

Generations Multi Academy Trust



Facilities Supervisor Goffs-Churchgate Academy

Information for Applicants





GENERATIONS MULTI ACADEMY TRUST

Facilities Supervisor – Goffs-Churchgate Academy

H6 point 14 to 19 (£23,080 - £25,481 plus Fringe Allowance of £898 per annum)

Full Time – 24 days holiday rising to 26 days after 5 years, plus bank holidays

Required as soon as possible

We are seeking to recruit an enthusiastic and committed Facilities Supervisor reporting directly to the CFO. The position will primarily be based at Goffs-Churchgate Academy, although the postholder may be required to work flexibly across all of the MAT's schools.

The ideal candidate will be able to demonstrate:

- Experience of facilities management in a busy environment, the ability to think on their feet and adapt to deal with unforeseen circumstances
- Ability to organise themselves and other team members to ensure that tasks are completed quickly, efficiently and in an appropriate order
- Excellent organisational skills; able to manage a number of sub-contractors and third -party providers such as cleaning, maintenance and energy companies; deliver a regular programme of planned preventative maintenance; keep accurate records of checks and maintenance
- Knowledge of health and safety management and risk assessment
- Willingness to undertake appropriate training in health and safety matters as well as other areas as appropriate for the role
- Evidence through DBS check and recruitment process of their suitability for working with children

In return the Trust can offer you:

- A forward looking, positive, and oversubscribed working environment
- The opportunity to work with professional, committed and ambitious colleagues in a financially secure and innovative organisation
- Outstanding, highly personalised professional development opportunities across the Generations Multi Academy Trust
- The opportunity to work with young people in schools described by Ofsted as being one where “students work together exceptionally well,” and where “students are overwhelmingly enthusiastic about school”
- A comprehensive staff benefits package
- Funding for an associated professional qualification

Please contact the Trust's HR Manager, Tracey Backman, (TBA@generationsmat.herts.sch.uk) for the recruitment pack and further information on the role, school, and Trust. Closing date for applications: Monday 7th June 2021 at 9:00am. Interviews will be held week commencing: 7th June, or sooner for the right candidate.

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

The Trust is committed to safeguarding children and young people
All postholders are subject to a satisfactory enhanced DBS check



JOB DESCRIPTION



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JOB TITLE:	Facilities Supervisor
GRADE:	H6, point 14 to 19 (£23,080 - £25,481 plus Fringe Allowance of £898 per annum) Full Time – 24 days holiday rising to 26 days after 5 years, plus bank holidays
PURPOSE OF THE JOB:	To ensure the effective, efficient and safe operation of all of Goffs-Churchgate grounds, buildings and facilities.
REPORTS TO:	Chief Financial Officer
STAFF REPORTING TO JOB HOLDER:	Facilities Officers, Assistant Facilities Officers
CONTACTS WITHIN SCHOOL:	Executive Principal, Principal, SLT, Finance Teaching and Support Staff, students, visitors (including parents) at each of the sites
CONTACTS OUTSIDE THE MAT:	<ul style="list-style-type: none"> • Building trades contractors • Energy providers including renewable energy providers • Health and Safety consultants and statutory bodies (HSE, Fire service etc.) • Cleaning, grounds maintenance and other general contractors • External consultants and training providers • Representatives from local authorities and other statutory organisations.
MAIN AREAS OF RESPONSIBILITY:	<p>Security</p> <ul style="list-style-type: none"> • Ensure the security of Goffs-Churchgate Academy buildings and grounds, and the safe and efficient operation of all site facilities • In conjunction with the CFO, development of procedures to secure Trust assets, including access control measures, keys and CCTV • In conjunction with the CFO, review arrangements for security and suggesting changes as necessary • Act as one of the key-holders for the site, providing out of hours attendance in the event of alarm call or other emergency. <p>Facilities Management</p> <ul style="list-style-type: none"> • In conjunction with the CFO, preparing specifications for refurbishment projects, in liaison with consultants and advisers as necessary • Assist in the selection procedures for building, refurbishment and maintenance providers where required and in line with best practise in procurement and tendering • In conjunction with the CFO, oversee premises and facilities maintenance programmes and organisation of their execution to ensure minimum disruption to the school's operations • In conjunction with the CFO, maintain accurate and compliant records of planned and actual maintenance activities and reporting thereon • Manage assigned tickets raised through the ticketing system through to completion • Be responsible for allocated areas of the school site, carrying out regular health and safety and general condition checks, and raising tickets for issues identified • Developing and maintaining lines of communication with contractors which keep staff informed about the progress on works being undertaken in their areas • Operation of the school's heating plant



