



Applicant Pack



Welcome

Dear Applicant,

Welcome to your potential future with HNC! Whatever role you are considering applying for, I would like to thank you for your interest in joining our team. Every day we strive to be a College where students love to learn and staff love to work. Ultimately, our vision is to open minds, embrace difference and empower each other to shape a better future.

I would encourage you to start your application by learning more about who we are. We encapsulate our identity in our vision, mission and values. We exist to provide an inclusive, enriching education which enables our students to progress to their aspirational destination of choice. Our culture is what makes us unique. Our culture is built around our ASPIRE values which our staff and students embody on a daily basis as they progress in becoming their best selves. Our staff proactively participate in the translation of the College's vision into a lived daily reality and seek to make a positive contribution in accordance with their role. Our staff choose to be responsible for maintaining our culture of supportive challenge through the consistent application of our shared standards and expectations. Our staff take their responsibilities seriously and always do what is in the long-term interest of our students, even when this is difficult and unpopular. It is through our collective efforts that we successfully deliver our curriculum intent – to educate, enrich and enlighten.

This pack shares more about the position you are considering applying for and about our College in general so that you have an insight into what life as a member of staff at HNC is like. If you are inspired by our vision, if you are passionate about joining a student-centred educational community built on hard work, if you are committed to living our values, if you are humble and honestly self-reflective, if you are dedicated to shaping a better future, then HNC may well be the perfect match for you.

I hope to have the opportunity to meet you soon and thank you again for taking the time to find out more about us.

M. Smith-Connor

Marcus Smith-Connor
Principal



About HNC

HNC is proud to offer an inclusive, enriching experience where students are empowered to achieve their vision. For our students this can mean university, a degree apprenticeship or the world of work. We are a 16-19 College, offering young people a unique educational experience.

The importance of the life-changing qualifications is heightened by our local context. We are situated in Kirklees, an area of significant deprivation. Around four in ten of our students come from deprived backgrounds, but we are passionate about ensuring that they understand that there are no limits placed upon what they can achieve. We reflect the diversity of the communities we serve, and the experience we offer is genuinely transformational.

This short summary provides some background information you may find useful in relation to your application.

- *95% of our students and parents/carers would recommend HNC to others*
- *75% of students secured their first choice university*
- *Our Class of 2023 celebrated a 97% Level 3 pass rate (A Level and Applied qualifications), with 66% of students securing A*, A or B grades (or equivalent)*

Our prospectus is a great way to learn about One HNC and all the reasons why our students love to learn here and staff love to work here. The most current version can be found on our website www.huddnewcoll.ac.uk



An inclusive and enlightening range of study programmes

Our College offers young people the opportunity to tailor their study programme to their ambitions. Although HNC is an academic sixth form College, we offer a vast range of courses where students can build a study programme suited to their ambitions.

Our young people can opt for:

- *The A Level Pathway*
- *Our Blended Pathway - which will contain a combination of A Levels and Applied qualifications (BTECs)*
- *Full time Applied Pathway - a study programme made up of a full time Applied qualification*

Students at HNC often to choose a combine a mix of A Level and Applied qualifications. Our young people with the academic potential to secure places at world-leading universities are inspired to do so via our XL programme, which provides the inspiration, support and cultural experiences to compete for places at world leading universities and degree level apprenticeships.

An enriching experience

Our students benefit from a creative and engaging extra-curricular programme, both inside and outside of the classroom. They can experience visits, full-day university experiences and trips in the UK and beyond. Enrichment is compulsory at HNC, in 2023 students could opt from nearly 150 different activities, clubs and societies - there really is something for everyone.

**STUDENT
ENRICHMENT**





Our Vision

One HNC. Together we open minds, embrace difference and empower each other to shape a better future.

Our Mission

One HNC, a college where students love to learn and staff love to work. Where students earn life-changing qualifications. Where we develop the confidence to live authentically and the courage to shape a better future.

Our Values

AUTHENTICITY

Honest
Transparent
Consistent

PASSION

Supportive
Challenging
Enthusiastic

RESPECT

Inclusive
Diverse
Collaborative

SELF-DISCIPLINE

Committed
Accountable
Motivated

INNOVATION

Humble
Courageous
Resilient

EMPATHY

Reflective
Considerate
Responsible

Our Curriculum Intent

To educate, enrich and enlighten.

Engendering in our students a love of learning and a passion for the subject.
Equipping our students with the qualifications, knowledge and skills to flourish in their aspirational next step.
Empowering our students with the confidence to live authentically and the courage to shape a better future.

Our Vision, Mission and Values

The visual to the left summarises our vision and mission and our values and behaviours as a College. Our staff team exemplify these in all aspects of their work and they form a key part of our appraisal and performance management processes. Over time you will see and experience these values and behaviours in action.

