



## Welcome from the CEO

Dear Applicant

Thank you for taking an interest in Ascend Learning Trust, where we pride ourselves on our vision of 'Excellence in Education.' As a community of schools, we strive to achieve this through our relentless commitment to compassion, respect and ambition for all our students, with the potential of every individual within our community valued. As a result of this ambition, we strive to ensure that students receive an incredibly high standard of academic and pastoral care to enable them to leave school with the very best platform for their future. The schools within Ascend Learning Trust are a family, and as such they support each other to continuously improve, providing strength to each other.

As a mother of 3 school age children at both primary and secondary level, I know how important young people's school experience is and it is a privilege to lead an organisation whose purpose it is to support this. As the newly appointed CEO of Ascend Learning Trust (from September 2023) I am fully committed, along with all of our staff to ensuring that each child's education is the very best that it can be.

This pack will give you details of the job description and list the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

### References

We will require two satisfactory references before a job offer is confirmed; one of which must be your Line Manager / Headteacher in your present or most recent employment.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

Further information about the Ascend Learning Trust and the Academies within it, is available on our website [info@ascendlearningtrust.org.uk](mailto:info@ascendlearningtrust.org.uk) We hope you will feel inspired to apply to work within the Trust.

Yours sincerely

**Jane Coley**

**Ascend Learning Trust CEO Designate**

## Band / Salary / Hours

**Grade:** O

**Salary:** £47,473-£49,590 (DOE)

**Contract:** Permanent, Full time (Flexible working considered)

**Start Date:** TBC

**Closing Date:** Midnight Sunday 11<sup>th</sup> June 2023

**Interview Dates:** Tuesday 20<sup>th</sup> June 2023

## How to Apply

To apply please ensure you complete an application form available from the Trust website [www.ascendlearningtrust.org.uk](http://www.ascendlearningtrust.org.uk) or complete the online application. Applications should be submitted via [recruitment@ascendlearningtrust.org.uk](mailto:recruitment@ascendlearningtrust.org.uk)

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

## Job Description

Within this newly created role, and working with an expert and dynamic team, you will ensure a high level of H&S compliance and safety procedures are achieved across all ALT sites and activities. The role will involve proactively working with senior managers and staff to establish and maintain a culture of safe practices across the Trust. This is an ideal role for someone looking to advance their H&S career. Using your specialist knowledge, you will help with the expansion and development of H&S.

You will work collaboratively as a member of the ALT Shared Service team to:

- support the Headteachers in the delivery of the educational objectives of ALT
- lead in the management of ALT's contracts, taking accountability for operational performance.
- provide expert input into technical reviews and contract interpretation, through holding a deep understanding of the operation
- Ensure the ALT premises and H&S policies, procedures and risk assessments are updated to; reflect best practice, ensure compliance with all statutory regulations, and include all relevant health and safety guidance, policies and laws, conducting regular audits to check compliance
- provide inspirational leadership to site managers and school site teams under your line management, including carrying out performance management.
- provide support to all estates staff across the Trust, leading by example at all times.
- support with the recruitment and training of site staff, ensuring the Estates Team are responsible for their continuing professional development, identifying training needs and facilitating or delivering training opportunities.
- provide specialist input into working practises to ensure the school buildings are maintained to a high standard
- provide expert estates and facilities knowledge and support on areas such as:
  - Green technologies (biomass, solar, ground source heat pumps, heat recovery,
  - LED lighting, EV charging systems)
  - Mechanical systems such as heating, drainage & ducting
  - Electrical systems installations
  - Fire detection systems
  - Building Statutory compliance to SFG20 standards
  - building regulations
  - Maximum occupancy and site capacity audits

- promote the role of Safeguarding within the context of Estates and Facilities in schools and the wider context across the Trust
- establish strong relationships within shared services to integrate the work of the Estates team and support the development of local schools, working together to share knowledge, resources and services to increase capacity, reduce costs and provide better levels of service to schools

### **Strategic Estate Management**

You will develop estates strategies, ensuring they contain a budgeted site development strategy for each school, this will include:

