



Birches Head
Academy
Stoke-on-Trent

Recruitment Pack

Assistant Site Supervisor



Frank Field
Education Trust





INFORMATION FOR APPLICANTS

Thank you for downloading this application pack and for your interest in becoming an Assistant Site Supervisor at Birches Head Academy, in Stoke-on-Trent.

This is an exciting time at the Academy, as we have made dramatic improvements and seen a complete culture change in recent years, resulting in growing numbers of children applying for places.

We have recently joined the Frank Field Education Trust, providing a firm foundation to enable us to flourish. As an Academy within the Frank Field Education Trust, schools will particularly benefit from the Trust's access to services that will improve the support we can offer to all students and families and also from the opportunity to work with like-minded people, who want the best for children and young people. The Academy works in partnership with a number of schools both locally and nationally, including our primary feeder schools and colleges to ensure all students have the very best opportunities and outcomes.

Our vision is to provide:

- An exceptional academic education to all children (Intellectual Capital)
- A values led approach to education for every child (Cultural Capital)
- The right environment for every

child to flourish by building learning communities in partnership with parents and carers (Social Capital)

Achieving these commitments will ensure that, when pupils leave the Academy, they are ready for the next step in their journey; leaving with the necessary skills and knowledge, and the desire to serve others, to become the next generation of leaders.

Our determination to do this, in its fullest sense, resonates with our Academy motto inspired by the words of Oscar Romero "Aspire to be More". I have very high aspirations for the young people at Birches Head Academy. I want the very best for them. I want them to 'Aspire to be More'.

If you feel you can make a contribution to this important enterprise and help our children to be the best that they can be, then I look forward to receiving your application.

If you would like to discuss this vacancy or visit the school please contact Mrs J Bracegirdle, Principal's PA by email at: jbracegirdle@bircheshead.org.uk.

Ms Katie Dixon
Principal

A WELCOME FROM THE CEO OF THE FRANK FIELD EDUCATION TRUST



The Frank Field Education Trust (FFET) is a multi-academy trust (MAT) based in two Regional Schools Commissioners areas (L&WY and West Midlands) which aims to build on the work of the Outstanding teachers, leaders and schools within the Trust to serve the most disadvantaged schools and communities in England.

The founder and Chair of the Trust, the Rt. Hon. Lord Frank Field, served for almost 40 years as the Member of Parliament for Birkenhead. During this time, Frank has written extensively on education and, in 2010, wrote "The Foundation Years: preventing poor children becoming poor adults" report, which is regarded as a landmark document regarding the importance of education and Early Years care in ending disadvantage. The review found that the gap in cognitive, social and emotional skills between the most and least disadvantaged students starts well before children enter the education system. This gap widens still further during school years.

Our intention is to work with schools that buck this national trend, with the aim of equalising or bettering life chances by the time our young people leave school. We believe social justice can be achieved through excellence in education.

We welcome applications from people who share our ambition to provide an education for children that is unparalleled in this country and have the enthusiasm and drive to make this a reality.

Mr Tom Quinn
CEO of The Frank Field Education Trust





STOKE-ON-TRENT

The City of Stoke-on-Trent is in the West Midlands and has a population of 270,000, which is predominately white British, but with a significant minority ethnic community. Ambitious plans are underway to transform and renew the City through major investment in health, housing, economic development and education.

The 'Potteries' as Stoke-on-Trent is affectionately called, is renowned for its world-class ceramics industry and industrial heritage. The Midlands power house is driving economic growth and renewed prosperity.

The City boasts a strong cultural tradition with its ceramics and Performing Arts heritage. With an increase in the number of children, education is of critical importance to the future prosperity of the City.



JOB DESCRIPTION: ASSISTANT SITE SUPERVISOR

Reporting to: Site Manager or Site Supervisor
Post Grade: Grade 4
Contract Term: Full Year

Purpose of the Post:

To support the Site Manager and Site Supervisor in ensuring the smooth day-to-day running of the school, including maintenance/repair of the site, site security, cleaning of designated areas and portering duties.

