

# Recruitment Pack



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Polaris Multi Academy Trust,  
Field Top Road,  
Rastrick, Brighouse,  
West Yorkshire, HD6 3XB.

**National Support School**  
designated by  
  
National College for  
Teaching & Leadership

  
**Polaris**  
Multi-Academy Trust



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*I believe that our greatest strength is the integrity and passion of all our staff.*

Steve Evans  
CEO Polaris Multi-Academy Trust

# WELCOME



## *Welcome to the Polaris Multi-Academy Trust*

*The Polaris MAT is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that gives them the confidence and aspiration to reach and go beyond their potential.*

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

Our values are centred on building teams of highly skilled staff, through an unwavering focus on the development of skills, knowledge and understanding. We are passionate about delivering the very highest standards of training and continued professional development (CPD).

Our growing Trust is made up of both primary and secondary schools. Each school has its own unique DNA and individual identity, which is used as a platform to build on the enjoyment and academic success of the children in our care.



**Steve Evans**  
CEO Polaris Multi-Academy Trust

# VISIONS & VALUES

## *Our Vision*

- To provide every child and young person in the Multi-Academy Trust opportunities and experiences, which give all of them the confidence and aspiration to reach and go beyond their potential.
- To support and nurture each school's individual identity, to ensure that their unique DNA is used as a platform to build on the enjoyment and academic success of the children in our care.

## *Our Values*

- We instil the very highest expectations of everyone in the Multi-Academy Trust.
- We will ensure every school provides a safe, supportive and challenging environment to the children and young people in our care.
- We will ensure that every school is supportive and challenges all staff to continually improve their craft, through high quality professional development and opportunities for progression.

## *Our Aims*

- To remove the barriers faced by students in achieving challenging and aspirational academic targets through delivering the highest quality teaching and pastoral support.
- To collaborate with and grow expertise of staff across the MAT, to embed a sustainable self-improving system, that is built on strong leadership and succession planning.
- To provide a sustainable financial platform for schools in the trust through ethical financial controls which in turn, deliver high quality delivery of educational services.

# THE POLARIS FAMILY

*Schools within the Polaris Multi-Academy Trust*



Field Lane Primary



Rastrick  
High School



# THE POLARIS FAMILY

*Our schools are located across West Yorkshire.*

Staff from across the Trust can share expertise, practice, and resources because of the close proximity of each of our schools. Our schools are accessible from Junctions 24 and 25 of the M62, and is just 25 minutes from Leeds and 35 minutes from Manchester.





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*We have a happy workplace. The group of staff have moulded together well and we have fun while we are here.*

