

Academy  
Transformation  
Trust

Campus Manager

# Application Pack

Caldmore Primary Academy

Carless Street

Walsall

West Midlands

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# 01. About Academy Transformation Trust

## Our Mission



## Four Critical Questions

*These four critical questions make it clear who we are and what we do. We ask ourselves these questions to guide our work and our improvement.*



## Why We Exist?

To **transform life chances** by achieving the highest possible standards and preparing all our students to lead successful lives.



## How do we Behave?

- **Hard work**  
*We are determined to see things through to the end and are resilient when faced with challenges.*
- **Integrity**  
*We do the right thing because it is the right thing to do.*
- **Teamwork**  
*We work together to help everyone succeed.*

## What do we do?

- We educate, safeguard and champion all our learners.
- We set high standards for ourselves and our learners.
- We build the powerful knowledge and cultural capital which stimulate social mobility and lifelong learning.



## How will we Succeed?

- Aligned autonomy
- Keeping it simple
- Talent development



# Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 22 academies (primary, secondary, special and FE) operating across the Midlands and East of England. We are responsible for the education of over 13,000 learners, for the careers of over 2000 colleagues and for the most effective spending of nearly £100 million of taxpayer income each year.

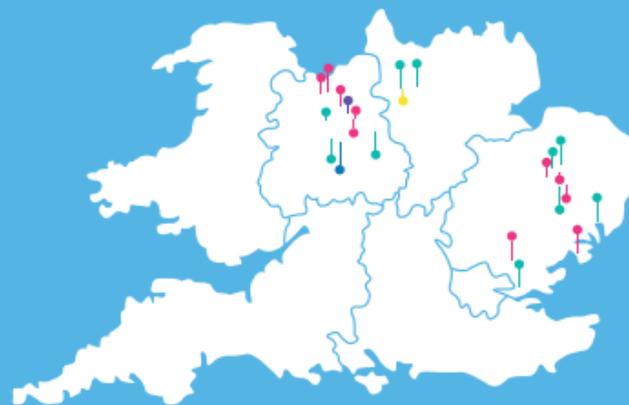
## Our Priorities

Achieve greater alignment of culture and routines.

Map processes to achieve greater efficiency.

Improve attendance.

Align curriculum and improve student outcomes.



- Academy Transformation Trust
- Secondary Academies
- Primary Academies
- Special Academies
- FE Colleges



**ATT | 22 Academies**

Local Authority Areas | 10

**Staff | 2014**

Primary | 391  
Secondary | 1244  
FE | 111  
Other | 268

**Learners | 13,334**

Primary | 2711  
Secondary | 9280  
Special | 45  
FE | 1298

**Governance**

People Engaged | 120+  
Trustees | 8  
Members | 5

**Finance**

£99 million in funding and other income

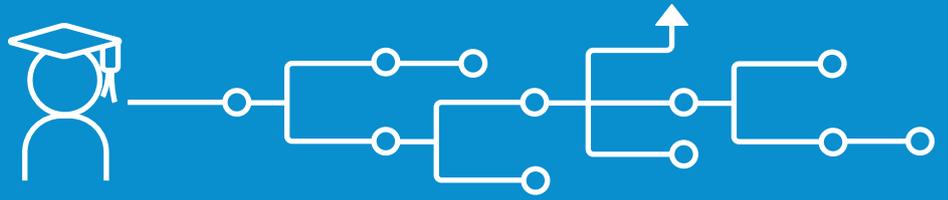
ATT Institute | Offering the very best PD opportunities for all our people & partners



## Our Performance: Ofsted

We've achieved a long run of consecutive positive outcomes from Ofsted inspections. Nineteen of our academies are rated **Good**; one is rated **Outstanding**; the academy most recently inspected, after single-word judgements ceased, is **Good** in 3/4 key areas; the final academy has not yet been inspected.

# 02. Career Testimonials



## Donovan Stansbury | Teaching Assistant

ATT has helped my career from the very beginning of my adult life. I started my career at Mildenhall College Academy on a Teaching Assistant Apprenticeship, provided by ATT FE. Now with my knowledge and understanding of my role I can succeed further with the support of ATT. I have completed my apprenticeship and now have a full-time role as Teaching Assistant at the academy. My next step is to start an OU degree, again something I will do with the full support of ATT.

## Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

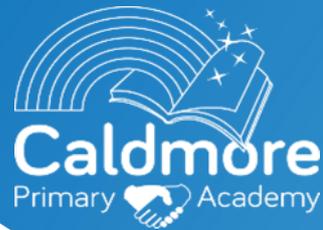
## Nicola Powling | Vice Principal

Since joining Mildenhall College Academy three years ago, I have been well-supported in my development as a middle leader and with the guidance and advice of senior leaders in the academy I have been able to demonstrate significant impact on the quality of teaching and learning in the Humanities subjects. Last academic year I chaired the Eastern TNG for History, which has given me the opportunity to work with colleagues across the Trust and share best practice. Most recently, I have been seconded to the senior leadership team with a responsibility for teaching and learning; this is an opportunity to continue my career development and to gain insight and experience in senior leadership.

## Cat Rushton | Director of ATT Institute

ATT has offered me the exciting opportunity to experience a wider scope of influence over academies, to collaborate with other leaders, and to work with a range of colleagues and stakeholders in various contexts.

# 03. Academy Information



Caldmore Primary is a learning community in which everybody wants to continuously improve, is expected to continuously improve and has a duty to help others to do so. There is a relentless pursuit by all staff to create a happy, respectful and purposeful learning environment. Our motto, 'Aspire, Believe, Achieve', is central to the inclusivity of the academy; there are strong, nurturing relationships between staff and pupils and an unswerving commitment to help all of our children fulfil their potential.

The image of the rainbow in our school badge depicts the way in which we are all unique, but in the most important ways, we are very much the same. Caldmore Primary Academy serves a richly diverse community, with around 30 different languages being spoken by children who join us from all around the world.

All pupils, regardless of their starting points or backgrounds, are supported and challenged to be the very best that they can be.

The combination of high expectations, an engaging and tailored curriculum and a dedicated, highly skilled team combine to create an ambitious academy that continuously strives for excellence. It is an absolute privilege to work with such wonderful pupils and staff every day. expected to continuously improve and has a duty to help others to do so. There is a relentless pursuit by all staff to create a happy, respectful and purposeful learning environment.

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Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

## Professional Development at ATT:

# 04. The ATT

## What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey.

## PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

## Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

[academytransformationtrust.co.uk/institute](https://academytransformationtrust.co.uk/institute)

# 05. Job Description

## Campus Manager

### Key Responsibilities:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

- **Ensure seamless Facilities Management service:** Meet every day needs and requirements without disruption.
- **Deliver high-level service:** Proactively manage Facilities Management functions on site, anticipating and adapting to the changing needs of the Academy.
- **Operational management:** Oversee day-to-day operations of FM services, ensuring a high-quality service through a collaborative 'one team approach' where services complement and support each other.
- **Health and Safety:** Act as the Academy's health and safety officer and fire officer, ensuring compliance with all health and safety legislation, policies, and procedures.
- **Exceed service expectations:** Ensure the service not only meets but exceeds the specified needs of the Academy.

### Wider Contribution as a Member of the Academy:

- **Lead by example:** Consistently embody the high expectations set out by ATT and academy policies.
- **Safeguarding and welfare:** Contribute to the effective safeguarding of students, promote student welfare, and collaborate with the SLT to ensure the safety of students and staff.
- **Build relationships:** Foster positive and strong relationships with students, value their opinions, and encourage the development of ATT traits.
- **Promote inclusion and diversity:** Ensure inclusion, equality of opportunity, and diversity in all aspects of your work.
- **Support development:** Aid in the spiritual, moral, social, and cultural development of students
- **Operational support:** Assist in the day-to-day operational running of the academy.
- **Professional development:** Actively participate in your own professional development and contribute to the improvement of the academy.
- **Recognise staff contributions:** Value and acknowledge the work of all staff within the academy.

### Main Activities and Responsibilities:

- **Direction and Coordination:** Oversee and coordinate all Facilities Management services delivered to site users.
- **Operation and Development:** Ensure the operation and development of a consistent and seamless FM service, working closely with colleagues and maintaining a high level of customer focus.
- **Continuous Improvement:** Support and assist in promoting continuous improvement in Facilities Management Services, including contributions to service and corporate-wide initiatives/projects.

