



Queensbury Academy

Application Pack Site Agent





Dear Applicant

Queensbury - a place where you can grow

Thank you for responding to our advertisement for the post of Site Agent. We hope you will find the details of the post both interesting and informative. Queensbury is the school of choice in Dunstable as it has been oversubscribed for the last 4 years. It has a growing 6th form which has expanded by 60% in the last year due to the quality of teaching and the range of courses we offer. The reason why we are so popular is that there is a family spirit here where we genuinely value and care about each other as CPD and wellbeing is at the centre of what we do. This is summed up in our CARE values - Cooperation, Aspiration, Respect and Endeavour which leads to students and staff feeling they are recognised for what they do and that they can grow into being better people. This is all underpinned by strong and consistently applied systems in the Academy that focus on our TALENT rules in the classroom and support by leaders who make sure teachers can teach and students can learn.

The Academy's vision is to ensure students reach their potential by achieving exceptional examination outcomes that lead to life changing opportunities, but we also want them to develop their character where they can make the most out of these opportunities. Students' personal development and pastoral care is essential in supporting their journey in becoming young people that can make a positive difference to their local communities now and in the future.

If you think you can make a positive contribution to the learning of our students and would like to work and learn in a continuously improving school, then we would be delighted to receive your application. The closing date for applications is 12 noon on Wednesday 9th June 2021. We hope you will want to work with us and look forward to hearing from you. Whatever your decision, we wish you good fortune in your search for the right post.



Procedure for application

If you wish to be considered for this vacancy you should complete the application form, giving the names and addresses of two referees, and submit a concise letter of application. This should be typed and should include the following information:

- A brief outline of what you have achieved in your present or most recent post
- A statement about why you want this job
- An indication of the strengths and expertise you could offer the school
- How your experience has prepared you for this role

We are not in a position to accept a generic CV instead of an application form. Additional sheets or a separate letter may be attached to the back of the application form if there is insufficient space. Completed applications should be returned to Jenny Galligan, Office Manager either by post or by email. Email address is: jgalligan@queensbury.anthemtrust.uk

Queensbury Academy as part of Anthem Trust is committed to promoting equality of opportunity for all staff and job applicants. We aim to create a supportive and inclusive working environment in which all individuals are able to make best use of their skills, free from discrimination or harassment, and in which all decisions are based on merit. We do not discriminate against staff on the basis of age; race; sex; disability; sexual orientation; gender reassignment; marriage and civil partnership; pregnancy and maternity; religion, faith or belief.

The Trust takes Safeguarding very seriously. As a matter of routine, all successful applicants will undergo DBS and barred list checks. Teaching staff will also be subject to a prohibition check. Disclosure of criminal records will be required for any applicants invited to interview.

Canvassing any member of staff or member of the governing body either directly or indirectly, is prohibited and will be considered a disqualification. We do however encourage candidates to contact the academy to arrange an informal telephone call or a pre-application visit where I can answer any questions you may have. If you have not heard from us within two weeks following the closing date, regretfully you must assume that your application has been unsuccessful on this occasion, in which case the Governors would like to thank you for your time and your interest in the school. We also reserve the right to hold interviews as and when the applications are received, and so this job may be withdrawn without notice if, after interview, we find a successful candidate.

I look forward to receiving your application and hopefully meeting you in person to discuss this role further.

Mark Little
Principal



Queensbury Academy
Langdale Road
Dunstable
Bedfordshire
LU6 3BU

Tel: 01582 601241
admin@queensbury.anthemtrust.uk
www.queensburyacademy.com

Site Agent- starting 1st July 2021

Full time - 40 hours per week, 52 weeks a year

Salary- CBC Level 3, points 5-10 depending on experience.

Actual salary £20,878 plus some overtime and LG Pension Scheme

Queensbury Academy is a consistently oversubscribed, OFSTED rated 'good' comprehensive school situated at the foot of Dunstable Downs in South Bedfordshire. It is part of the successful Anthem trust which offers incredible support for every professional that works within it.

We are seeking to appoint a dynamic and enthusiastic individual to be a site agent. We are looking for someone who loves working with children and is aligned with our CARE values – Cooperation, Respect, Aspiration and Endeavour.

As an Academy we offer all staff a:

- climate for teaching and learning which is calm and engaging
- CPD and collaborative practice that is full of innovation
- focus on staff wellbeing that ensures you enjoy your job and being part of a team
- amazing students that will make you proud to be part of the Queensbury family

An application information pack can be obtained from the Academy website:

www.queensburyacademy.com or contact Mrs J Galligan, Office Manager at the Academy on

01582 601241 or at jgalligan@queensbury.anthemtrust.uk

Closing date: 9th June 2021 and interviews to be held- TBC

The school reserve the right to appoint before the application deadline

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).

