





ROUNDHAY SCHOOL
All-through education from 4 to 18



Job Application Pack

Estates Manager

 www.roundhayschool.org.uk
 0113 3931200
 info@roundhayschool.com
 Gledhow Lane, LS8 1ND



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Job Application Pack

For the position of

ESTATES MANAGER

*Secondary – Permanent – 37 hours per week - Full time – All year round
Salary - PO4 point 35 to PO4 point 38 (£39,571 pa to £42,614 pa actual salary)
Start – As soon as possible*

To apply for this position please go to the following link and complete the online application form in full:

<https://roundhayschool.current-vacancies.com/v?id=ROUNDHAYSC&t=Careers>

Please remember to detail all your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. Please note that we are not permitted to accept CVs.

The application deadline for this position is **9.00am on Wednesday 28th September 2022**

We encourage early applications and reserve the right to close this vacancy at any time.

For our Ofsted Report:

<https://reports.ofsted.gov.uk/provider/28/108076>

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):

<https://www.roundhayschool.org.uk/our-school/statutory-information/>

To view our Sixth Form Prospectus:

<https://www.roundhayschool.org.uk/sixth-form/applications-admissions/>

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ROUNDHAY
SCHOOL
EST. 1903

September 2022

Dear Prospective Applicant

WELCOME

Thank you for expressing an interest in the advertised position at our **'outstanding school'** (Ofsted).

We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding sixth form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing development and wellbeing.

Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable, infectious place to work and learn; staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours sincerely



Matthew Partington
Headteacher

HEADTEACHER
Matthew Partington

HEAD OF SECONDARY
Jenny Hogarth

DEPUTY HEADTEACHER
John Mattinson

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Job Description

ESTATES MANAGER

Secondary – Permanent – 37 hours per week - Full time – All year round - Salary - PO4 point 35 to PO4 point 38 (£39,571 pa to £42,614 pa actual salary) - Start – As soon as possible

Responsible to: Director of Operations
Responsible for: Premises and Cleaning Staff
(not all directly employed by the school)

Overview:

To lead on the management and development of the school's estate and to ensure that both campuses are compliant with Health and Safety legislation. This will include the day-to-day management of relevant staff, the oversight of outside contractors on-site, overseeing the operation of the PFI contract which is responsible for part of the school's functions and ensuring that both campuses are safe and secure environments.

The nature of this role requires considerable flexibility. This job description therefore reflects the main duties and responsibilities of the role but is not intended to be an exhaustive list. The job description will be regularly reviewed with the postholder to ensure that it reflects the changing nature of the school and of the role. It is a requirement that the post holder holds a valid UK driving license and has enhanced DBS clearance to work in a school environment.

Job purpose:

- Be responsible for the planning, development and delivery of estate management functions across the through school.
- Be the lead professional for Health & Safety management.
- Manage cleaning, caretaking and other estates contracts held by the school.
- Oversee the operation of the PFI contract and represent the school's interests.

Strategic responsibilities:

- Review, develop and implement key policies to ensure compliance with Health & Safety legislation.
- Lead on Health & Safety for the school, developing a culture where everyone has a responsibility for health, safety and welfare in the working environment.
- Review reports on the condition of the relevant buildings and the site, and recommend actions based on priority and risk.
- Contribute to the development of plans for capital projects.
- Identify risks and make effective contingency plans which inform school policy and procedure.
- Recommend ways that estate functions can work together to achieve efficiency, consistency and cost reductions, including the review of contracts and SLA.

Operational responsibilities:

For the primary campus these responsibilities are fulfilled in conjunction with other colleagues.

Services

- Ensure all sites are kept safe, clean and tidy in order to minimise risks to the health and safety of those using the sites and to ensure all teaching and learning functions can operate smoothly each day
- Be responsible for the planning, development and delivery of the following services through school employees, school engaged contractors and the PFI contract: Catering, Cleaning & Caretaking, Grounds, Other estates related contracts

- Line manage the secondary Estates team employed by the school, organise their weekly programmes and monitor their work to ensure the highest standards of in-house caretaking and maintenance. To work in conjunction with other colleagues to support those employed at the primary campus fulfilling these roles.
- Not only take responsibility for, but also to contribute as a co-worker to the caretaking and maintenance work, thereby ensuring that the site and its buildings are always maintained to the highest standards. To attend to the daily maintenance of all areas of the School including the handling of minor repairs.

