellbeing.

Krysten Hicklin: Student Support Services Manager

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I've received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Imogen Mepham: Teacher of Mathematics



Having joined Beacon Academy as an NQT in September 2014, I have been fortunate enough to work alongside a supportive and passionate staff body, led by an exceptional senior team. The School's vision is clear: every student deserves to reach or extend their potential, and every staff member should enjoy and take pride in their role. There is an emphasis on Teaching and Learning, with a wide array of CPD events, and, opportunities to observe and share outstanding practice. The school has high standards on behaviour, which ensures that students can achieve and excel. Ultimately, it is an environment where teachers can teach, and students can learn.

Toby Horrocks: Head of History



At Beacon Academy, whether a student, a member of staff, a parent, carer or a trustee, we will all:

**Inspire one another
Believe in one another
Achieve our ambitions
Succeed in life**

JOB DESCRIPTION

JOB TITLE:	Site Operative (Maintenance/Site Services/Security)
PAY SCALE:	Single Status Grade 6
RESPONSIBLE TO:	Site Manager
RESPONSIBLE FOR:	Specific Maintenance/General Security/Site Service throughout the site
MAIN PURPOSE:	To carry out an efficient service in all aspects of the job description

Duties

Routine opening / closing of Academy buildings and grounds throughout the year (inclusive of weekends by agreement and with additional payments).

Operate heating and hot water plant in accordance with training / instruction and codes of practice, maintaining areas of plant in a neat and tidy state.

To carry out security rounds and procedures with other necessary associated duties, being perimeter fencing, alarms, maintaining fixtures in good state of repair.

Contact, as directed, appropriate services in the event of emergencies such as; fire, water burst, break-in, vandalism or accident. Take appropriate action as necessary to protect the Academy buildings and property.

Assist with enquiries regarding repair / maintenance works escorting workmen / contractors to site of works as directed by the Site Manager, inspecting / signing off works in his absence, if authorised to do so.

Inform the Site Manager where repairs/maintenance are necessary, particularly in the areas of Health and Safety, where self or others may be at risk, then carry out tasks to rectify with-in area of own capabilities and Health and Safety guidelines.

Carry out repair works to internal and external areas of the Academy as scheduled or prioritised by the Site Manager where such works are considered to be with-in one's own capabilities with due regard to Health and Safety regulations.

Carry out replacement / cleaning of indoor and outdoor lighting fittings and diffusers with attention to Health and Safety.

Maintain up-to-date records of Repairs and Maintenance (In-house), carried out to the site.

Attend emergency cleaning upon request i.e. broken glass, sickness, vandal damage etc, Replacing / repairing where damage has occurred removing debris etc.

Carry out cleaning duties to Halls, Gym's and agreed areas according to routines.

During Academy closure periods undertake floor treatment works i.e. preparation, application of polishes and seals and carpet cleaning as directed.

Move / Transport furniture and equipment as required with-in guidelines of Health and Safety at Works Act, to facilitate works as specified.

Set out required furniture for examinations, assemblies and functions as and when detailed.

Accept delivery of, Parcels and other materials / goods (signing for delivery) and ensure delivery to appropriate storage/department, obtaining signatures.

Remove caretaking / cleaning equipment known to be faulty to workshop area and repair those that are with-in your capabilities and Health and Safety guidelines.

Ensure adequate supplies of caretaking and cleaning consumables are maintained and report to Site Manager when re-ordering is required.

Ensure deep cleaning is carried out to areas where major works have been completed.

Ensure that the standards of cleaning are maintained dealing with defects & report to the Site Manager such defects.

Maintain records of lettings overruns, call-outs and un-authorised use of Academy site.

Carry out tasks / duties as may be required from time to time in accordance with the needs of the Academy, reasonable requirements and Health and Safety guidelines.

Person Specification

Essential Criteria	Desirable Criteria
<p>Knowledge</p> <ul style="list-style-type: none"> • Basic computer skills including Microsoft office outlook. 	<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the main Health & Safety Regulations, including COSHH and risk assessment and how they apply in a working environment. • A sound knowledge of the building cleaning standards.
<p>Experience</p> <ul style="list-style-type: none"> • Experience of carrying out specialist building maintenance work within the reasonable capacity of a normal handyperson 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of keeping detailed work records
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date. • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate good inter-personal skills to communicate with a range of people • Ability to demonstrate commitment to Equal Opportunities • Ability to undertake a range of maintenance and cleaning duties. • Ability to work effectively and supportively as a member of the school team 	<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to inspect and record the work of contractors
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by the county and school, to further knowledge • Willingness to maintain confidentiality on all school matters 	

APPLICATIONS

Completed applications should be sent to:

Human Resources
Beacon Academy
North Beeches Road
Crowborough
East Sussex TN6 2AS

Telephone: 01892 603078

Email: vacancies@beacon-academy.org

Beacon Academy is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Academy is also committed to providing a supportive and flexible working environment to all its members of staff. The Academy recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2016.

Further information and applications forms can be found on our website.