



# PRINCE ALBERT COMMUNITY TRUST

RECRUITMENT PACK





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# LETTER FROM THE CEO AND DEPUTY CEO

Dear Candidate

Thank you for taking the time to download the application pack and expressing your interest in the current vacancies at Prince Albert Community Trust.

This pack has been developed to provide you with a summary of all the information you need to consider when applying for a job within PACT and to decide whether we are 'right' for you.

Within the pack you will find a brief summary about the trust and details of how to apply for this post should you choose to make an application.

We wish you every success with your application and we look forward to meeting you soon.

Phillipa Sherlock-Lewis



# WELCOME FROM OUR CEO

I am a mom of five wonderful children and I passionately want the very best for each and every one of them, they are all unique individuals which means no one model suits them all. What I want for them is the same as any parent would want for their child; the very best. The best school, the best teachers, the best opportunities, the best sports coaches, the best dinner staff and the best pastoral care in order to ensure they are happy, safe and successful, today and in the future.



I have worked as a teacher and leader in numerous schools across Birmingham for the last 22 years. Being the Chief Executive Officer for The Prince Albert Community Trust is an exceptionally privileged position which enables me to strive and achieve for PACT children what I want for my own. One of our mantras is “we work this hard because we believe that our schools have to be good enough for our own children...we hope someone will work this hard for our children.”

Key to achieving our PACT vision of “united we are world class” is one of my core principles; developing people. I believe by inspiring and developing staff we will inspire and develop our students and so we work extensively to personalise the learning for all. I feel blessed to work with the children, staff, and trustees of the PACT. My role allows me to work with and for all of our schools. Having a strategic overview of their strengths and areas for development, we work tirelessly to support each other across the PACT working in true collaboration.

We actively seek and positively welcome challenge, feedback and suggestions. Please feel free to see any of our staff, myself, or our feedback section on our websites and help us on our journey. The door is always open.

A handwritten signature in black ink that reads "Phillipa Sherlock-Lewis". The signature is written in a cursive style.

Phillipa Sherlock-Lewis

# OUR PHILOSOPHY

We want our school leavers to have a strong sense of purpose and for them to understand that they can benefit from society but more importantly can be a benefit to society. We want our pupils to be hard working, ambitious and resilient. They will understand their rights and responsibilities as British citizens and their roles in improving their neighbourhoods and communities. They will have every opportunity to develop their emotional intelligence and decision making skills. They will develop an understanding of local, national and international issues and will have an awareness and understanding of their position as global citizens.

We have a fundamental and strongly held belief that our pupils have the potential to achieve the highest academic standards and to compete with high achieving pupils locally, nationally and internationally. We want to prepare our children for the very best job opportunities the world has to offer, to make this possible we are developing working partnerships with leading universities and business regionally, nationally and globally. The success of our schools is built on the relationship we enjoy with our families based on mutual trust and an understanding that we only want the very best for our pupils.



# OUR PURPOSE, AMBITION AND VALUES

## OUR PURPOSE

*Enable every pupil to succeed at school  
and in life*

## OUR AMBITION



*Exceptional pupil welfare*



*Exceptional education*



*Exceptional people*



*Exceptional infrastructure*



*Sustainability*



## OUR VALUES

*In all that we do we demonstrate:*

**Passion** – inspiring a love of learning and being determined to make a difference

**Aspiration** – wanting the very best for our pupils, our families, our communities and our staff

**Collaboration** – working positively with each other, with parents and carers, other stakeholders and partners to achieve our goals

**Trust** – acting with integrity, being reliable and caring to create a safe and respectful environment for all to learn and work in

# SAFEGUARDING POLICY

## CHILD SAFEGUARDING POLICY

The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each students' welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at PACT, their behaviour may be challenging, we will always take a considered and sensitive approach in order that we can support all our students.

**The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

## KEEPING CHILDREN SAFE IN EDUCATION 2022

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

**Please visit each school's website by clicking on the images below for their full policy.**



# ASSISTANT BUILDING SERVICES APPRENTICE

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**36.5 HRS, ALL YEAR ROUND**  
**13 MONTH APPRENTICESHIP CONTRACT**  
**SALARY £10,049 PER ANNUM (£5.28 PER HOUR)**

The Prince Albert Community Trust wish to appoint an Assistant Building Services Apprentice. This is an excellent opportunity for someone looking to start their career in Site Services, Maintenance and Management. We are looking for a passionate individual committed to developing their skills in the delivery of exceptional customer service within a site supervisory role. The successful post holder will work within a well-established Central Support Team for 4 days per week in one of our schools. As part of the apprenticeship you will also gain a Level 2 Property Maintenance qualification. This will be delivered by qualified tutors through weekly education sessions.