1. Maintaining the security of the site; unlocking and securing premises at agreed times and maintaining the key(s) in their possession for emergencies. Check and repair/report on security fencing and gates.
2. Carrying-out minor repairs to include internal and external decoration, plumbing, joinery, plastering, glazing, electrical, drainage as directed by Head and/or Site Manager.
3. Checking that the heating and lighting systems are operating correctly and efficiently, and setting controls for their use.
4. Disposing of any waste materials, arising from the use of the premises, which are not covered by alternative arrangements.
5. Replacing any consumables on the premises, in appropriate locations, which are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc.
6. Ensuring that premises are in a safe, tidy and satisfactory condition prior to use. In the morning, this will normally require attendance until a member of staff arrives.
7. Carrying-out minor plant maintenance in accordance with agreed working practices and procedures.
8. Performing general portering and collection activities.
9. Cleaning of designated areas, not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. in addition to cleaning of a non-routine nature, to include the removal of graffiti and spillages during occupation.
10. Testing and operation of the burglar alarm system. Responsible for custodian duties at all times and ensuring the availability of a nominated person for emergency call out on all designated sites.



JOB DESCRIPTION: ASSISTANT SITE SUPERVISOR

11. Liaising with Police and Fire Officers in the event of damages or community emergency.
12. Maintaining the heating and lighting of all premises including stoking and boiler firing.
13. Dealing with health and safety matters included in standard documents covering working practices etc.
14. Overseeing delivery, use, recording and monitoring of all essential services, e.g. gas, oil, water, electricity consumption, supported by the Site Manager or Site Supervisor, and having regard to the need for energy conservation and management.
15. Moving furniture and equipment, as necessary.
16. Any other duties commensurate with the grading of the post as directed by the headteacher.

All equipment and protective clothing necessary for the role will be provided.



PERSON SPECIFICATION: ASSISTANT SITE SUPERVISOR

Qualifications

Essential

- Basic literacy and numeracy skills.

Desirable

- 5 GCSEs at C or above (or equivalent qualifications).
- Emergency first aid at work certificate / willingness to complete emergency first aid at work training.
- Health and safety qualification.

Experience and knowledge

Essential

- Experienced in DIY / practical skills in order to maintain, repair and improve the school buildings and site.
- Good understanding of the importance of Health & Safety in the workplace.
- Basic IT skills and a willingness to learn the school's systems and relevant IT packages.

Desirable

- Experience within a similar role in either a school environment or large office buildings.
- Experience of dealing with contractors and visitors.
- Knowledge of specific premises issues: security, heating systems, building construction, COSHH regulations.
- Understanding of safeguarding children.

Key Skills and attributes

Essential

- Ability to use basic power tools and other equipment to maintain, repair and improve the College building and site.
- Ability to work as part of a team.

- Ability to work proactively, using own initiative, to anticipate and reduce risk where possible and maintain the premises to a high standard.
- Ability to work alone when required, showing good self-motivation.
- Ability to work in a flexible manner, including responding to emergency call-outs, outside of school hours, on a rota basis.
- Ability to deal with emergencies and problems in a positive and systematic manner.
- Effective communication skills.
- Willingness to undertake any relevant training.
- Organised and able to prioritise tasks to manage workload.



HOW TO APPLY

If you decide to apply for this position, please complete an application form: curriculum vitae alone will not be accepted. Your formal letter of application (supporting statement) should be no longer than two sides of A4 and should address:

- Why you are attracted to this position and Academy
- How your experiences and achievements match the job description and person specification

Please return your completed application to:

Jocey Bracegirdle (PA to the Principal)
at: jbracegirdle@bircheshead.org.uk

Key Dates

Closing Date: Tuesday 4 January 2022 at 9.00am Interviews
week commencing Friday 7 January 2022

Academy Location

Birches Head Academy
Birches Head Road
Stoke on Trent
ST2 8DD
01782233595
Email: info@bircheshead.org.uk

Additional Information

Ofsted Reports: www.ofsted.gov.uk
Information about Stoke City Council: www.stoke.gov.uk
Frank Field Education Trust: www.ffet.co.uk



ABOUT THE FRANK FIELD EDUCATION TRUST

The Frank Field Education Trust (FFET) is a Multi Academy Trust (MAT) formed with the explicit intention of delivering world-class education. We do this by delivering a curriculum that focuses on developing intellectual, social and cultural capital in our young people, that will enable them to become adults who will have choice-filled lives and be good people. Our Trust has a particular focus on working with the most disadvantaged in our society and we believe, through excellence in our schools, we can ensure that social justice will prevail for all our students and families. There are currently three schools in FFET (and two Associate Schools):

The Ellesmere Port Church of England College

Based in Ellesmere Port, Cheshire, this 11-18 school has been transformed into a high performing College. It is a faith school and, as such, reflects our vision within a Christian context.