- proposals for facilities alterations to accommodate forecasted changes to pupil population
- capacity for introducing new teaching and learning practices
- plans for addressing condition and suitability issues
- fully involve and incorporate all stakeholder perspectives, through maintaining excellent levels of communication, including regular scheduled meetings with Headteachers
- maintain and audit the estates building information database for the schools, update all building condition surveys and other condition assessments such as roofing, mechanical and electrical, drainage systems as needed
- ensure that each building element in the Every database has a cost estimate based on the Building Cost Information Service (BCIS) indices
- ensure that each building element in the Every database has a cost estimate based on the Building Cost Information Service (BCIS) indices
- support the schools across the Trust, to carry out other regulatory body surveys as and when required, such as ESFA asbestos and fire assurances, fixed wiring, land and building surveys
- support the collection of data for calculating rebuild costs in the event of a total building and contents loss

## Estate Plans and Resources

You will:

- create or support schools to develop annual facilities plans and programme of works for each school from within their own school budget, incorporating a planned maintenance schedule, and a schedule of statutory compliance activities, and which is aligned to and directly supports the achievement of strategic objectives of the ALT Estates Strategy
- ensure all schools have adequate staffing levels and resources allocated to Estates and site work
- manage programmes of works included multiple related projects and dependencies
- working alongside the Finance Team, Headteachers and shared service staff to agree Estates related annual budgets, financial strategies for maintenance and metrics for performance management of budgets
- holding regular scheduled meetings with Finance Managers and provide updates on progress against annual facilities plans and programmes of work, including monitoring against agreed budget, and providing options appraisal for any changes
- working with the schools to ensure all estates expenditure including facilities contracts are in accordance with the ALT Procurement Policy and provide value for money
- when applicable, establish productive working relationships with stakeholders and ensure the clear allocation and understanding of PFI contractual responsibilities, negotiating on behalf of ALT to influence outcomes in line with business objectives
- to lead the day-to-day relationship with key stakeholders to ensure facilities management works are completed to time, budget and standards, and delivery is compliant with the Project Agreement and with all statutory regulations
- to ensure there are robust processes in place to monitor the project delivery against performance standards, identifying trends, analysing, and resolving any issues, and providing regular reports to Headteachers
- the embed best practice PFI contract management initiatives to drive operational efficiencies.

## **Maintenance**

You will:

- ensure that each school has a planned preventative maintenance schedule of activities, which is incorporated into their annual facilities plan and programme of works
- line manage the site managers to deliver the plan, assisting site teams to understand the importance of small repairs and maintenance scheduling to reduce long term failure of buildings
- provide specialist advice and input for schools on activities to maintain the integrity of building warranties and guarantees, maintaining a record of activities
- support Headteacher's decision making process, through providing site managers with advice relating to reactive repairs, sourcing and reviewing performance of contractors that can quickly remedy issues and/or advise on diagnosing issues with building control systems, attending site if required.

## **Project Management**

You will:

- Deliver capital funded programmes that are designed to repair, refurbish or replace building stock, including:
  - support scoping and drafting briefs for new projects
  - supporting the preparation of and submitting capital funding bids
  - Identify and develop contacts with a range of local and national suppliers in disciplines required to support building projects for the Trust
  - undertaking contract administration activities
  - supporting the delivery of the projects, and providing advice and guidance on how to manage contractors on site and how to resolve any issues that may arise
  - preparing detailed regular reports on project delivery progress including an analysis of issues and risks with mitigation strategies.