	<ul style="list-style-type: none"> • Handyperson duties including minor repairs and decorating • Advising the CFO of faults to the buildings and discussing timescales for remedial action • Maintaining suitable records of layouts and organisation of Goffs-Churchgate • Involvement in the asset management process for fixtures and fittings in assessing suitability, condition and disposal. <p>Health and safety</p> <ul style="list-style-type: none"> • Acting as a Fire Warden • Undertaking appropriate health and safety training and ensuring compliance with such training, highlighting any discrepancies to the CFO • Providing input into risk assessments, including fire, disaster recovery planning and COSHH, and undertaking remedial works required following such assessments • Ensuring compliance with the Trust's health and safety policy and procedures, ensuring documentation is completed in an accurate and timely fashion ahead of works progressing (e.g. asbestos logs, hot works permits, contractor inductions) • Ensuring compliance with the Trust's planned preventative maintenance program by ensuring allocated tasks are completed on time and to the necessary standard through liaison with contractors or otherwise. <p>Other specific responsibilities</p> <ul style="list-style-type: none"> • Assisting the CFO in ensuring that resources are used to the benefit of students at the school • Oversight of the cleaning operation of the school on a daily basis, reporting any deficiencies to the CFO • Oversight of the grounds maintenance contractors on a daily basis, reporting any deficiencies to the CFO • Working with the CFO to ensure the safe operation including chemical dosing and balancing of the school swimming pool at Goffs-Churchgate • Working with the CFO ensuring the sites remain open as far as is practicable particularly in times of inclement weather, by helping to co-ordinate snow and ice clearing operations • Purchasing supplies to support site management. <p>General Operations</p> <ul style="list-style-type: none"> • Assisting the CFO in co-ordinating requests from staff for facilities support (e.g. setting up for assemblies, parents' evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after such events • Assisting the CFO in developing working patterns and rosters which make most effective use of site staff and meet the school's needs • Assisting the CFO in recruitment, induction, training, performance management and discipline of facilities staff • Responsibility for safeguarding and promoting welfare of children • Other duties which may arise from the use of the school's facilities.
KNOWLEDGE, EXPERIENCE & TRAINING	<ul style="list-style-type: none"> • Experience of facilities management of buildings and grounds, in education or a similar environment. • Ability to use IT to ensure accurate record keeping, raising of orders through the finance system and tracking thereof, ability to present data in a meaningful way to the CFO such that decisions regarding the award of low value supply contracts can be agreed



	<ul style="list-style-type: none"> • Ability to carry out handyperson tasks and minor DIY tasks to a high standard • Flexibility and sensitivity to the needs of a wide range of users of the school/Trust • Ability to manage staff within a team • Evidence through DBS check and recruitment process of suitability for working with children • Awareness and application of the main requirements of health & safety legislation and good practice relevant to the duties of the post • Willingness to undertake ongoing CPD relevant to the position • Ensure full confidentiality and respect for sensitive student, staff and stakeholder information, and compliance with all data protection regulations, reporting any concerns to the CFO or the Executive Principal/Principal • Must be flexible, able and willing to work extra hours to meet business needs. Weekend and evening work may be required.
WORKING ENVIRONMENT	A shared office with IT facilities is provided at Goffs Churchgate. The post holder may be required to move between school sites for the effective fulfilment of their role. Some of the work will need to be done outdoors and in all weathers and will often involve working at height, for which appropriate equipment and training will be provided.
ADDITIONAL INFORMATION	The schools in the Trust operate in term time from early morning until late each evening. On many evenings, school and other events take place. The schools also organise and host events over the majority of school holiday periods. The post holder will be expected to work shift patterns agreed with the CFO. Overtime payments will be made for weekend working if required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Trust will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Agreed by _____ (Job holder) Date _____