- **Security and Safety:** Take overall responsibility for the security and safety of office accommodation, including security training for staff (e.g., alarm systems) and supervision of contractors.
- **Risk Assessments:** Ensure all statutory and non-statutory risk assessments are in place across the academy, including those in curriculum areas.
- **Health and Safety Reviews:** Participate in regular health and safety risk assessment visits and reviews.
- **Training Arrangements:** Organise appropriate health and safety training sessions.
- **Compliance Training:** Undertake necessary training to ensure the academy meets statutory and Trust requirements.
- **Liaison:** Maintain communication with the regional estates team.
- **Staffing Levels:** Monitor staffing levels to ensure efficient and effective service delivery. Proactively plan and direct staff, including arranging cover for planned and unplanned absences and sickness.
- **Fire Safety:** Collaborate with the Principal to ensure and record fire safety and evacuation drills are conducted as required to meet statutory requirements.
- **Budget Management:** Manage the site budget, monitoring financial performance regularly and taking corrective action to achieve financial targets.
- **Service Standards:** Ensure maintained standards of service delivery across the site.
- **Health and Safety Procedures:** Implement and monitor health and safety procedures for stakeholders within all areas of the organisation.
- **Financial Management:** Manage site finances within the pre-determined budget, monitoring financial performance regularly and taking action to rectify any issues to achieve financial targets.
- **Operational Services Management:** Manage operational services within ATT guidelines and all financial and HR procedures, including verification and certification of staff claims, compliance with tendering procedures, verification and certification of supplies ordering and payment, recruitment and selection, probation, conduct and capability procedures, performance development reviews.
- **Daily Operations:** Oversee day-to-day operations of all services, including catering, cleaning, courier & postal, receptions, FM, and security.
- **Line Management:** Responsible for the direct line management of site staff and to oversee and line manage a site supervisor at another ATT Academy and provide occasional cover at this Academy for annual leave/sickness e.g. locking up.
- **Sustainability Initiatives:** Promote and implement sustainability initiatives within Facilities Management to reduce environmental impact.
- **Energy Management:** Responsible for ensuring the efficient use of gas and electricity, including monitoring usage, adjusting settings for seasonality and site use.
- **Stakeholder Engagement:** Engage with stakeholders to gather feedback and improve FM services.
- **Emergency Preparedness:** Develop and maintain emergency preparedness plans and procedures.

## Safeguarding:

- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the academy.

The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed by the principal.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.

# 06. Person Specification

## Campus Manager

	Essential	Desirable
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>Relevant qualifications in Facilities Management or a related field.</li> <li>Health and Safety certification (e.g., NEBOSH, IOSH).</li> </ul>	<ul style="list-style-type: none"> <li>Advanced qualifications in Facilities Management or a related field.</li> <li>Additional certifications in project management or related areas.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven experience in managing facilities within an educational or similar environment.</li> <li>Experience in health and safety management and compliance.</li> <li>Experience in budget management and financial planning.</li> <li>Experience in managing a team and coordinating multiple services.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a similar role within an educational setting.</li> <li>Experience with continuous improvement initiatives in Facilities Management.</li> </ul>
Competencies	<ul style="list-style-type: none"> <li>Strong leadership and management skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to plan, prioritise, and manage multiple tasks effectively.</li> <li>Proactive and solution-oriented approach.</li> <li>Strong organisational and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with the ATT reporting system or similar tools.</li> <li>Knowledge of statutory and non-statutory risk assessments.</li> </ul>
Values	<ul style="list-style-type: none"> <li>Commitment to promoting inclusion, equality of opportunity, and diversity.</li> <li>Dedication to safeguarding and promoting the welfare of students.</li> <li>Alignment with the academy's values and ethos.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated commitment to professional development and continuous learning.</li> </ul>
Other	<ul style="list-style-type: none"> <li>Flexibility to adapt to changing needs and priorities.</li> <li>Ability to work under pressure and meet deadlines.</li> <li>Strong problem-solving skills.</li> </ul>	<ul style="list-style-type: none"> <li>Ability to build positive relationships with students and staff.</li> <li>Experience in managing operational services such as catering, cleaning, and security.</li> </ul>
Equal Opportunities and Safeguarding		<ul style="list-style-type: none"> <li>Understanding of and commitment to equal opportunities and safeguarding policies.</li> <li>Worked in a regulated environment with children or adults</li> </ul>

# 07. How to Apply

## Campus Manager

Applying:

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)



Status: Permanent

37 hours per week

43 weeks per year, Term time plus 4 weeks

Salary:

NJC Point: 20 - 24

Actual Salary: £29,953 - £32,685

FTE Salary: £31,586 - £34,314

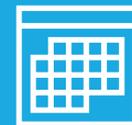


Closing Date:

Monday 4<sup>th</sup> August 9:00am

Start Date:

As soon as possible



Interviews:

Week commencing 11<sup>th</sup> August



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