**Throughout the apprenticeship we will provide you with opportunities to:**

- Work with qualified and experienced site managers and supervisors
- Gain experience in supporting and implementing facilities management
- Develop practical property maintenance skills across a wide variety of disciplines
- Develop personal skills that are essential to be successful in the work place
- Gain recognised qualifications
- Meet like minded people who have the same career interests
- Meet and network with highly experienced colleagues and external contractors

**Benefits of an apprenticeship with PACT:**

- Access to a health care cash plan and Westfield Rewards
- You will receive first aid and safeguarding training
- You will complete a level 2 Property Maintenance qualification
- One of our key aims as an organisation is employment of young people so we are committed to supporting your future journey onto a level 3 apprenticeship, university or employment within the industry.
- You will become part of a PACT apprentice team - building friendships and improving knowledge over the year
- Fantastic resources

**IMPORTANT Information relating to the role of a Assistant Building Services Apprentice:**

- As Assistant Building Services Apprentice you will be based within one of our Primary or Secondary School within the Prince Albert Community Trust.
- Within this environment you will receive training, support and mentoring through an agreed tutor in partnership with Walsall College.
- As an Apprentice you are not a qualified member of staff and should not be on your own whilst carrying out some aspects of this role.
- You will be internally trained to allow for your competence to be assessed by your school/ line manager whether you can be given increased responsibility. At this point if you are over 18 years old, you will be able to be given more responsibility in the opening and closing of sites.
- You will be placed in a school for 4 days with one day a week set aside for training and workforce capacity
- You will complete the community activator apprenticeship which will be delivered over 13 months

We are an innovative Multi Academy Trust (MAT) with fantastic pupils and Trustees, supportive Governors and a great community. We are relentless in the pursuit of excellence for all our stakeholders and are passionate about children's learning, creative in our approach and constantly reflective in our philosophy. Our family of six schools consists of Prince Albert Primary School, Heathfield Primary School, Highfield J&I School, Birchfield Primary School, Sutton Park Primary School and PA High School.

We are proud to offer a supportive and experienced leadership team to work alongside a hard-working and enthusiastic group of staff. If you believe you possess the qualities to take on this exciting challenge then we would be delighted to hear from you.

Further information about the schools, our outcomes and philosophy can be found via our Trust website: [www.the-pact.co.uk](http://www.the-pact.co.uk);

The PACT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. **To apply for this role, please complete the online application form available [here](#).**

"This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role"

**Closing date:** Sunday 5th November 2023

**Shortlisting:** W/C 6th November 2023

**Interviews:** W/C 13th November 2023

**Post:** Assistant Building Services Apprentice

**Salary:** Apprentice

**Responsible to:** Director of Estates, Business Leader for Estates, Site manager

## **JOB DESCRIPTION: ASSISTANT BUILDING SERVICES APPRENTICE**

### **Job Description:**

Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check (if over 18).

### **Core purpose:**

- To assist the Building Services Supervisor (BSS) to provide a clean, safe, and secure environment for users of the school buildings and grounds for any of our PACT schools.
- To complete the Level 2 Property Maintenance apprenticeship standard

### **Duties and Responsibilities**

- Security of the school's buildings and grounds General maintenance of the school buildings and grounds under the direction of the BSS
- Operation of the school's heating plant
- General portage duties including movement of furniture and equipment within the school
- Handyman duties which may include minor repairs to furniture and fixtures and non-specialist tasks
- Daily and periodic cleaning/litter picking or grounds maintenance of designated areas of the school buildings and grounds according to schedule of work. Ground's maintenance will include, grass/hedge cutting, weeding, and planting etc.
- The post holder will have responsibility for specific caretaking tasks but can expect to assist the BSS in some caretaker duties anywhere in the school if required by operational needs. Such as checking the condition of any asbestos within the school, RCDs, emergency lighting and fire safety equipment and fire safety
- To demonstrate knowledge of accident, incident, and emergency procedures.
- To report accidents and incidents in line with school policy.
- Some of the work may need to be done out of doors such as gardening, litter picking, repairs, and security checks in wet weather
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people.
- To ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
- Ensure toilets are adequately stocked with toilet requisites and appropriate cleaning materials locked away.
- Make main pathways safe after snow/frost by cleaning/salting as appropriate
- To ensure all tasks are carried out with due regard to Health and Safety.
- Be aware of and promote health and safety throughout the school.
- Ensure all outside steps, playgrounds and approaches are kept in a clean condition and all wastepaper receptacles are emptied daily.
- To adhere to the ethos of the school.
- Some work may require working at height on ladders or platforms.
- If the school premises are used during evenings and weekend for school activities and by outside hirers, the postholder will be expected by mutual agreement with the Buildings Services Supervisor to attend during lettings.