CVs will not be accepted for any posts based in the Academy.



Title - Site Agent JOB DESCRIPTION
Responsible to – Site Manager
Grade – CBC Level 3, Points 5 - 10
40 Hours per week, 52 weeks
Job Purpose
To provide an onsite service including security of the premises and its contents, heating and lighting of the premises, cleaning of specified areas, portorage, and minor maintenance repairs.
Main Responsibilities
To be responsible for the security of the premises and its contents. To be responsible for the routine and non-routine (e.g. emergencies) opening and closing of the premises. To report to the Facilities Manager trespass, theft or unauthorised parking vehicles on the premises
To be responsible for the regular checking and testing of the fire alarm warning system sounders in line with regulation and guidance, recording the event and any issues arising. Checking and testing battery banks for emergency lights where relevant. Regular checking and recording with the condition and safety of tools and equipment including minibuses in line with the Provision and Use of Work Equipment Regulations.
To assist with the monitoring of the heating and lighting of the premises including necessary frost precautions. To report system failures to the nominated officer. To ensure the satisfactory maintenance/repair of equipment.
To monitor supplies of caretaking supplies. To receive deliveries of supplies, materials and other goods delivered to the school and arrange storage.
To carry out minor repairs and where necessary bring to the attention of the appropriate officer those which require the attention of outside contractors. To admit contractor's employees to premises, ensuring they sign in at the main reception and direct them to their job location
To ensure that adequate supplies of caretaking stores are maintained, and records kept. To receive deliveries of stores, materials and other goods delivered to the school and arrange storage
To ensure that external areas, paths and drives remain free from litter and that all drains. and gullies are free flowing and clean, as appropriate. To clear pathways of snow and apply salt when required.
To deal with lettings as agreed with the Site Manager and submit claims as appropriate.
To undertake tasks of a similar nature and level as directed by the Office Manager or Business Manager
Knowledge and Skills



Essential

Minimum 2 years' relevant experience.

Excellent communications skills, oral and written. Good IT skills.

Desirable

4 years+ relevant experience, some relevant trade experience

PERSON SPECIFICATION

JOB TITLE: Site Agent

Attributes	Essential	Preferred
Education/Qualifications	Literate and numerate	Relevant trade qualification (eg carpentry, electrical, plumbing)
Experience	2 years relevant experience	Previous experience in a similar post in a school Previous experience of supervising staff
Skills/Knowledge/Aptitude	<p>Ability to undertake a range of routine maintenance tasks</p> <p>Ability to communicate in writing and on the telephone.</p> <p>Ability to work under pressure</p> <p>Ability to work on own initiative and make decisions</p> <p>Ability to develop good working relationships with staff, pupils, visitors, contractors etc</p> <p>Ability to work as a team member</p> <p>A commitment to equality principles and practice and a commitment to the school/County Council equal opportunities policy</p>	Knowledge of health and safety regulations

Motivation	<p>Ability to work hard and take a pride in the job with commitment to achieving high standards of cleanliness and hygiene</p> <p>Willingness to work overtime when needed, including evenings and weekends and to ensure that lettings are serviced</p> <p>Ability to work without supervision</p> <p>Willingness to undertake further training</p> <p>Trustworthiness</p> <p>Flexibility and willingness to adapt to the school's changing needs (eg to work flexibly to meet specific or emergency situations)</p>	
Physical	<p>Ability to undertake manual work and to perform tasks set out in the job description</p> <p>Ability to move and use domestic and industrial type cleaning equipment (polishers, vacuum cleaners etc)</p>	
Other	<p>Must be fluent in the English language in accordance with the Immigration Act 2016</p> <p>Availability for call-out duties (eg to respond to alarms)</p> <p>Willingness to wear protective equipment as supplied</p>	Interview



Position applied for:	
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Personal details		
Title: Click or tap here to enter text.	First name: Click or tap here to enter text.	Surname: Click or tap here to enter text.
Home address (including postcode)	Click or tap here to enter text.	
Telephone numbers	Work: Click or tap here to enter text.	Home: Click or tap here to enter text. Mobile: Click or tap here to enter text.
Email	Click or tap here to enter text.	
Teacher Reference Number (if applicable)		

Current employment	
Name & address of employer	Click or tap here to enter text.
Post held	Click or tap here to enter text.
From (mm/yy): Click or tap to enter a date.	To: (mm/yy) Click or tap to enter a date.
Main responsibilities	
Current salary (Teachers: please also provide spine point & allowance)	



**Previous employment – most recent first***(Please use additional sheets if required)*

Name & address of employer	Position held and main responsibilities	From (mm/yy)	To (mm/yy)	Reason for leaving
	Click or tap here to enter text.			
	Click or tap here to enter text.			
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap to enter a date.		Click or tap here to enter text.
		Click or tap to enter a date.		Click or tap here to enter text.
Click or tap here to enter text.			Click or tap to enter a date.	