Health and safety

- To act as Health and Safety coordinator for the school, being responsible for all aspects of good Health and Safety practice on site ensuring compliance with legal, regulatory and ethical requirements.
- To manage efficiently the Health, Safety and Fire regulations of the school and ensure that effective plans are in place for emergencies.
- Carry out all required compliance checks e.g. fire alarm testing, water monitoring etc at the required frequency.
- Coordinate a full programme of Risk Assessments for school (covering the school in general, specific departments, individual staff and pupils/students), including quality assuring those prepared by others on behalf of the school and act in an advisory capacity to department heads and individuals as required.
- Ensure all accidents and incidents are investigated and reported following set guidelines.
- Ensure the school maintains a qualified team of first aiders in line with good practice, and that first aid kits and resources are maintained at all times.
- Manage fire safety equipment provision and scheduling of fire drills in liaison with the leadership team.
- Be responsible for ensuring Personal Emergency Evacuation plans are in place for those individuals who require them, and that all equipment is maintained.

Contractors and projects

- Liaise and monitor with outside agencies, contractors, Leeds City Council and all those involved in the PFI contract which operates at the secondary campus.
- Manage, supervise and direct all contractors engaged by the school to ensure all works are conducted under appropriate control measures.
- To act as the Schools' representative alongside Estate Director, professional advisers and contractors when appropriate.
- Lead, manage and have oversight of capital projects.
- If an external project manager is not appointed, to act as project manager.

Security

- Be a major key holder for the school's buildings and sites, arrange availability of key holders for emergency purposes. and ensure safe-keeping of keys for the premises.
- Be available for the occasional emergency call out.
- Ensure the security of the site and buildings at all times and help to improve the safety of all students and staff.
- Oversee all alarms and equipment for security and fire and ensure they are maintained in accordance with legislation and manufacturer instructions.
- Liaise with the relevant colleagues and necessary services following break-ins, vandalism or damage, including supporting any insurance claims.
- To manage the alarms, door access system and general security of the school.
- To access, oversee and maintain the CCTV systems.

Buildings

- Manage and contribute to maintaining sites to a good state of repair along with the maintenance of all heating and lighting systems within the premise buildings
- Operate heating and plant to maintain the desired temperatures at sites, ensuring, where appropriate that adequate supplies of fuel are readily available
- Carry out regular checks and maintenance regimes of drains, gutters, fall pipes and gullies to ensure the free flow of rainwater especially during periods of inclement weather
- Liaise with relevant colleagues in the preparation of long and short-term maintenance programmes as informed by condition surveys and other monitoring systems and tools at sites

Lettings Management

- To coordinate and facilitate the management of private lettings in school run facilities, including the artificial pitch.

Grounds Management

- To oversee the general maintenance of those playing fields, landscaped areas, gardens, drives and open spaces operated by the school including the artificial pitch.
- To ensure that safe working routines are established, taking into account the daily requirements of the School.
- To ensure all grounds machinery and equipment is maintained and to ensure that all is kept in compliance with Health and Safety regulations.

Cleaning and Waste Management

- To oversee the cleaning in conjunction with colleagues at the primary campus, liaising with the school's cleaning contractor and the PFI contractor, to ensure delivery to the agreed specification and the highest quality.
- Management of waste systems including measures to minimise waste, maximise recycling and reuse.
- Ensure compliance with all relevant waste legislation and forward planning to ensure future compliance.

Asset Management

- To contribute to the maintenance of an asset register.
- To maintain school vehicles, both those own and managed by the school and those on lease.

Other

- To fulfil the function of Educational Visits Coordinator for the school, ensuring visits have all necessary risk assessments and planning in place to ensure safety.
- To ensure services are delivered in accordance with the equality Policy Statement.
- Write reports as required for the leadership teams, governors and others.
- Maintaining accurate records and evidence using appropriate business software applications such as Every and Evolve.
- To undertake all necessary training to fulfil the role effectively.
- To keep up to date with all statutory and compliance matters in relation to health and safety and facilities management arrangements at sites

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. Appointment will be subject to a number of pre-employment checks including an enhanced DBS disclosure as well as a six-month probationary period.

