

Hope Sentamu Learning Trust is a growing multi-academy trust for both primary and secondary schools along with Alternative Provisions.

Since the merger between Hope Learning Trust and the Sentamu Academy Trust, we continue to develop and grow so that everyone in our communities is given the opportunity to thrive. Schools across both the Trusts had previously been working together, so we already have a family of schools who share best practice. Each one of our schools has its own distinctive character, identity and strengths which it brings to the Trust so that we all benefit from each other. We have a very bright future ahead!

Our Vision

Our vision is really very simple. We aspire to provide a place where children and young people can thrive. The aspirations for our existing academies and those joining us are to establish environments where young people thrive. We want our schools to be places where children and young people thrive as active learners; compassionate, kind and creative individuals; caring and engaged citizens; and spiritual beings. We aim to grow together, to serve one another and nurture our children and young people.

In a world of turmoil we offer schools the opportunity to concentrate on teaching and learning, providing you with peace of mind as we look after everything else. Hope Learning Trust, York presents opportunities and expectations that promote success.

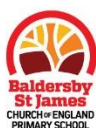
As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels.

By working together we can ensure:

- all children and young people have a school in which to thrive as learners, as individuals, as citizens and as spiritual beings
- all staff and all governors are nurtured
- all children develop spiritually as well as academically
- no school is left behind regardless of its context and challenges, whether these are around size, rurality or levels of deprivation
- that all governance is highly effective in supporting and challenging the local schools
- a better use of resources by collectively sharing central services
- a provision of effective teachers and support staff, sometimes working across schools in new and imaginative ways
- access to training, support and external validation from a team of highly experienced educational consultants who will also support, question and challenge
- a link to a Teaching School to train the next generation of teachers and to support and develop others
- access to national resources such as capital grants through the EFA and other funding only being made available to MATs

Good luck with your application and I look forward to hearing from you

Helen Winn
Chief Executive Officer



At Poppleton Ousebank, we begin caring for a child as soon as the family walks through the door. We believe that each step of a child's education is as important as the one before.

With this in mind, we continue to provide inspiring and memorable learning experiences throughout their learning journey. We recognise that children learn in different ways, that they learn best when their emotions are engaged and that learning should be fun, creative and relevant.

The school aims to provide a world class curriculum that inspires and challenges all learners and prepares them for the future – a curriculum that promotes the fusion of excellence and enjoyment, encouraging children of all abilities to question, be curious and aspire to be amazing.

We believe that the greatest gifts a child can receive are an opened mind, a caring heart and ignited creativity. The school will provide opportunities that promote respect, tolerance, empathy and the celebration of the rich and diverse world in which we live. Our school will be a place where we 'Capture the imagination of young minds'. A place where everyone shines with possibility.

Please do come and visit! Tours of the school are welcomed and recommended. I would love to show you our school, for you to truly get a feel for us here at Poppleton Ousebank.

Job Details

All posts at Poppleton Ousebank Primary School involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Headteacher as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Estelle O'Hara
Headteacher



Job Title		Job Category	
Grade & Salary Range		Hours of Work	
Location		Travel Required	
Position Type		Line Manager	
Date Posted		Posting Expires	
Interviews to be held		Start Date	

Application Process

Please complete the online application form to apply for this role. All candidates are advised to refer to the job description and person specification before making an application. You should use the information supplied with in the Job Description & Person Specification to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. Your application may be viewed in regard to some or all of the skill specific areas over the course of the selection process. Applications via agencies will not be considered.

Job Details

Hope Sentamu Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to an enhanced DBS check, medical clearance, satisfactory references and eligibility to work in the UK checks.

For any queries regarding the role, please contact the school directly or alternatively you can contact the Recruitment Team via recruitment@hslt.academy