Carole - Payroll Manager

# Careers at Polaris

## *What's it like to work for our Trust?*

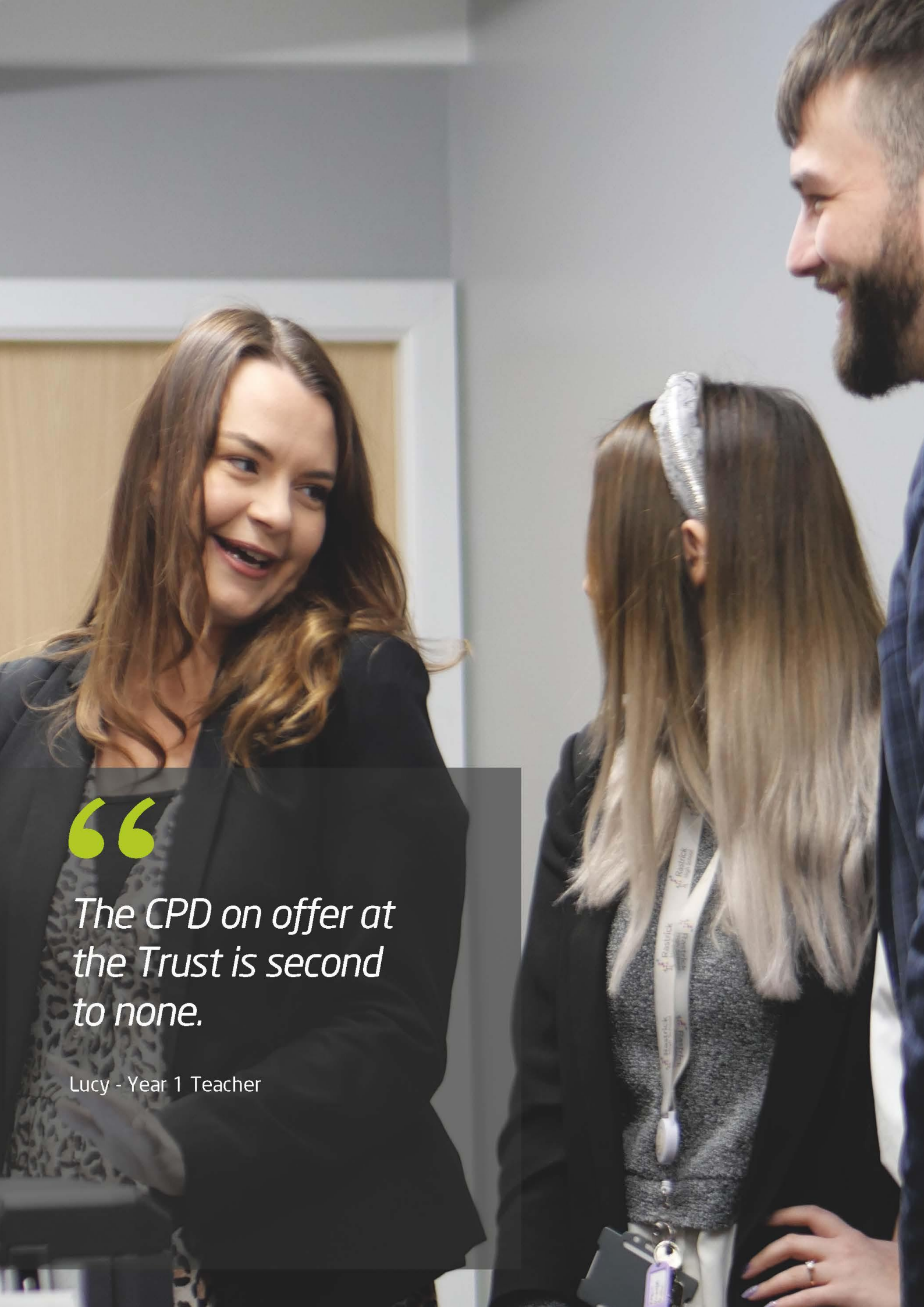
Our Trust has a reputation as an outstanding employer. This great reputation is built on the culture of support we offer our team. We have an outstanding induction programme, that will ensure that you make a great start to your career with us.

As well as the training highlighted above, our Trust offers apprenticeships in a wide range of areas of the business, from Site and Facility roles to Administration and Finance.

We work closely with Teaching School Hubs and other Initial Teacher Training providers to enable staff to train to teach. We always promote and provide opportunities for our staff to work together and collaborate. This commitment comes from our belief that we can all benefit from each other's experience and expertise, in turn this team approach helps ensure that you feel listened to, valued and supported.

We pride ourselves on staff wellbeing being at the centre of Trust and our School Leaders decision making, this why we work hard to ensure that staff know they are appreciated and rewarded for the excellent work they do.





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*The CPD on offer at the Trust is second to none.*

Lucy - Year 1 Teacher

# Careers & Wellbeing

## *What's it like to work for our Trust?*

The Trust Central Team supports our schools and employees through the running of a high-quality services, designed to deliver you important information to your fingertips. This includes integrated payroll that enables you to view and store all your salary documents digitally on your phone. The Trust's HR support dovetails with this easy to reach approach, ensuring that if/when you need more advice and guidance, it's there for you when you need it.

The communities we serve have individual identities which reflect our vision for celebrating the uniqueness of each school in our Trust. Our schools have the autonomy to learn, explore and develop their practice, led by committed and highly skilled Heads of School. Alongside this autonomy, our schools are committed to collaboration and the sharing of resources and best practice.

The Polaris Multi Academy Trust is committed to recruiting staff who are passionate about providing every child and young person the opportunities and experiences, that gives our children and young people the skills, knowledge and confidence to reach and go beyond their potential.





# *Our benefits*

*and why they matter*

# BENEFITS

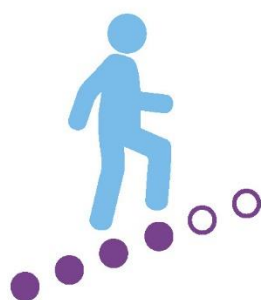
The Polaris Multi-Academy Trust is a great place to work and we really hope you'll agree. In addition to your competitive salary and a talented team of colleagues to work alongside, we offer a wide range of benefits to save you money, keep you healthy and help you enjoy your time at work. You'll also find plenty of opportunities to develop and progress your career at the Polaris MAT. We strive to develop and promote our own. We encourage professional development and promote internal growth, but not just upwards. We want you to have the chances to move into broader roles across our Trust and into different areas.