Agreed by _____ (Line Manager) Date _____



PERSON SPECIFICATION





PERSON SPECIFICATION

FACILITIES SUPERVISOR – GOFFS-CHURCHGATE ACADEMY

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1	A good level of general education	E	✓	
2	Relevant Health and Safety qualifications	D	✓	
EXPERIENCE				
3	Experience of facilities management	E	✓	
4	Knowledge of health and safety legislation and its implications	E	✓	✓
5	Experience of using ticketing systems	D	✓	
6	Experience of using ordering systems	D	✓	
7	Experience of working in a school environment	D	✓	✓
8	Experience of handyperson / DIY duties following safe working practices	D	✓	✓
9	Experience of successful line management of staff	D	✓	

ABILITIES, SKILLS AND KNOWLEDGE				
10	Good written / verbal communication	E	✓	✓



11	To be able to adapt to changing situations and priorities that inevitably arise in the operation of a large facility	E	✓	✓
12	ICT literate with a working ability to use key IT software to present work to a high standard	E	✓	✓
13	Ability to maintain confidentiality in all matters and command confidence and credibility	E	✓	✓
14	Able to supervise a team ensuring that tasks are completed within the prescribed deadline	E	✓	✓
15	A customer service focus and the ability to communicate with customers and people from all backgrounds and levels	E	✓	✓
PERSONAL QUALITIES				
16	An enthusiasm for the job	E	✓	✓
17	Commitment, energy, creativity and imagination. A capacity for hard work	E	✓	✓
18	A strong commitment to both Trust values and ethos, plus own professional conduct and ethics	E	✓	✓
19	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
20	A team player including flexibility and willingness to assist with the development of the Trust	E	✓	✓
21	Engaging telephone manner	E		✓



INFORMATION ABOUT FACILITIES MANAGEMENT AT THE TRUST



FACILITIES MANAGEMENT – GENERATIONS MULTI ACADEMY TRUST

The Trust's Facilities Management team is a centralised function of the Trust under the direct management of the CFO. The two schools within the Trust (Goffs Academy and Goffs-Churchgate Academy) both have sizable estates, with associated sports and leisure facilities that are in use not only for the benefit of students throughout the school day, but also during evenings and weekends as a result of our extensive income generation activities. Ensuring that they remain in world class condition for all users is very important to the Trust. Goffs Academy was completely rebuilt as part of the Government's Priority Schools Building Program and is under a 25-year hard FM maintenance contract with Mitie. Goffs-Churchgate Academy is managed directly by the Trust for all aspects of Facilities Management. The position of Facilities Supervisor at this school has been created to support the CFO in ensuring that an appropriate regime of planned maintenance and checks is in place, such that the Trust can comply with its Health and Safety obligations and maintain the site to world class standards for the benefit of students, staff and the wider community.

The Trust has recently invested in a new all-weather playing surface at Goffs-Churchgate, the refurbishment of a substantial part of an old teaching block to facilitate a growing student roll, the complete replacement of the lighting with energy efficient LED lighting, and the resurfacing of the basketball court. The Trust has plans in place for a number of other substantial projects at Goffs-Churchgate to upgrade facilities, and in the longer term, to develop / replace the sporting facilities. The Trust invests heavily in its facilities at both schools and is currently constructing a new building on the Goffs Academy site to provide additional teaching space for a growing roll, and a state-of-the-art gym facility at that school

The Trust operates a ticketing system for staff to report issues with the facilities on each site. Tickets are assigned to Facilities Officers based on skills required and designated areas. Each member of the Facilities team has specific designated areas of the school site (both internal and external) for which they have overall responsibility for checking that facilities are appropriately maintained, and to identify and seek resolution of any issues identified, including health and safety issues. Weekly team meetings are held with the CFO to monitor compliance with planned preventative maintenance programs and other compliance checks, enable good communication between the team, and agree solutions for any issues raised.