Person Specification

ESTATES MANAGER

Secondary – Permanent – 37 hours per week - Full time – All year round - Salary - PO4 point 35 to PO4 point 38 (£39,571 pa to £42,614 pa actual salary) - Start – As soon as possible

Attribute (identified by means of the application, references and any interview or trial)	Essential	Desirable
Qualifications		
- GCSE grades 9-4/A*-C or equivalent in English and Maths - Achievement of qualifications at level 3 (or desirably above) which are relevant to the role - Evidence of recent and ongoing training relevant to the role (e.g. first aid, fire safety, RIDDOR, COSHH)	X X	X
Knowledge/Experience		
- Full and up-to-date knowledge of health and safety legislation and regulations applicable to public sector organisations - Experience of significant responsibility for site, buildings and project management - Experiencing of successfully managing Health & Safety in a public facing organisation, and of creating a culture where everyone has a responsibility for this - Experience of the above in a childcare/education setting - Experience of working with, or managing, a PFI contract - Owns a driving licence and has access to transport to move between the two sites	X X X	X X X
Personal Qualities		
- Excellent communication skills (written, verbal and ICT) which have been successfully demonstrated through written reports to stakeholders and verbal presentations - Highly motivated, tenacious, flexible and the ability to maintain a “can do” attitude under pressure - A passion for delivering great service with a smile and meeting the schools’ needs in a fast-paced environment - Ability to motivate and lead others (employees, contractors, partners and other stakeholders) - Continually evaluates and reviews own practise and wider systems to embed a constant cycle of improvement	X X X X X	
Safeguarding Children		
Ability to maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline	X	

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Further Information

Roundhay School is an all-through school split across two sites.

The secondary site and most of the facilities are managed by Mitie under a PFI contract. The initial multi-million-pound build was completed in June 2003, and the contract runs until 2030. This contract covers the caretaking, catering, cleaning, building maintenance, grounds maintenance and life cycling. The Estates Manager monitors the delivery of the contract on behalf of the school and represents the school (supported by senior leaders) in meetings and discussions.

Due to the expansion of the school an additional building ("The Pavilion") and an artificial pitch were built on the site by the council, opening in 2017. These facilities are managed by the school who have responsibility for all services and maintenance. The Estates Manager is supported in this, and in meeting the wider needs of the secondary campus, by a full-time Estates role at the secondary campus.

In 2012 the school became one of the first "all-through" schools in the country. A £6 million state-of-the-art Primary Campus was created on the other side of Roundhay Park, on Elmete Lane. This site and the facilities on it, are managed by the school who again have responsibility for all services and maintenance. The site is served by a full-time Estates role, although the day to day line management of this role rests with the Primary Business Manager and leadership team. The Estates Manager has a role to oversee delivery and compliance, but will need to work with the relevant colleagues at the primary campus.

What is enclosed in this pack?

- How to Apply
- School Overview
- School Policies
- Important Information
- Job Description
- Person Specification
- Department Overview

Please note the Secondary Campus entrance is on Old Park Road and a map is available to download from our website, www.roundhayschool.org.uk. If you use SatNav, please use the post code LS8 1JT.

Our School Policies, Sixth Form Prospectus and Ofsted report are available to download from our website.

How to Apply

Please complete the online application form in full, which can be found on the Vacancies page of our website (www.roundhayschool.org.uk) or by following this link:

<https://roundhayschool.current-vacancies.com/v?id=ROUNDHAYSC&t=Careers>

You will need to provide full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why.

We will require details of **two referees**, one of which must be your current or most recent employer. Please provide their names, **email addresses** and daytime contact numbers. (See 'References' on the Important Information page of this Pack). Online searches will also be undertaken on all shortlisted candidates.

CVs are not accepted as part of the application process. Please ensure you fully complete the application form. If you have a disability that prevents you from completing the application form, please contact the school to discuss.

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed after the closing date.

If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future. **Due to the volume of applicants, we are unable to give feedback to non-shortlisted candidates.**

School Overview

Our Mission Statement

Roundhay School is all about its pupils and we will do 'WHATEVER IT TAKES' to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

Always responsible. Always resilient. Always ready to learn. Always Roundhay.

Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'The atmosphere in lessons is very positive and supportive' ... 'Learning moves at a lively pace'. Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexic Base, catering for 16 pupils, our SEN provision and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Behaviour in lessons is exemplary' ... 'Movement around the school is extremely orderly and students show consideration and respect for each other'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of examination success at all key stages. At A-Level over 30 subjects are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The atmosphere in lessons is very positive and supportive. As one student said, "It is cool to want to learn at Roundhay". Students are comfortable admitting that they do not understand a particular point and others often try to help by offering alternative explanations. Students are keen to volunteer ideas and participate.' Ofsted

'Students, from a very wide range of backgrounds, work and socialise together extremely well.' Ofsted

Our Staff

We are fortunate to have highly-committed, professional and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

'Student and staff relationships are extremely good. Students' personal development is exceptional and behaviour is exemplary.' Ofsted

'Teachers have an infectious enthusiasm for their subject which is communicated to the students' ... 'Professional development is a strength of the school' ... 'The quality of teaching is outstanding'. Ofsted

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

Our Area

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The school's grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially-deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 22% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

'Students who attract Pupil Premium funding are monitored very closely' ... 'making exceptional progress and closing any attainment gap with their peers at a very fast rate'. Ofsted

'Primary provision is outstanding. Pupils make extremely rapid progress, teaching is outstanding, resources are first-rate and leadership is exceptional.' Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004 we have invested heavily both in ICT and in improving facilities, such as creating Apple Mac Media rooms, music practise rooms and improved recital areas to enhance the learning and teaching experience of pupils and staff alike. The primary building, which is located on a separate campus, is truly wonderful and has excellent resources.

We have a £11 million 'Pavilion' building which was completed in 2017, along with artificial pitches, additional car parking spaces and a dining room extension.

Our School Organisation

Our separate Primary Campus introduces two forms each year and will house upwards of 480 children. The Primary school day starts at 8.50am and ends at 3.10pm. In Years 7, 8 and 9, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education (PSHCE), in mixed-ability form groups that remain together until the end of Year 11. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Each lesson at the Secondary Campus is one hour in length, five per day. The secondary school day commences at 8.25am and finishes at 3.00pm, followed by extra-curricular activities.

In Years 10 and 11, currently pupils may choose two options to study, normally alongside the compulsory core subjects of Mathematics, English, Science, Foreign Language, RE, PSHCE and Games/PE, a number of which at GCSE level may be started in Year 9. We are, like most schools, undertaking a curriculum review. In Year 12, students choose an individual programme of study leading to BTEC and/or GCE 'A/S' levels.

Our Pastoral Organisation and Leadership

The Primary Campus is led by the Primary Leader who is a member of the Leadership Group. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors. There is a strong tradition of support for both pupils and colleagues. Our learning mentors, behaviour support workers and social inclusion achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'The senior leadership team is very strong and effective'. Ofsted

'The headteacher has the unanimous support of staff in the mission to create an inclusive school where every student is enabled to 'be the best they can be'. He is very accessible to both students and staff.' Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residential, art events, project days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words! We deliver a comprehensive programme of family and community learning as part of our Extended Services commitment.

'High ability students out-perform similar students nationally. Students of all abilities make very good progress in lessons.' Ofsted

School Policies

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

Our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the GTCE (General Teaching Council, England), and the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect.

We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Smoking Policy

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

ICT Policy (Fair Use Guidance)

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the ICT policy.

Full details of all these policies are available on our website or from the school upon written request.

Important Information

References

If you are shortlisted, we will take up references before the interview date. One of your referees **must** be your current or most recent employer. Two satisfactory references must be received before we can confirm any offer of an appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. Online searches will also be undertaken on all shortlisted candidates.

Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Roundhay is committed to safeguarding and promoting the wellbeing of all children and expects all staff and volunteers to share this commitment. Therefore, interviews will include questions about safeguarding children.

Under the Equality Act 2010, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail. We will consider any reasonable adjustment under the terms of the Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

Disclosure & Barring Service

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Independent Safeguarding Authority (ISA 'Barred' lists (previously DCSF 'List 99' and Protection of Children List (PoCA)). All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their worker's ID and other relevant documents when they arrive at school.

Safeguarding

Roundhay is committed to safeguarding and promoting the welfare of its pupils and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure (see above).

Medical Assessment

Before taking a teaching appointment, the preferred candidate is required to complete an Occupational Health Medical Questionnaire. This will be sent directly from Leeds City Council Employee Changes with the letter of appointment which states that the appointment is subject to a satisfactory medical assessment.

Induction and Continuous Professional Development

Roundhay is committed to developing and supporting its staff with appropriate training. Staff are inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures.

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at Roundhay School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set an example.