



Thank you for your interest in working with Olive Academies. This job information pack should contain everything you need to know about working with us and the post of **Facilities Manager at Olive AP Academy - Cambridge.**

Our academies always welcome visits from potential applicants. **Please note that anyone visiting the academy will be asked to complete a lateral flow test on the morning of the visit. A mask will also need to be worn when moving through communal areas of the academy where social distancing cannot be maintained.**

Please get in touch with Tony Machin, Head of School (E: tony.machin@oliveacademies.org.uk T: 01223 375514) if you would like to arrange a visit or need any further information.

Please get in touch with Tony Machin, Head of

Please email your completed application form, including your personal statement to Jenny Wood, Office Manager. E: jenny.wood@oliveacademies.org.uk. This is available on our website - <https://oliveacademies.org.uk/working-with-us/>.

You can find further information about our alternative provision academies at <http://www.oliveacademies.org.uk/>

Closing date for receipt of applications: 1st October 2021

Shortlisted applicants will be contacted on: 1st October 2021

Interviews to be held at Olive AP Academy – Cambridge w/c 4th October 2021

Included in this job pack is:

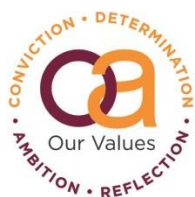
- a welcome to all applicants from our CEO
- a job description
- a person specification
- a safer recruitment statement
- a candidate privacy statement.

Dear Candidate,

Thank you for your interest in applying for a job at one of our academies. Olive Academies is a not-for-profit multi-academy trust, approved by the Department for Education. Established in 2013, it is one of the first academy sponsors specialising in alternative provision (AP) in England. As of 1 May 2021, we have five academies in the East England and North East London region – in Cambridge, Havering, Thurrock, Suffolk, Wisbech and an outreach service.

Our AP academies attract staff who care about removing barriers to learning. From teachers, trustees and senior leaders to administrators and support staff, everyone has a role to play in the success of individual academies and the OA network as a whole. Our staff have the opportunity to make a real difference to the lives of vulnerable children and young people.

At Olive Academies we want to ensure that young people can reach their potential in a supportive, inclusive and nurturing environment. This is reflected in our values:



- Conviction – everyone has the capacity to reach their potential
- Determination – not giving up on those who have not experienced success in their lives
- Ambition – all challenges can be overcome and education is an important lifeline journey
- Reflection – learning from experiences and developing a capacity to improve further

Olive Academies provides all staff with access to a wide range of CPD and training opportunities. We value our staff as professionals and collaborative work is the key to our success - we want our staff to support each other, to share best practice, to work alongside local schools and agencies, to engage the local community and support families.

Olive Academies is committed to safeguarding and promoting the welfare of children and we expect all our staff to share this commitment.

If you are someone who thrives on challenges and believes in the potential of all young people, then we look forward to receiving your application.



Mark Vickers, CEO



Olive Academies

Job title:	Facilities Assistant
Salary:	NJC Scale 5 spinal point 12 - 17 Salary £22,183 - £24,491
Hours:	Full time 37 hours per week
Contract:	Permanent – 52 weeks per year – holiday entitlement 23 days + 2 statutory days + 8 bank holidays
Start date:	ASAP
Location:	Cambridge
Reports to:	Office Manager



Our alternative provision academy in Cambridge, supports young people from across the city and surrounding villages. There are up to 35 students aged between 11 and 16 on roll at the academy – students are placed in the academy for a period of intervention work following a permanent exclusion from a mainstream school. The academy joined Olive Academies multi-academy trust in May 2021.

Olive AP Academy – Cambridge
Ascham Road
Cambridge

CB4 2BD T: 01223 375514 W: info.cambridge@oliveacademies.org.uk

Job description: Associate Tutor

Role: You will be responsible for the security, ongoing maintenance, safety and cleanliness of OA's educational buildings and ground in Cambridge. In addition, you will be expected to contribute to planning management and development of the premises with the Head of School and Olive Central executive team.

Responsible to: Office Manager

Core Purpose

- Keep staff and students safe, ensuring safeguarding of students is given key priority.
- Ensure the security of the buildings by checking the perimeter is secure and access gates are kept locked on daily basis.
- Ensure that fire regulations are observed and regular checks are carried out and logged including the weekly alarm test, fire extinguisher test and emergency lighting test.
- Respond appropriately to emergency situations, or urgent issues as they arise, including maintaining oversight of health and safety issues and being a first aider; follow up as necessary including recording incidents and sharing learning.
- Maintain the buildings by:
 - performing repairs, minor building/decoration work and managing contracting maintenance services as needed
 - completing work from the fault logbook kept on site
 - performing daily litter picking duties and maintaining external bins
 - washing external windows
 - moving furniture
 - stepladder checks
 - basic plumbing duties
- Ensure that daily maintenance and housekeeping routines are consistent to allow staff to work efficiently and students to learn.
- Keep the surrounding grounds properly cared for and landscaped.
- Conduct safeguarding checks and confirm risk assessments with contractors prior to and on arrival and check that agreed works by contractors have been completed satisfactorily and follow up on any deficiencies.
- Co-ordinate and distribute of deliveries.
- Ensure buildings are adequately heated and that boilers are maintained and serviced as required.
- Support the running of the school and welfare of the students where required, for example, driving the minibus.