Supporting students to succeed

We understand that happy students are ones that succeed. You will be joining an institute that provides supportive challenge for students inside and outside of the classroom.

Our pastoral provision is exceptional. All students are assigned a Progress Tutor, and the team work closely with curriculum staff to ensure that students succeed and meet our high expectations. Procedures are in place to ensure that achievement or behaviour concerns are identified, with in house support including a Student Wellbeing team. Student behaviour is excellent. Our young people want to learn, attendance is excellent and our young people are enthusiastic and motivated to achieve, offering our teaching staff a pleasant and inspiring working environment. Our admissions process supports our drive to enrol students who are committed to becoming their best selves.

Our young adults are given the freedom to grow and mature, whilst learning in an environment that is safe and secure. Our safeguarding systems for supporting at risk students are robust. Parents/carers remain an important part of a student's educational journey, with regular Parent Evenings, events and an online portal which allows them to log in to keep up to date with progress.



The Campus and teaching facilities

- 1 Reception
- 2 Student Wellbeing Centre
- 3 Learning Support Centre
- 4 Learning Resource Centre
- 5 Photography Studio
- 6 Starbucks Café
- 7 The Junction
- 8 Dance Studio
- 9 Media Editing Suite
- 10 Boilerhouse Theatre
- 11 Music Studios and rehearsal rooms
- 12 Sports Barn
- 13 3G Sports Pitch
- 14 Sports Hall
- 15 Sports Physiotherapy Laboratory
- 16 Costa Café
- 17 Art Studios
- 18 Indoor Cricket lanes
- 19 Fitness Suite
- 20 Faith and Contemplation Centre

New for 2023 -
Larch Building
providing additional
learning space



The Campus and teaching facilities

Our facilities support a life-changing experience for our students through facilitating high quality learning opportunities. Onsite facilities include a Sports Hall, and Sports Barn, Multi Gym, Media Editing Suite and Performing Arts spaces. Recent investment saw the introduction of a Starbucks Café, increased social space, and a redeveloped Learning Resource Centre. In 2023 we will be increasing student capacity via a brand new modular building.

HNC is located in an area of open green spaces, and our classroom spaces undergo a programme of regular investment and refurbishment.

All departments have dedicated Faculty offices for staff, along with a main Staff Wellbeing Room.



Being a HNC colleague

HNC is genuinely a supportive and welcoming place to work. Our staff love to work at HNC. We understand that happy, healthy staff are ones who will excel in their roles.

Working at College can be demanding, but we also believe that a work life balance for employees is vital. You can expect:

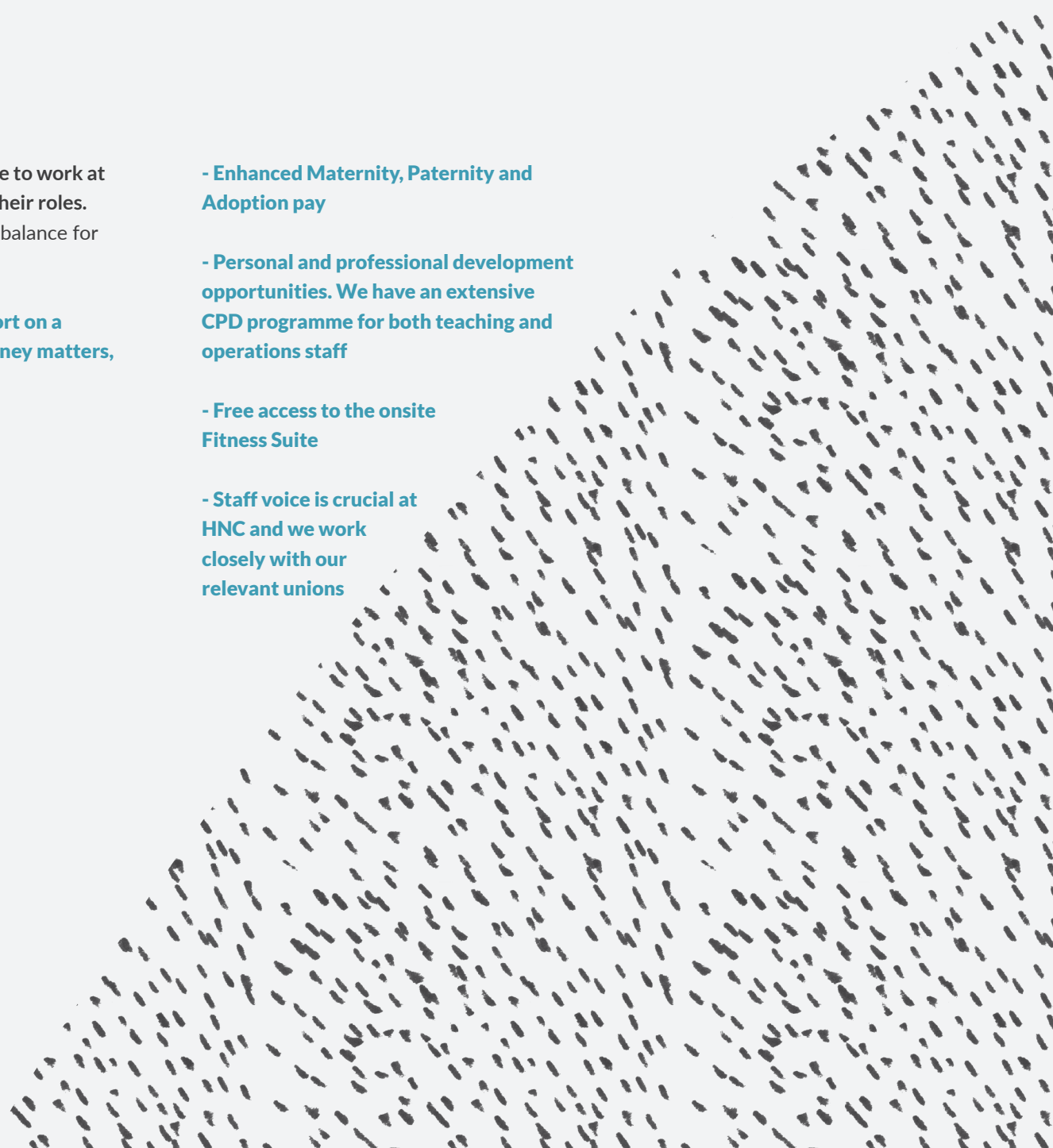
- **24/7 Employee Assistance Programme - giving you access to free support on a range of areas including legal advice, family issues, tax arrangement, money matters, emotional support and so much more**
- **Flexible working policy**
- **Free onsite parking**
- **A pleasant working environment**
- **Onsite catering**
- **Pension schemes for teaching and operations staff**
- **Eye care scheme**
- **Occupational Health support**
- **Flu Jab Scheme**