### **Additional Duties and Responsibilities (Ages 18+)**

- Deputise for BSS as an when required to cover holidays or sickness at any of the PACT schools
- To be responsible for ensuring that the building is open at the commencement of the morning shift and/or that it has been secured at the end of the evening shift. As a PACT member of staff, you may be required to open/close another school. You may also be required to attend an emergency call out during the evening or early hours of the morning.

## JOB DESCRIPTION: ASSISTANT BUILDING SERVICES APPRENTICE

### Special Conditions of Employment

#### Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

#### Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

#### Equality and Diversity

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

#### Training and Development

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

#### Mobility

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

## PERSON SPECIFICATION: ASSISTANT BUILDING SERVICES APPRENTICE

CRITERIA	ESSENTIAL	DESIRABLE
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Experience in caretaking and cleaning work</li> <li>• Basic Knowledge of maintenance and cleaning techniques</li> <li>• Experience of use of power tools needed to maintain the site</li> <li>• Organisation of work</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of caretaking and cleaning work as either full- time BSS/ Shift Supervisor or part-time BSS</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	<ul style="list-style-type: none"> <li>• Self-reliant. Able to motivate self and staff</li> <li>• Able to communicate (written and verbally) effectively with other members of staff at all levels.</li> <li>• Self-motivated to complete tasks to required standard.</li> <li>• Understand and carry out oral and written instructions</li> <li>• Ability to carry out simple garden/ground's duties (grass cutting, weeding, and trimming hedges etc)</li> <li>• Have basic IT skills such as Excel and emails</li> <li>• Able to deal with emergency situations.</li> <li>• Flexible approach/ attitude.</li> </ul>	<ul style="list-style-type: none"> <li>• Any trade, complete with qualification/certificate</li> </ul>
<b>TRAINING</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in further training and developmental opportunities offered by the Trust to further knowledge and skills.</li> </ul>	
<b>EDUCATION &amp; QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>• Any qualifications for this kind of role</li> <li>• 5 GCSES - Grades 4 - 9 (Including Maths and English)</li> </ul>
<b>OTHER</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities</li> <li>• Available for duty as necessary during opening/closing hours of any PACT school.</li> <li>• Flexible to shift patterns when required.</li> <li>• Be pleasant and approachable to all staff, visitors, and contractors.</li> </ul>	<ul style="list-style-type: none"> <li>• Full, clean drivers' licence</li> </ul>
<b>CONTRAINICATION</b>	<ul style="list-style-type: none"> <li>• Criminal conviction including offences against children</li> </ul>	

# EXPLANATORY NOTES

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

## SAFEGUARDING CHILDREN AND YOUNG PEOPLE

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

- Candidates should be aware that all posts in Prince Albert Community Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

## INTERVIEW PROCESS

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

## CONDITIONAL OFFER: PRE- EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

## HOW CAN I APPLY?

To apply for this role, please complete the online application form available [here](#).

### Adverts Open

Monday 9th October 2023



### Shortlisting

W/C 6th November 2023



### Deadline for Applications

Sunday 5th November 2023



### Interviews

W/C 13th November 2023



All candidates are required to complete an application via MyNewTerm. All applications will receive an email confirmation of receipt of application via MyNewTerm. The candidates selected for interview will be informed after shortlisting via MyNewTerm and full details of the interview programme will be provided. Candidates not successfully shortlisted will be updated via MyNewTerm. Please note that PACT does not provide feedback to applicants who have not been shortlisted for a post.

Prince Albert Community Trust pays full regard to 'Keeping Children Safe in Education' guidance 2022. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

The information supplied in your application, as well as any supporting documents provided at the interview stage, will be used as part of the PACT recruitment and selection process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.

We reserve the right to withdraw from this recruitment process at any given point.

# CONTACT US

Prince Albert Community Trust  
Prince Albert High School  
Holford Drive  
Perry Barr  
B42 2TU

T: 0121 725 5252

E: [hr@the-pact.co.uk](mailto:hr@the-pact.co.uk)

W: [www.the-pact.co.uk](http://www.the-pact.co.uk)