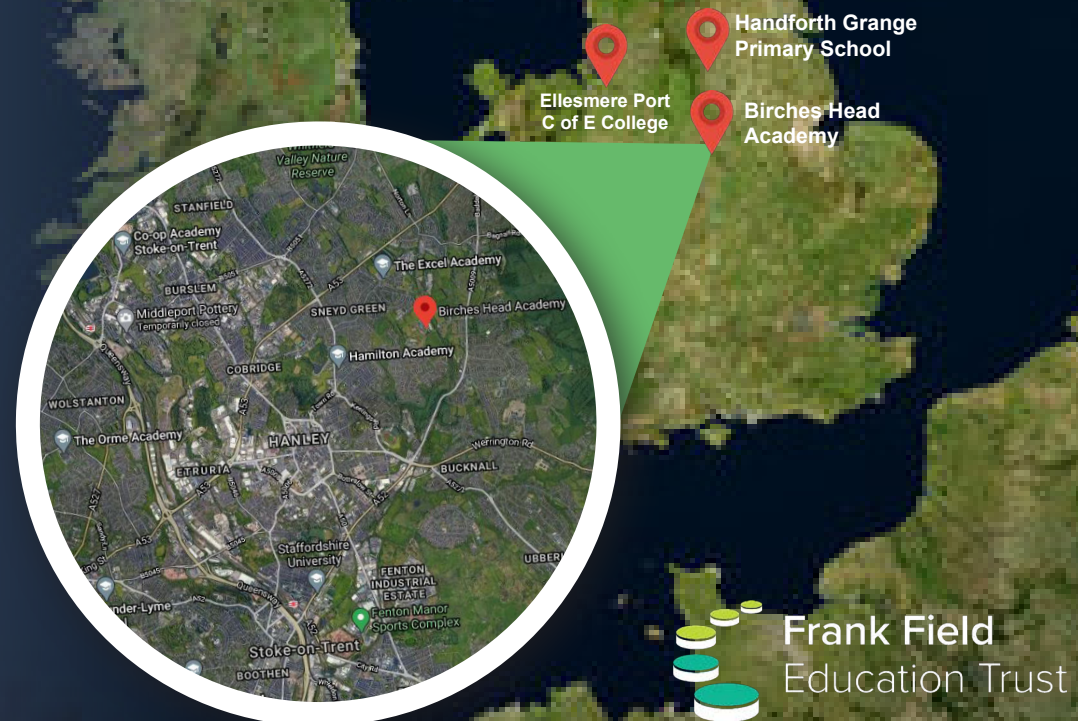
Handforth Grange Primary School

Based in Handforth, near Manchester, this outstanding primary school and National Support School leads the way in innovative curriculum development and inclusion.

Birches Head Academy

Based in Stoke, BHA is our newest school to join the Trust and is rapidly growing in pupil numbers as its reputation for inclusion, diversity and excellence spreads amongst its community.

The Frank Field Education Trust is recognised by the Department for Education as a sponsor. This means the Trust has given a commitment to support academies facing all types of challenges, including educational standards and financial viability. Our growth model is established around local hubs within the Lancashire & West Yorkshire and West Midlands RSC regions which will provide education from 3-18 years and also include support from birth to three years.



WHAT FFET HAS TO OFFER OUR STAFF:

- We work collaboratively with academies in our FFET family, allowing our students and staff many opportunities to develop themselves. This is embodied in the FFET vision: 'Social Justice through Excellence in Education'.
- A strong organisational culture and purpose.
- A commitment to staff development and staff well-being.
- A palpable sense of community built on trust and transparency.
- A culture that embraces new ideas and uses innovation for continuous improvement.
- The opportunity to help establish a positive school culture that is focused on achievement and well-being.



GROWING NETWORK

Joined December 2018



The Ellesmere Port
C of E College

Joined February 2019



Handforth Grange
Primary School

October 2020

Christ Church Primary
School joined FFET as an
Associate School

Joined December 2020



Birches Head
Academy

September 2021

Esprit MAT Partnership
begins

November 2020

The Acorns Primary &
Nursery School joined FFET
as an Associate School

September 2021

Early Life Project begins



Early Life
Programme



Part of the

Frank Field

Education Trust

ASPIRE TO BE MORE

Birches Head Academy, Birches Head Road, Stoke-on-Trent, Staffordshire, ST2 8DD

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