- **Enhanced Maternity, Paternity and Adoption pay**

- **Personal and professional development opportunities. We have an extensive CPD programme for both teaching and operations staff**

- **Free access to the onsite Fitness Suite**

- **Staff voice is crucial at HNC and we work closely with our relevant unions**



Application Guidance

The **Job Description details the duties and responsibilities of the post.** The Person Specification details the skills and personal attributes required in order to fulfil the role. Your supporting statement should demonstrate how you meet these criteria and key skills relevant to the job description.

Essential

The successful candidate must meet the essential criteria in full, in order to be able to fulfil the role.

Desirable

Although not essential, the post holder may also be asked if they have further desirable experience and skills.

Where criteria are to be identified through testing, this may involve scenario-based or hypothetical questions and a combination of written exercises, literacy and numeracy assessments, presentations, and other practical assessments relevant to the role. For teaching positions, candidates will usually be asked to deliver a micro-teaching session to facilitate assessment of teaching ability.

Other Information

We are committed to safeguarding and protecting our children and young people at HNC. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks. Our safeguarding system is underpinned by policies and procedures which encourage and promote safe working practice across HNC. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.

HNC is 'Disability Confident Leader' employer and we are committed to fulfilling the disability provisions of the Equality Act 2010. All disabled candidates who meet the essential criteria for a post will be offered an interview and we will make all reasonable adjustments to enable you to attend. We are committed to equal opportunities and safeguarding young people.

Please note that references may be requested from your current and previous employers for shortlisted candidates, in advance of interview dates.

Information regarding recruitment and selection policies is available on our website
<https://www.huddnewcoll.ac.uk/about-us/job-opportunities>



Job Description

Job title	Facilities Manager
Job reference	EST23
Team	The post holder will be a member of the Estates Services team
Reports to	Estates Services Director
Remuneration	Band 6 range 15-17 of the NJC pay spine for Support Staff
Terms and conditions	Operations staff

Overall focus

Work collectively with all colleagues to support HNC's Vision and Mission and to embody HNC's values and behaviours.

Duties and responsibilities

Your duties and responsibilities are detailed and you may also be required to undertake additional tasks, as may reasonably be expected and commensurate with the role, including evenings and Saturdays, in line with published calendar requirements.