## Health and Safety

You will:

- ensure each school in your region is compliant with all legal and statutory regulations and have a statutory compliance schedule of activities recorded on the 'Every' system, and up to date General Risk Assessment
- carry out regular site security audits that align with the school and ALT policy and national guidance on safeguarding. Make recommendations on improvements, seek approvals and oversee works to address risks
- work with the shared service staff and site manager to oversee all Health and Safety school related matters, and resolve issues
- ensure the annual Fire & Asbestos Risk Assessments and audits monitor compliance and rectify against the findings
- ensure all work that is undertaken across the ALT Estate adheres to HSE guidance including Construction Design Management (CDM) and hot works

## School Environment and Sustainability

You will:

- actively support the Headteachers in achieving environmental and sustainability objectives through proposing effective solutions to maximise energy efficiency within the schools in your region
- support schools to identify, analyse and evaluate current and future issues, from an environmental and sustainability perspective, and drive efficiency initiatives through helping schools to interpret the half hourly gas/water/electricity data (online dashboard), and identify the cause of abnormal readings

*The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.*



## Person Specification

### Qualifications:

- At least 3 years' experience in a management/operations role. (E)
- Practical experience of successfully managing FM Contracts throughout the whole life cycle. (E)
- Experience in dealing with a range of complex matters particularly pertinent to a PFI FM contract requiring a consistently high degree of support, persuasion and advocacy and an awareness of major policy objectives. (D)
- Experience of budget management (E)
- Experience of procuring and managing services and contracts to ensure that value for money and return on investment. (E)
- Experience of health and safety, first aid, medical, fire safety, risk management regulations and requirements. (E)
- Membership of H&S or Estates Professional body or working towards (D)
- Experience of managing a team, including performance management. (E)
- Experience managing contractors and working with outsourced providers. (E)
- Experience of asset and facilities management (E)
- Accredited by recognised professional bodies such as BIFM, RICS and CABE\* (D)
- Formal certificate of training / qualification in Estates management. (D)
- NEBOSH qualified, IOSH, COSSH qualified (D)
- Experience of working in a school environment with the ability to interpret government legislation. (E)
- Experience of conducting building condition assessment surveys. (D)
- Experience of compliance management systems, E.G Every software system (D)

### **Knowledge & Skills:**

- Good working knowledge of management and maintenance of buildings, mechanical, electrical and other infrastructure systems.
- Ability to review systems to ensure the robust evaluation of performance and actions to secure improvements.
- A strong ability to analyse, interpret and resolve estate management problems and to develop, report and implement practical, workable solutions.
- Ability to complete work to the required standards and to agreed deadlines.
- Evidence of successfully managing complex projects from inception to completion.
- Ability to develop and maintain effective working relationships with a wide range of stakeholders, based on long-term partnership.
- Excellent organisational, communicating and problem-solving skills, with the ability to use own initiative and work proactively both in a team and independently.
- Ability to use technology such as compliance, finance systems and Microsoft packages, including Excel spreadsheets
- Self-awareness, with a drive for constant self- improvement and focus on leading high performing teams.
- High level of administration and organisational skills
- Good interpersonal and relationship management skills including being able to influence, negotiate and deal with conflict.
- Ability to maintain a positive and professional demeanor.
- Ability to work with humility.

#### Ability to adapt to changes in the workplace

- A commitment to improving the life chances of young people and be motivated by a desire to provide high standards of service delivery.
- Ability to demonstrate understanding of equal opportunities.
- Commitment to support the Trust's agenda for safeguarding.
- Ability to travel to all ALT sites.
- A flexible approach to working hours
- Use of car and current driving license

## About Ascend Learning Trust

**The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.**

The values of Compassion, Respect and Ambition are those which are essential in Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

**We offer Compassion** – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

**We seek and offer Respect** for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting staff as they progress their careers in school and pupils on leaving school.

**We seek and hold Ambition** for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

## Work for Us

**As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:**

### Professional Development

The North Wiltshire School Centred Initial Teacher Training is part of our Trust training new entrants to the profession. We lead a Challenge Partner Hub of around 30 schools and are 1 of only 13 Designated OLEVI Centres in the country.

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

### Benefits

We also offer an excellent staff benefit package which includes discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 30 days (+ 8 bank holidays per year)

## Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

### **This includes:**

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,
- Trained Mental Health First Aiders in all schools, and Central Team.

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager in your present or most recent employment.

If you are at school/college or are leaving university please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

### **All staff are required to undertake employment checks which include:**

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References will be obtained before interview at short-listing stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.