Please account for any gaps in employment below:

Click or tap here to enter text.



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Registered Office: Highbridge House, 16-18 Duke Street, Reading, RG1 4RU

**Professional and personal development – most recent first**

Please include details of any relevant training courses undertaken in the last 5 years (please use additional sheets if required)

Name of provider	Course title and/or accreditation	From (mm/yy)	To (mm/yy)

Education history- most recent first

Please list your education history (secondary school onwards) (please use additional sheets if required)

Institution	From (mm/yy)	To (mm/yy)	Qualification attained/subject including grades



**Supporting statement**

Please explain why you're applying for this post and what skills and experience you can bring (please refer to the job description and how you meet the requirements set out in the person specification in your answer, using additional sheets if required).

Click or tap here to enter text.





Referees

Please provide detail of two referees, one of whom must be your current or most recent employer. If you are currently working, or have worked, with children, the first referee should normally be your current or most recent Headteacher. References will not be accepted from relatives or people acting solely in the capacity of friends. Please let your referees know that you've listed them as a referee as references will be requested for shortlisted candidates prior to interview.

Referee 1

Name	
Position/ job title	
Organisation	
Relationship to you	
Address	
Telephone no: Click or tap here to enter text.	Email: Click or tap here to enter text.

Are you happy for us to contact this referee prior to interview?

Yes ☐

No ☐

Referee 2

Name	
Position/ job title	
Organisation	
Relationship to you	
Address	
Telephone no: Click or tap here to enter text.	Email: Click or tap here to enter text.

Are you happy for us to contact this referee prior to interview?

Yes ☐

No ☐

Reference declaration





Reference requests sent to your referees will ask the following as a minimum:

- Relationship to you
- Details of your post and salary
- Performance history
- Details of formal capability proceedings within the last two years
- Details of live disciplinary sanction or action pending which is not related to safeguarding concerns
- Details of disciplinary procedures, allegation or concerns involving the safety and welfare of children/young people. This includes 'time expired' sanctions.
- Concerns about your suitability to work with children

I consent to my referees being contacted in accordance with the above.

Signed:

Date:

Print name: Click or tap here to enter text.





Personal data		
Where did you hear about this vacancy?	<input type="checkbox"/> Anthem website <input type="checkbox"/> School's website <input type="checkbox"/> EPM website <input type="checkbox"/> TES online <input type="checkbox"/> Schools Week jobs board <input type="checkbox"/> Word of mouth <input type="checkbox"/> Other – please state Click or tap here to enter text.	
Do you have a current full clean driving licence? (only required for post that require driving)	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> not applicable	
Do you require sponsorship?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Are there any special arrangements which we can make for you if you are called for an interview and/or work-based assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If Yes please specify (e.g. ground floor venue, sign language, interpreter, audiotape etc): Click or tap here to enter text.
Data Protection		
<p>Throughout this form we ask for some personal data about you. We'll only use this data in line with data protection legislation and process your data for one or more of the following reasons permitted in law:</p> <ul style="list-style-type: none">• You have given us your consent• We must process it to comply with our legal obligations• We need to process it for our legitimate interests <p>You can find out more information on our legitimate interests and how we use your personal data in our privacy notice for job applicants which is available from our website. This form will be kept strictly confidential but may be copied and may be transmitted electronically for use by those entitled to see the information as part of our recruitment process.</p>		
Disclosure and Barring		
<p>We are legally obligated to process a Disclosure and Barring Service (DBS) check before making appointments to relevant posts. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website.</p> <p>Any data processed as part of the DBS check will be processed in accordance with data protection regulations and our privacy statement.</p> <p>If you have lived or worked outside of the UK in the last five years, we may require additional information in order to comply with safer recruitment requirements.</p>		
Childcare Disqualification		





In some educational settings, there is a requirement for some staff to disclose relevant information. The information disclosed will be treated as strictly confidential. We will also use the DBS check to ensure we comply with the Childcare Disqualification Regulations.

Prohibition from Teaching and/or management

We will check that anyone to be employed to carry out teaching work is not subject to a teacher prohibition order or interim prohibition order issued by the Secretary of State. Where appropriate, we will check whether restrictions or sanctions have been imposed by an EEA regulating authority. For management posts, we will check whether a section 128 direction has been made.

Right to work in the UK

We will require you to provide evidence of your right to work in the UK.

Notes

- i. It is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, accept, or do any work in a 'regulated position'. The position you are applying for is a 'regulated position'.
- ii. A pre-employment medical questionnaire will be required. A medical examination may be required.
- iii. We have a duty to protect the public funds we administer. To this end, we may use the information you share as part of this recruitment process for the purposes of prevention and detection of fraud. We may therefore share this information for such purpose with statutory bodies responsible for auditing or administering public funds.
- iv. Should your application be unsuccessful, the details you have supplied will be retained by us for six months unless you specifically request that this should not be the case.