Personal and professional conduct

- Work to high professional standards embodying the core Olive values of ambition, determination, conviction and reflection.
- Forge positive and mutually respectful relationships with colleagues and students.
- Have regard for the Olive Academies safeguarding policy and work to keep students safe always.

Knowledge and understanding

- Understanding of the way in which schools operate.
- Demonstrate excellent organisational skills and the ability to manage own workload and prioritise tasks with limited direction.
- Knowledge of relevant health and safety requirements.

- Understanding of child protection issues.
- The ability to work accurately with detailed information including use of the following Microsoft packages: Word, Outlook, PowerPoint and Excel.
- The ability to:
 - Adapt personal working style to develop strong working relationships with colleagues.
 - Share information with colleagues.
 - Present self in a manner appropriate to a variety of work situations.
 - Obtain relevant information, analyse and maintain it in appropriate formats.
 - Refer decisions to others when appropriate.
 - Develop own knowledge of the organisation and its services to fulfil objectives.
 - Develop daily work plans to ensure objectives are met.
 - Keep people informed of progress on key tasks.
- Work within the guidelines outlined in statutory legislation around storing and sharing of confidential information.

Personal characteristics

- Good analytical skills in order to develop and optimise the use of resources.
- Ability to work under pressure and deliver to tight deadlines.
- Reliable and able to work on own initiative un-supervised.
- Flexible/Adaptable to meet project milestones.
- Completer/Finisher.
- Personable.
- Self-motivated and able to work confidently in a dynamic and changing environment.
- Ability to communicate with people at all levels and work within a small team.
- Ability to retain confidential information.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the head of school to carry out appropriate duties within the context of the job, skills and grade.

Person specification: Facilities Manager

Measurements: A=Application, I= Interview, R=Reference, T=Task

Training and Qualifications	Measure	Requirement
GCSE Maths and English (grade A*-C) or equivalent	A	Desirable
Full and current UK driving licence	A	Essential
Qualifications/interests relevant to the role	A	Essential
First Aid training	A	Desirable
Experience		
Experience of building and site maintenance	A, I	Essential
Experience of managing site services in a school or similar setting	A, I	Desirable
The ability to solve problems and make decisions	A, I	Essential
Experience of using Microsoft packages such as Word, Outlook and Excel	A, I	Desirable
Experience of working collaboratively with others	A, I	Essential
Knowledge		
Knowledge of Health and Safety	A, I	Desirable
Knowledge of relevant health and safety requirements	A, I, T	Essential
Skills and abilities		
Good analytical, strategic and organisational skills	A, T, I	Essential
Ability to build and form good relationships	A, I, R	Essential
Initiative and ability to prioritise one's own work and that of others to meet deadlines	A, I, R	Essential
Excellent communication skills – working with colleagues and external agencies/contractors	A, I, R	Essential
Full UK driving licence	A	Essential
Personal Aptitudes		
Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent and thorough	A, I, R	Essential
Commitment to your personal and professional development	A, I	Essential
A commitment to the vision, values, aims and objectives of the Olive Academies MAT	A, I	Essential

At Olive Academies we can offer you:

- A great place to work. A supportive, highly skilled team in a working environment where your wellbeing is a priority.
- Access to a range of employee benefits to support health and wellbeing including Cycle Scheme, PerkBox, MyGym, Employee Assistance Programme and more.
- High quality CPD, strong links to mainstream schools and opportunities for career progression.
- The freedom to be innovative without the constraints of a mainstream curriculum.
- A chance to join a pioneering network of academies which is values driven and has children at the centre of everything we do.

At Olive Academies we believe that every child and young person has the ability and the right to learn and achieve. Alternative provision has far too often been regarded as the poor relation within the educational context and we are determined to redress this through our pioneering work.

Mark Vickers - Chief Executive, Olive Academies

A supportive
and innovative
place to work





Olive Academies' safer recruitment and selection statement

Olive Academies is committed to safeguarding and promoting the welfare of children and young people in our academies:

- safeguarding and promoting the welfare and safety, and the spiritual, moral, social and cultural development of children and young people;
- promoting equality of opportunity and community cohesion where the diversity of different backgrounds and circumstances is appreciated and positively valued; and
- promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance for those with different faiths and beliefs.