Facilities management tasks may include: dealing with urgent health and safety matters; arranging contractor visits to carry out repairs and maintenance of Trust property including plant; carrying out minor repairs; supporting school operations such as setting up for exams, assemblies and other school events; ordering supplies; working with cleaning contractors to ensure that facilities are well maintained etc.

The Trust continues to seek opportunities to expand through the incorporation of additional schools into the Trust. The role has the possibility of presenting career development opportunities to the successful candidate.



INFORMATION ABOUT THE GENERATIONS MULTI ACADEMY TRUST



Information about the Generations Multi Academy Trust

Welcome to our information pack about the Generations Multi Academy Trust and its two schools, Goffs and Goffs-Churchgate.

Goffs is a mixed 11-18 comprehensive Academy with approximately 1500 students on roll, including a thriving and successful Sixth Form. The school is extremely popular in the local area, with an average of over 700 applications annually for the 240 places available, and significant waiting lists for places across the year groups. On intake, students are of an ability level (KS2 APS) significantly above that of the national average although the school is a true comprehensive school and admits a good mix of students of all ability levels.



Goffs-Churchgate is a fully mixed comprehensive school for students from 11-16 years of age, with over 400 students on roll. Demand for places at the school is high, and the school will as a result, rapidly expand to its target figure of 600 students. The school opened at the end of August 2017, with a significant demand for places since its opening, reflecting the very high level of local interest in the school. Local estate agents report significant interest in parents moving to the locality with a view to being near Goffs-Churchgate: a very successful future is predicted for the school. One of the school's key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else. Recognizing that not all children thrive in large secondary schools, the Trust has made a deliberate decision to offer both a larger and much smaller secondary school for local parents to choose between.



Professional Working and Learning Environment

Staff and students work in modern, professional environments, with both having benefitted from recent building projects including a full, £20million rebuild at Goffs. The new facilities provide light, modern, professional and a fit for purpose working environment for all.

The Generations Multi Academy Trust

In early 2016, Goffs Academy received a direct approach from the DfE asking that they consider establishing a Multi Academy Trust and work in partnership with other schools. As a result, the Generations MAT was established from 1st September 2016, with Goffs as the lead school within the Trust. Goffs-Churchgate was born from that vision. The two schools are within walking distance of each other and already share many activities, including CPD for staff. One of the Trust's fundamental





principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

The MAT is extremely financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust created a dedicated Director of Income Generation position, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – soon to reach c.£500k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate. As one example, all teacher loadings were reduced for 19/20 as a direct result of the additional monies coming into the Trust via this income generation work.

Our plans include establishing nursery provision with subsidised staff places, currently on track to open from September 2021, as well as welcoming other schools to our Trust. The MAT offers extremely exciting opportunities for staff, students and the local area and we are all very much looking forward to its growth.

Outcomes

Our strategy for continuous school improvement has had huge success and we are actively committed to ensuring that our very popular and successful schools, plus the wider MAT, continues as a centre of excellence in the community.

Exam results in 2019 were another year of huge success for **Goffs**. GCSE highlights include:

- Progress 8: +0.27 (significantly above national average)
- 71% of students achieved grade 4 or more in English and Maths and 50% achieved 5 or more in both
- English grade 4/5 or more: 89%/67%
- Maths grade 4/5 or more: 76%/55%
- Percentage of grade 7 or more in all subjects: 25%

Despite the disruption to exams in 2020, we were very pleased to celebrate the success of our students, and to support them in progressing on to a range of exciting destinations.