## *Professional Development opportunities*

We offer regular training and access to a range of internal and external programmes tailored to your learning throughout your career, including NPQs and other professionally accredited qualifications. There are opportunities for career progression with your home school or in other schools across the Trust as well as opportunities to move from our support team to a teaching role.



**Professional Development Opportunities**



**Opportunities for Progression**



**Performance Management Process**

# BENEFITS

## *Financial*

We offer a competitive salary for both teaching and support staff, whereby pay progression is possible on an annual basis.

Access to and auto enrolment into a highly attractive pension plan for all staff.



**Pension**



**Competitive Salary**

## *Wellbeing*

A generous holiday allowance for support staff and all our school calendars are designed to fit well with the 1265hrs allowance for teachers.

Training day events specifically designed to support staff wellbeing.

Staff feedback events designed to enable you to share how we can be even better at what we do.

Access to the cycle to work scheme.



**Wellbeing**



**Flexible Working**

# BENEFITS

## *Facilities*

We have great school buildings with well-maintained and modern facilities.

On-site catering with great food, reasonably priced for staff.

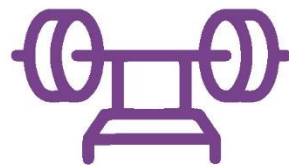
Free car parking at every school.

Access to the fantastic Rastrick High School gym on weeknights.

Preferential access and a discounted rate to the outstanding Smarties Nursery based in Rastrick.



Discounted Nursery



On-site Gym



On-site Nursery



On-site Catering



Modern Facilities

# Job Description

<b>Job Title</b>	<b>Trust Estates Manager</b>
<b>Reporting To</b>	<b>CFO</b>
<b>Scale / Salary Range / Contract</b>	<b>NJC scale points 37 to 41 £43,516 - £47,573 per annum (plus April pay award pending) Full time, all year round, 37 hours per week.</b>
<b>Responsible For</b>	<b>Leading School based Site and Facilities Managers</b>

## Core Purpose

- Manage the Trust Estates, Services and Facilities Strategy
- Lead and manage the Trust Asset Management Strategy
- Be responsible for Health and Safety Compliance and Management across the Trust.
- Lead on the use of 'Every' across the Trust and manage risk in key areas of the business

## Key Accountabilities (and specific duties/responsibilities):

### Health and Safety

- To maintain oversight of Health & Safety across the Trust Estate, acting as the Trust's Health & Safety Co-Ordinator for Construction Design Management projects, Asbestos Control Manager, lead on fire safety and Legionella Control Manager
- To carry out an annual review to determine that the Trust properly discharges its duties under its own health & safety policy; the health & safety at work act; COSHH regulations; and any other statute, regulation or directive.
- To develop, implement and communicate policies, procedures and processes concerning Health and Safety (including risk/emergency management).
- To promote and monitor safe working practices within the Trust and to provide regular reports to the CFO, CEO and Governors where required.
- To actively monitor developments and changes in legislation in respect of Health and Safety requirements and advise on appropriate action as required.
- To oversee the training provision for all staff as required on health and safety matters, to include first aid and fire safety.
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- To prepare half-termly updates and annual H&S report for Trust Board reporting on information compiled from all schools in conjunction with the Trust external Health and Safety partner.

# Job Description

## Facilities and Estates

- To lead the team of Site and Facilities Managers in the academies within the Trust.
- To have Trust wide responsibility for the creation, development and implementation of an Estate Management Plan; ensuring a rolling programme of maintenance keeps the estate in good order.
- To ensure through audit that regular checks of buildings, cleaning, grounds, furniture, fittings are undertaken by appropriate staff and to take appropriate action, which will include advising senior management on technical issues, financial and budgetary implications.
- To lead the management of EVERY Compliance system across the Trust.
- To maintain oversight and manage if appropriate, the tendering, implementation and snagging of all capital projects so that they are delivered on time, on budget and are value for money.
- To ensure that orders placed for approved site works/services are in accordance with approved policies, procedures, specifications, timescales and that the work is supervised and completed satisfactorily.
- To maintain oversight of the security of Trust Estates including the operation of fire, smoke and intruder alarms, emergency key holder responsibilities and risk management.
- To manage the oversight of approved contractors and suppliers to the Trust.
- To work closely with other Trust Managers and academy Site Managers to ensure best value and efficiency in all multi location works.
- To manage the Trust asset inventory.
- To lead on the sustainability / green strategy, ensuring best practice of energy conservation in the use of heating, light, water etc. is developed and maintained.
- To manage the use of the Estate to maximise income generation through lettings and other community use.
- To have oversight of the cleaning provision across the Trust.
- To manage budgets effectively, ensuring all financial policies and procedures are followed diligently.
- To monitor school budgets, supporting and challenging the Site and Facilities Managers at each school within the Trust.
- To support the CFO and CEO in maximising opportunities to bid for additional capital funding that supports the Trust ambitions.
- To lead on the procurement of best value for money contracts.