Please read our Child Protection and Safeguarding Policy here: <https://www.oliveacademies.org.uk/governance-2/>

We will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the role.

Shortlisting

Only those candidates meeting the essential criteria set out in the person specification will be taken forward from application.

Pre-employment vetting

As part of our safer recruitment and selection process, we operate a strict pre-employment checking procedure. Successful applicants will be required to undergo the checks outlined below.

Disclosure

OA requires all employees to undertake an enhanced DBS check before they start. A previously issued Disclosure and Barring Service Certificate will only be accepted in certain restricted circumstances or where you subscribe to the DBS update service and the appropriate online status checks have been satisfactory. Please ask to see a copy of our DBS procedures for further information.

You are required, before appointment to disclose any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974, and any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act (1974 (exceptions) Order 1975 (amendment) (England and Wales) Order 2020.

The amendments to the Rehabilitation of Offenders Act 1964 (exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities certain convictions and cautions are considered 'protected'. This means they do not need to be disclosed to employers and, if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website or on the websites of charities NACRO and UNLOCK.

Applicants will not be asked to provide a self-declaration of any criminal cautions or convictions unless shortlisted – the request will be made prior to the interview itself.

Non-disclosure of the above may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment. This will depend upon the nature of the offence(s) and when they occurred.

Where an applicant is not normally resident in the United Kingdom or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications

If the post applied for requires a specific qualification, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

Registration with a professional body

If the post applied for requires registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment. OA will verify registration/membership with the relevant professional body.

References

Applicants are required to provide a minimum of two referees, one of whom must be your most recent employer. If your last employment was in a school, you must provide the name of the headteacher rather than a work colleague. Where relevant, one reference must be from a referee where the employment involved working with children and/or young people.

If you have not previously worked with children and/or young people, we may ask for a character reference using an OA reference form from someone who can confirm your suitability to work with children and/or young people. This would normally be someone in authority, e.g., a lecturer, doctor or community leader. Please note that character references are normally only accepted as a supplement to an employer's reference.

In addition, OA will seek references from educational establishments for those applicants with no previous employment history. Under no circumstances will open references or testimonials (i.e., addressed "to whom it may concern") be accepted.

References from previous and current employers will be taken up for shortlisted candidates, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment. Where necessary, employers will be contacted to gather further information.

Eligibility to work in the UK

OA has a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Medical assessment

All offers of appointment will be subject to the satisfactory outcome of medical checks where appropriate.

We keep and maintain a single central record of recruitment and vetting checks, in line with the current DfE requirements.

Probation

All new staff will be subject to a probation period of six months which may, in certain circumstances, be extended. 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 trust with the opportunity to monitor and review the performance of new staff in relation to various aspects of the role and also in terms of their commitment to safeguarding and developing positive relationships with students.

A commitment to encourage diversity

OA is committed to eliminating discrimination and encouraging diversity amongst our employees. Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to the principles of equality and fairness for all in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.



Olive Academies

Olive Academies' candidate privacy statement

Under data protection law, individuals have a right to be informed about how the academy uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals who wish to work for Olive Academies multi-academy trust. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Olive Academies, Training & Development Centre, Inskip Drive, Hornchurch, RM11 3UR is the '**data controller**' for the purposes of data protection law.

Our data protection officer is Kuda Mika (see 'Contact us' below).

What information do we collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief (anonymized)

We collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why do we process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, we will keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent to this at any time.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the academy staff who carry out HR activities, central staff and interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

In order to meet our duties under Keeping Children Safe in Education, we are required to obtain references from your former employers as part of the interview process. We will not share your data with third parties for this purpose without your consent.

The organisation will share data with third parties with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your personal data may be transferred internationally in order to meet our contractual obligations with you (e.g., to conduct reference checks). Such transfers are carried out with appropriate safeguards in place to ensure confidentiality and security of your personal information.

How do we protect data?

We take security of your data seriously. We have internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. For more information, please refer to the OA Data Protection Policy.

Where we engage third parties to process personal data on our behalf, we do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

How long we keep your personal information

If your application for employment is unsuccessful, we will hold your data on file for up to six months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a separate Privacy Statement (supplied with your contract).

Your rights

You have the right to:

- ask for access to your personal information. This is called a 'subject access request.'
- ask for rectification of the information we hold about you
- ask for the erasure of information about you
- ask for our processing of your personal information to be restricted
- data portability
- object to us processing your information.

If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form.

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you want to use your rights, please contact our **data protection officer** Kuda Mika: kuda.mika@oliveacademies.org.uk.

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.