Job Description

Job Title	Site / Facilities Manager L2
Grade	H
Responsible To	Headteacher / Principal / Support Services Manager
Staff Manage	Cleaning / Caretaking / Grounds Staff / Site Supervisors
Job Family	Site Team
Job Purpose:	<p>Responsible for the security, safety, cleanliness and upkeep of all school buildings, grounds and facilities under the direction of the Support Services Manager/Head-teacher to ensure a secure, safe and hygienic environment for all building users. This role will organise and direct all premises staff, ensuring high standards of cleanliness and safety within the school.</p> <p>This role may be required to cover more than one property.</p>
Job Context:	<p>The site management team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school to provide a safe environment</p> <p>The post is subject to some disagreeable working conditions as the post is required outside in bad weather, work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided.</p>
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • Responsible for ensuring the security of the building and site, undertaking daily security checks, • Act as a designated key holder, providing response to emergency calls out of hours • Locking and unlocking of buildings at pre-determined times for lettings • To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow. • Receive deliveries to the site and undertake general portering duties whilst on site to include moving furniture & equipment on site • Lead on the maintenance of the building and undertake minor repairs (not requiring a contractor) of a range of equipment and buildings • To operate and check all premises-related mechanical, electrical, heating and water systems and other plant, including the recording of meter readings/returns as required and ensuring adequate fuel supplies. To take appropriate action to ensure and monitor proper safe levels of lighting, heating and ventilation. • Arrange emergency repairs and deal with problems as they arise • Procure quotes for routine maintenance work on school premises • Arrange regular maintenance and safety checks • Plan and supervise the maintenance schedule • To participate in the planning of the school calendar and to liaise as appropriate with hirers with regard to lettings • To regularly drive the minibus • Ensure the minibus is fully compliant with all statutory regulations
Communications	<ul style="list-style-type: none"> • Communicate effectively with other members of staff within the school. • Liaise with contractors on the site and check clearances • Provides advice and on the job training on health & safety procedures to the other site staff
Resource Management	<ul style="list-style-type: none"> • Line Manages the cleaning, grounds and caretaking staff within the school, including recruitment, induction, training, coordination of work and performance management • To participate in the training and development and performance management processes within the school

	<ul style="list-style-type: none"> • Order, stock control and store cleaning and caretaking equipment and products safely and securely • Carry out regular health & safety checks on buildings and equipment to identify faults/hazards • Supervise the work of contractors on site, checking that work is completed on time to the agree standard and that they have the required permits to work on site • Contributes to the monitoring of the premises budget • Handles small amounts of petty cash for purchasing materials to carry out repairs
Safeguarding	<ul style="list-style-type: none"> • To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate • Have an awareness and basic knowledge where appropriate of the most recent safeguarding legislation.
Systems and Information	<ul style="list-style-type: none"> • To fulfil the necessary administrative tasks associated with the responsibilities of the post. • Keep and maintain maintenance schedules and health & safety records
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to lead on health, safety and welfare within the working environment. • Perform duties in line with health & safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately • To ensure that all fire extinguishers are in working order and that hoses and fire blankets are in a usable condition, and to arrange the prompt repair/replacement of faulty equipment. • To undertake the operation and periodic checking of the fire alarm system
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

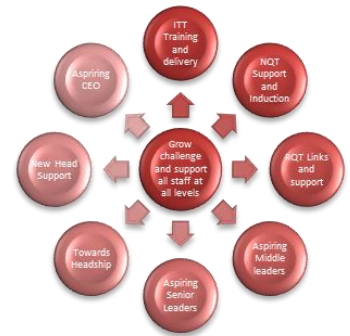
Job Title	Site / Facilities Manager L2	
Grade	H	
Responsible To	Headteacher / Principal / Support Services Manager	
Staff Manage	Cleaning / Caretaking / Grounds Staff / Site Supervisors	
Job Family	Site Team	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> Working knowledge of health and safety procedures and regulations, e.g. COSHH Good literacy and numeracy skills Ability to use tools for making minor repairs Knowledge of moving and handling procedures 		
Experience		
<ul style="list-style-type: none"> Experience of undertaking general cleaning and caretaking duties Experience of carrying out repairs and maintaining equipment Line Management experience Experience of working as part of a team Experience of operating premises-related mechanical, electrical, heating and water systems and other plant 		<ul style="list-style-type: none"> Experience of day to day management of a site Experience of supervising contractors
Occupational Skills		
<ul style="list-style-type: none"> Problem solving and planning skills Ability to use own initiative Self-motivated Punctuality Flexible approach Attention to detail Ability to manage time effectively to complete tasks to a high level. Ability to work both alone and within a team to achieve specified standards Good verbal communication skills ICT skills Ability to lead and motivate a team of staff 		
Qualifications		
<ul style="list-style-type: none"> NVQ level 3 education or equivalent level of experience in order to gain the necessary skills 		<ul style="list-style-type: none"> Craft qualification e.g joinery, electrical Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> Enhanced DBS clearance Ability to carry out general caretaking and cleaning duties as detailed in the Job Description. Ability and availability to work outside of core hours 		

Benefits of working at Hope Sentamu Learning Trust

Continuing Professional Development (CPD)

Hope Sentamu Learning Trust is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From ECT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of the Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Hope Sentamu Learning Trust also pays into the scheme on your behalf. For more information please visit: www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Hope Sentamu Learning Trust pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be. For more information visit www.cyclescheme.co.uk



Our Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.