Declaration

I declare that to the best of my knowledge and belief, the details given by me on this application form are correct and can be treated as part of any subsequent contract of employment.
I understand that if I give any information which is false, or I withhold any relevant information, this may lead to my application being rejected, or if already appointed, to termination of employment.
I understand that information given on this form may be used in accordance with Data Protection as set out above.
I agree to provide, when requested, such evidence as may be required to enable all necessary checks to be carried out.

Signed:

Date:





Equalities monitoring information (to be detached before shortlisting)

We're bound by the Public Sector Equality Duty to promote equality for everyone. To assess whether we're meeting this duty, whether our policies are effective and whether we're complying with relevant legislation, we need to know the information requested below. This information will not be used during the selection process. It will be used for monitoring purposes only.

Date of birth? DD/MM/YYYY			
Gender?	<input type="checkbox"/> Female <input type="checkbox"/> Male	<input type="checkbox"/> Transgender <input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say
Sexual orientation	<input type="checkbox"/> Bisexual <input type="checkbox"/> Heterosexual <input type="checkbox"/> Homosexual man	<input type="checkbox"/> Homosexual woman <input type="checkbox"/> Other	<input type="checkbox"/> Prefer not to say
Religion or belief	<input type="checkbox"/> No religion <input type="checkbox"/> Buddhist <input type="checkbox"/> Christian	<input type="checkbox"/> Hindu <input type="checkbox"/> Jewish <input type="checkbox"/> Muslim	<input type="checkbox"/> Sikh <input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say
Ethnic origin	White <input type="checkbox"/> British <input type="checkbox"/> Irish <input type="checkbox"/> Gypsy/Roma <input type="checkbox"/> Traveller of Irish heritage <input type="checkbox"/> Any other White background	Asian or British Asian <input type="checkbox"/> Bangladeshi <input type="checkbox"/> Indian <input type="checkbox"/> Pakistani <input type="checkbox"/> Chinese <input type="checkbox"/> Any other Asian background	Black or Black British <input type="checkbox"/> African <input type="checkbox"/> Caribbean <input type="checkbox"/> Any other Black background
	Mixed <input type="checkbox"/> White and Asian <input type="checkbox"/> White and Black African <input type="checkbox"/> White and Black Caribbean <input type="checkbox"/> Any other mixed background	Other Ethnic groups <input type="checkbox"/> Arab <input type="checkbox"/> Any other ethnic group	<input type="checkbox"/> Prefer not to say
Are your day-to-day activities significantly limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?	<input type="checkbox"/> Yes (please provide information below) <input type="checkbox"/> No <input type="checkbox"/> Prefer not to say		
Disability	<input type="checkbox"/> Physical impairment <input type="checkbox"/> Sensory impairment <input type="checkbox"/> Learning disability/difficulty	<input type="checkbox"/> Long-standing illness <input type="checkbox"/> Mental health condition <input type="checkbox"/> Developmental condition	<input type="checkbox"/> Other <input type="checkbox"/> Prefer not to say

Anthem policy statement on the recruitment of Ex-offenders

In accordance with the Disclosure and Barring Service Code of Practice this policy is made available to all job applicants at the outset of the recruitment process. The DBS Code of Practice is available at <https://www.gov.uk/government/publications/dbs-code-of-practice>

- As an organisation which uses the Disclosure and Barring service, Anthem Schools Trust complies fully with the DBS Code of Practice and undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We meet the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. A DBS check will therefore be carried out before appointment to any job at Anthem Schools Trust is confirmed. This will include details of convictions cautions and reprimands, as well as 'spent' and 'unspent' convictions. A criminal record will not necessarily be a bar to obtaining a position.
- We are committed to the fair treatment of applicants on all protected grounds and in relation to all history of offending.
- We promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their competencies, qualifications, and knowledge.
- Application forms and recruitment information will contain a statement that job applicants will be required to disclose their criminal record if they are invited to interview and a DBS check will be carried out if they are offered the job. The information will only be seen by those who need to see it as part of the recruitment process.
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the job sought could lead to withdrawal of an offer of employment.
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the job before withdrawing a conditional offer of employment.
- We ensure that people at Anthem Schools Trust who are involved in the recruitment process have access to professional advice to identify and assess the relevance and circumstances of offences. We also ensure that they have received appropriate guidance in the relevant legislation relating to the employment of ex-offenders, e.g., the Rehabilitation of Offenders Act 1974.

Having a criminal record will not necessarily bar you from working for Anthem Schools Trust. This will depend on the nature of the position and the circumstances and background of your offences.

This policy applies to the whole of Anthem Schools Trust