## Compliance Assurance and Communication

- To ensure that compliance control systems in Estates, Facilities Management and Health & Safety are managed effectively.
- To ensure there are accurate and up-to-date information/records / reports relating to the areas of Estates, Facilities Management and Health & Safety.
- To identify and take appropriate action on issues arising from data, systems and reports, setting deadlines when necessary and reviewing progress on action taken.
- To undertake relevant due diligence activity appropriate for the remit of the role.

# Job Description

## Finance

- To monitor the premises related capital and revenue budgets and make recommendations on the prioritisation of spending plans.
- To provide relevant information to the CFO to assist with annual budgeting and longer-term financial planning processes.
- Ensure best value is achieved in premises related operational expenditure, including identifying and implementing efficiency savings, obtaining quotes for services and repair work required in line with the Trust's financial procedures and ensuring that all premises related service providers are meeting their contractual obligations.
- Review and update the Trust's asset management plan regularly and formally on an annual basis in line with the Trust's financial procedures.

## Other Specific Duties:

- The Trust Central team are located on site at the Polaris Multi Academy Trust Offices. There will be a requirement for multi-site working at academy / school level, based on the needs of the Trust and requirements of the role.
- To attend team meetings and staff meetings and maintain confidentiality inside and outside the workplace.
- To continue personal and professional development as required.
- To actively engage in the performance review process.
- All support staff may be used to perform appropriate duties as and when required by the Trust, commensurate with the salary grade of that post if it is higher than the employee's current salary.
- To work in the best interests of the Trust, its pupils, parents and staff.
- To adhere to the Trust's policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.

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.

This job description is current at the date shown, but, in consultation with you, may be changed by the Trust to reflect or anticipate changes in the job commensurate with the grade and job title and/or Trust.

# Job Description

## PERSON SPECIFICATION


Job Title: Trust Estates Manager		
KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Possess GCSE qualifications, including a minimum of grade C / 5 in English and Maths.</li> <li>• Full UK driving license and possess a vehicle to travel between academies.</li> <li>• NVQ4, Diploma or equivalent in Building or Facilities Management.</li> <li>• Be working towards or already achieved a nationally recognised Health and Safety qualification.</li> </ul>	<ul style="list-style-type: none"> <li>• Possess A Level and/or equivalent Level 3 qualifications.</li> <li>• NEBOSH certificate level or above.</li> <li>• Degree educated.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of managing premises in a multi-site group complex organisation.</li> <li>• Evidence of leadership of diverse teams across a large organisation.</li> <li>• Significant facilities management experience in a similar role.</li> <li>• Experience in Health &amp; Safety management, operations and responsibilities.</li> <li>• Experience of working with a range of contractors on capital and / or maintenance projects.</li> <li>• Experience of designing and managing a rolling programme of maintenance.</li> <li>• Experience of managing cleaning, security and grounds maintenance services.</li> <li>• Experience of delivering capital projects across educational estates.</li> <li>• Experience of managing a team.</li> <li>• Experience of delivering services to meet customer needs.</li> <li>• Experience of managing competing priorities and working to tight timescales.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school, academy, trust or other educational based background</li> <li>• Practical building or maintenance skills</li> </ul>

# Job Description

<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"><li>• Knowledge and understanding of Health and Safety requirements.</li><li>• Knowledge and understanding of Building Management Systems.</li><li>• Excellent customer service skills and the ability to understand the needs of the business.</li><li>• Excellent organisational and time management skills and the ability to prioritise work for yourself and others.</li><li>• Ability to disseminate knowledge and good practice to other members of staff.</li></ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• An excellent record of attendance and punctuality.</li><li>• Ability to relate to and communicate with a wide range of people (staff, external contractors, external customers etc.) with a calm and courteous manner.</li><li>• Self-motivation and personal drive to complete tasks to the required timescales and quality standards.</li><li>• Commitment to continuous self-development including undertaking qualifications in key areas.</li><li>• Self-awareness.</li><li>• Sense of humour.</li><li>• Reliability, integrity and stamina.</li><li>• Resilience and perspective.</li></ul>	



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