At A Level, continuing the upward trend of recent years, students achieved another excellent set of exam results, including an overall 100% pass rate. Approximately three quarters of the year group progressed to university or further education courses including exciting and wide-ranging courses as Law, History, Geography, Maths, Finance, Physics and Astrophysics, and Project Management for Construction, whilst the other students progressed directly into employment or apprenticeships. Our Sixth Form has an excellent reputation in the local area, over the past three years the numbers of students applying to join our Sixth Form has increased and is now in excess of 150 per year.



Goffs-Churchgate secured an outstanding set of GCSE outcomes in September 2019, with the Progress 8 score being a new record for the school. In just two years, the school's performance at GCSE has improved significantly. GCSE highlights include:

- A remarkable 175% improvement in the overall Progress 8 scores since the opening of the school
- The proportion of students who achieved Maths and English at grade 4+ was 58%, an increase over nearly 20% in the past two years
- The proportion of students who achieved English and Maths at grade 5+ was 36%, a 24% increase in the last two years
- Overall Progress 8 is +0.47, with Maths, English and Science all performing in line with National Averages. The performance of our SEND students were particularly impressive with every progress measure being significantly above National Average. In addition, our disadvantaged students outperformed their non-disadvantaged peers

To achieve such fabulous progress in such a short period of time, is testament to the school's staff and students. We know that this success represents just the start of our journey, and that very exciting times lie ahead.

We are, of course, very proud of these outcomes. Equally, we are clear that they reflect the start of our journey, not the end. Both schools target set in the top 10% of all schools nationally and strive at all times to meet ambitious targets. We are committed to a cycle of continuous improvement and aspiration and are keen to appoint a colleague who shares that vision, determination and a restless quest for even higher outcomes. All of these factors combine to make The Generation Trust a very exciting and rewarding community to be a part of.



Community

Both schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Both schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice, and maintain strong links with our local primary schools. Each school also benefits from a thriving student leadership programme, with students leading on key development projects of their choice, ensuring strong student voice and



participation across the Trust. We firmly believe in every student feeling a strong sense of community, and on entering each school, every student is placed in a House. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Each year the House Captains decide on a possible group of charities to support, with students then voting for their chosen school charity and subsequently arranging a variety of fund raising events throughout the school year. Such work is indicative of the ability of students in the Trust to empathise with the needs of others, and further develops their capacity to work successfully in a variety of social settings.

We regularly bring visitors from the community into school to work with students, and maintain strong links with our local secondary schools. Each school's facilities are used for evening and weekend lettings, including superb sporting facilities, as well as holiday classes, providing opportunities for a diverse range of users including the Greek School, and local dance and sports groups.

Across the Multi Academy Trust a large variety of annual school trips give students the opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.



Both schools are proud to be truly comprehensive schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognize and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen.

Care, Guidance and Support

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. The Trust believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of each school.

We promote positive attitudes towards learning and provide a caring and supportive environment within our community. Continuously nurturing, supporting and developing our students is hugely important to us and significant investment is made in each school's pastoral structures.



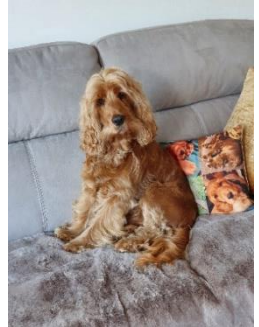
Goffs School Dog

Goffs has a school dog – a 4 year old cocker spaniel called Huxley.



Huxley belongs to me and is based in my office at Goffs and Goffs-Churchgate. He spends time with students at break and lunchtime, undertakes the odd learning walk (ie romp), is available at the start of exams to help keep anxiety low, and also spends time in Learning + with our more needy students. Huxley has proved himself to be adept at playing frisbee and football, although less adept at giving the frisbee and football back....He

is also available for staff cuddles as desired, and is very happy indeed to oblige, particularly if you'll play with him. Staff who do not want any contact with Huxley, of course do not have to have any.