Line management and quality responsibilities

- Line management of teams, in accordance with HNC policies and procedures
- Responsible for the self-assessment and quality improvement priorities for area of direct responsibility

Caretaking

- Support the Estates Services Director in leading a high-quality caretaking and estates management service to provide for the College
- Carry out multi-skilled repairs and maintenance
- Ensure effective maintenance and operation of the boiler plant (together with online and computerised systems), air cooling systems, water systems, electrical plant, lighting systems, and other plant
- Ensure effective maintenance and operation of fire panel systems, in order to ensure that weekly fire alarm tests are undertaken in every building.
- Maintain reporting frameworks to effectively identify, log and accurately report defects within the College's buildings and estates to the Estates Services Director
- Responsible for the maintenance and repairs of cleaning equipment, both electrical and manual
- Contribute to the property strategy by assuming responsibility for the planned and preventative maintenance plan and rolling condition plan
- Lead on the monitoring and maintaining of inventory items and stock levels, ordering consumables in line with college processes
- Monitor the quality, work and safety of contractors working on site ensuring that external contractors comply with the Visitor's Policy
- Ensure transportation and setting up of furniture/equipment is undertaken by the estates team to meet the specified requirements of the college
- Manage and where required complete any PAT testing requirements to relevant guidelines and in an agreed timeframe

Job Description

- Ensure that the estates and buildings are cleared of waste and debris on a daily basis, that fire corridors and fire door exits are clear and accessible at all times, and that any sightings of pests or vermin are reported and acted upon promptly
- To ensure that the Estates Team provide support to the cleaners, when needed, with deep cleaning activities for any required sections on campus
- Monitor and report to the Cleaning Manager any concerns regarding the work of the Cleaning Team, to ensure the required standards are consistently met
- Drive College vehicles in accordance with requirements
- Wear the required uniform and PPE at all times whilst on campus
- To be a key holder (including the electronic lock systems) and to open and close the relevant College buildings to meet the requirements of its uses
- Be responsible for the health and safety of stakeholders whilst they are on-site, including acting as a first line member of the First aid team, on a rota basis, and serve as a Fire Marshall as needed.
- Ensure the College has an effective portage and paper distribution service

Lettings and Grounds keeping

- Lead a professional and efficient lettings service for all stakeholders following relevant processes and regulations
- Support with the maintaining and promoting of the lettings facilities on SchoolHire (online portal)
- To ensure the College campus is a welcoming, clean and hygienic environment for all

On site security

- To oversee maintenance of a safe and secure environment for customers and stakeholders
- To ensure the security of premises and personnel on site
- To be a key holder (including the electronic lock systems) and to open and close the relevant College buildings to meet the requirements of its uses

Social Area Hygiene

- Ensure the maintenance of clean, hygienic, safe and secure social areas across college campus
- Monitor and evaluate the service and to identify areas for development and improvement on an ongoing basis (including meeting regularly with the Social Area Supervisors)

Furniture procurement

- In liaison with the Estates Services Director, to lead on the procurement of furniture for the campus and ensure the safe installation to college requirements

Wider contribution to HNC

- Operate at all times within College policies, procedures and protocols
- Meet and embody all professional standards as applicable to role; Teaching, Operations, Managerial
- All staff must have a clear understanding of the following key policies; Staff Code of Conduct, Health and Safety, Safeguarding and IT Acceptable and Safe Use and Equal Opportunities
- Encourage positive student behaviour to ensure a harmonious and safe environment
- Proactively engage in professional development
- Understand the College's mental health support initiatives, signposting students and colleagues where appropriate

Job Description

Person specification	Essential	Desirable	Method of Assessment
Education and qualifications			
Minimum of Level 2 qualification in literacy and numeracy (e.g. GCSE English and Maths at grade A*-C) or able to demonstrate equivalent level of ability	•		Application
Hold a current, clean driving licence to a D1 standard and be prepared to be trained to Midas standard	•		Application
First Aid qualification or willingness to work towards as part of the College Professional Development programme	•		Application
Manual Handling qualification	•		Application
Fire Awareness qualification or willingness to work towards as part of the College Professional Development programme	•		
Relevant health & safety qualifications (IOSH, COSHH, NEBOSH)		•	Application
Experience			
Ability to carry out estates maintenance tasks	•		Application
Previous experience in a similar role	•		Application
Experience of managing and inspiring a team to success	•		Application
Experience of developing partnerships and relationships with key stakeholders	•		Application
Previous experience of an educational environment		•	Application
Good knowledge of First Aid, Health and Safety and Fire procedures	•		Interview
Skills and knowledge			
Excellent interpersonal (verbal, non-verbal) and written communication skills	•		Interview
Proficient and confident to use Microsoft Office Package	•		Interview
Experience of successfully managing and implementing change	•		Interview
Initiative and the ability to prioritise workload and that of others to meet deadlines	•		Interview
Personal qualities			
Commitment to HNC vision, mission, values and culture	•		Interview
Commitment and suitability to the safeguarding of young people	•		Interview References Enhanced DBS Clearance
High level of emotional awareness, with the humility to be honestly self-reflective	•		Interview
Hard-working, self-motivated and proactive, with a high level of personal initiative	•		Interview
Commitment to collaborative working, empowering others to be successful in their roles	•		Interview