Staff Development

The Trust has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an NQT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.

In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training



which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for NQTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.



Leadership Development

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

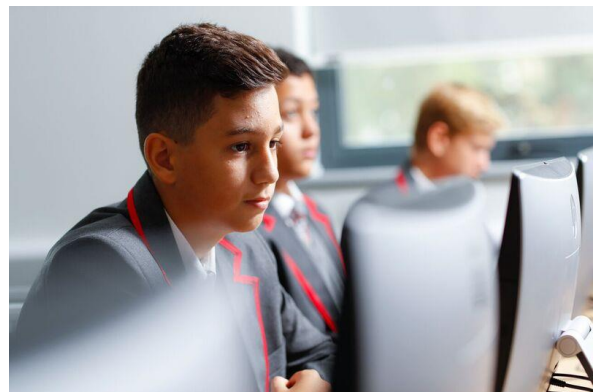
- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.



Trust Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities



- As part of our Multi Academy Trust, “Generations”, potential to work across more than one school to develop career enhancing skills and knowledge
- Supported Nursery provision with All About Children at any of their nurseries in the Hertfordshire, Bedfordshire, Berkshire and Surrey area:
 - 10% discount off advertised rates for one child.
 - 15 % discount off advertised rates for a 2nd child from the same family (T&C s apply)
 - All year round and term time (38 weeks) places available
 - Nursery grant funded places available
 - Dedicated person from our parent team to handle all enquiries and placements
- Onsite car valeting at a reduced price for Trust staff

Additional financial incentives and tax efficient benefits, including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1st year)
- Childcare voucher scheme
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions
- A daily allowance of £50 for school trips taken over a weekend or any school holiday
- A £1,000 Employee Referral Scheme (i.e. finder’s fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later

Access to a wide range of health and well-being resources including:

- New, professional and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool.
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school’s discretion
- Free tea, coffee and milk for staff

Alison Garner
Executive Principal
May 2021



GENERATIONS MULTI ACADEMY TRUST REFERENCE REQUEST FORM



GENERATIONS MULTI ACADEMY TRUST EMPLOYER'S REFERENCE FORM

Candidate's Name:			
Post:			
Name of Referee:			
School/Company			
Referee's Tel No:			
How long have you known the candidate and in what capacity?			
What is (or was) the candidate's job?			
What is his/her current salary (or salary when leaving your post)?			
When did the candidate work for your organisation?	From:	To:	
If the candidate has left your employment, please state the reason:			
How many days was the candidate off work sick over the last 2 years?			
How many periods of sickness over the last two years?			
Please comment on the candidate's performance history and conduct as your employee:			



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Has the candidate had any current disciplinary warnings, or time-expired warnings that concern the welfare or safety of children, if so please give details here:

--

Do you have any concerns about the candidate's suitability for working with children and young people, then please give details here:

--

Please comment, if you can, on the candidate's suitability for the post above:

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Please comment, if you can, on the candidate's ability to manage difficult behaviour of children and young people:

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Your signature:

Date of this reference:

Your name:

Your position in your organisation:



Section 1 – SUPPORT STAFF

1 = Exceptional	2 = Very Good	3 = Good	4 = Average	5 = Below Average	6 = Not Observed/ Unable to comment
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Area of Evaluation	1	2	3	4	5	6	Further comments if necessary
Workload Management							
Work Knowledge							
Flexibility							
Forward Planning							
Use of Resources							
Relationships with: Pupils							
Parents							
Colleagues							
Others							
Communication Skills							
Reflective Thinking							
Team Work							
Commitment							
Adaptability							
Multicultural Awareness							
IT Skills							
Creativity							
Leadership							
Punctuality							
Attendance							
Reliability							
Overall Performance							