



**Chulmleigh
Academy Trust**



Premises and ICT Manager **Candidate Pack**

Closing date: Wednesday 11th September 10am

Interview date: Week commencing 16th September

COMPASSION AMBITION TEAMWORK

A Very Warm Welcome

Thank you for showing interest in the role of Premises and ICT Manager at Chulmleigh Academy Trust and requesting this pack.

The Trust was formed in 2011 and consists of one secondary school (11 to 16) Chulmleigh College, and three primary schools, (2 to 11) Chulmleigh Primary, East Worlington

Primary and Lapford Community Primary and across the four schools providing education for approximately 1000 pupils.

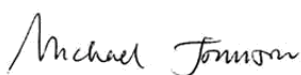
Our schools are located in a rural area in North and Mid-Devon and ideally the person appointed will have an understanding of the benefits and challenges of running schools within such an environment.

The Trust has been built on a commitment to high standards, underpinned by a foundation of values, namely Compassion, Ambition, and Teamwork. Our aim is to provide the highest quality education for the children and young people in our care at every stage, with exceptional teaching in a supportive, friendly, and positive environment. We are well supported by our parents and families, many who choose to send their children to our schools from a wide geographical area.

We are looking for an enthusiastic, well organised and friendly person to oversee our committed and hardworking Premises and ICT teams.

We want a team player and someone who is able to respond dynamically to a constantly changing set of demands on their time.

Good behaviour, hard work and excellent manners are at the heart of our schools and we welcome applications from candidates who share our values and approach. This is a great academy trust to work in.



Michael Johnson
Executive Headteacher Chulmleigh College
CEO Chulmleigh Academy Trust



We are looking for someone who:

- Has a friendly and approachable manner
- Has excellent organisational skills
- Has the ability to communicate effectively
- Has excellent managerial skills
- Can demonstrate knowledge and experience of working with Network and ICT system
- Can demonstrate practical experience of the maintenance and management of premises/property
- Is able to work under pressure
- Has a willingness to learn and develop new skills
- Goes the extra mile

About Our Schools

Chulmleigh College is a successful and ambitious rural secondary school with a strong reputation for high standards. The progress of our pupils is consistently amongst the best in the region. In 2023 our Progress 8 Figure of +0.72 placed us in the top 10% of schools nationally.

The College was totally rebuilt a few years ago, with the completed buildings opening in 2017. Numbers have grown substantially in recent years, from 500 to the current roll of 750, and most year groups are oversubscribed; due to both our excellent reputation and the College's successful transport service, which brings in approximately 25% of our pupils from outside the school catchment area.

Chulmleigh Primary School, for ages 2-11 years, is situated in the small rural town of Chulmleigh, midway between Barnstaple and Exeter, and not only serves the local town and the neighbouring village of Chawleigh, but is also the school of choice for families from a wider area.

East Worlington Primary School, for children aged 2-11 years, is situated in the village of East Worlington, which is between Chulmleigh and Crediton and close to Witheridge.

Lapford Primary School is situated between the town of Crediton and Barnstaple in North Devon. It is a small school for children aged 2-11 years, in a warm and friendly rural village with strong community links.

We aim to create ambition and inspiration and want our young people to achieve all that they can in a safe, caring and well-disciplined environment. We commit ourselves to providing a learning experience which ensures high challenge, inspires, and provides both the range of qualifications and the start in life which will last forever. We aim for our young people to have the foundation and independence they need to make the progress they are capable of, building resilience for their future lives.

In our schools we value courtesy, hard work and respect, and set high standards of behaviour; promoting self-discipline, resilience, responsibility and working together as a community.

We are very proud of our team, who work hard to make our schools happy places where we learn together in a formal, warm environment. We are also proud of the excellent relationships we have with our pupils, families and friends within the community.



Our Values

Compassion

Compassion is caring about others, behaving towards them with humanity, generosity, and concern, and caring about other people's struggles. It is a skill which has benefits; treating others with compassion means they are likely to treat you, and others, back in kind.

We recognise the uniqueness of each circumstance and every child in the Trust, liaising closely with families and work to show appropriate compassion for our pupils and community.

Ambition

We work hard to help pupils develop a strong sense of ambition: the appetite for challenge and the determination to look beyond the horizon for inspiration. Whilst we recognise that children have different talents and abilities, we nevertheless expect each pupil to work hard and make significant and tangible progress. Our ultimate aim is to help them to achieve the best results possible, providing a wide range of options for their next stage in life.

Teamwork

Teamwork is an essential communication and social skill and includes compromise, collective effort, active listening, effective speaking and providing support for a group. We encourage our pupils to learn how to listen and be independent, in order to perform their individual roles and function as a cohesive unit, and how to respectfully and confidently express their ideas and opinions effectively in a group setting.

Our shared goal is to ensure that pupils leave us not only with excellent exam results, but also with confidence, resilience and the ability to make their mark as young people heading out into the world.

WE GIVE NOTHING BUT OUR BEST

Chulmleigh Academy Trust

Premises and ICT Departments

The members of our premises team and our ICT team are friendly, committed and hardworking individuals, and they deal on a daily basis with a wide range of tasks, challenges and opportunities, making the role ideal for someone able to respond dynamically to a constantly changing set of demands on their time.

The premises team works across the four schools in the Trust, keeping the buildings and grounds well maintained, and in a clean and safe condition. The team take care of a programme of regular tasks, which may be interrupted to deal with new priorities as they arise. We have a wide range of experience and skills within the team, though some of the tasks (e.g. grass-cutting and other groundworks) are outsourced to external contractors.

The ICT team is small but effective, supported by an external ICT specialist, and our ICT provision is modern, robust and stable. The ICT function is centralised at the College but supplies and supports the ICT needs across all the schools in the Trust.

In relation to both premises and ICT, the functions are centralised, with the College being the hub, and the teams support all the schools in the Trust, which means that some travel between our schools will be necessary from time to time.

The premises team and the ICT department have responsibility for ensuring the delivery of a wide range of services across the schools, including:

- Keeping the schools' buildings and grounds maintained in good working order
- Ensuring the sites are clean and safe
- Proactively seeking solutions to challenges, often with tight deadlines
- Organising short- to mid-term priorities to ensure needs are met with minimal disruption to the education of the pupils
- Ensuring the ICT systems remain online and operational, with minimal downtime
- Ensuring that staff have the ICT resources they need to carry out their roles
- Keeping the premises and the ICT systems secure



Chulmleigh College



Chulmleigh Primary School



East Worlington Primary School



Lapford Primary School

JOB DESCRIPTION

Job Title: Premises and ICT Manager

Status: Permanent, Full Time

37 hours per week

Start date: October 2024

Accountable to the Operations and Compliance Manager

The post holder is responsible for:

- managing, developing and maintaining ICT services that support effective teaching, learning and administration within the school, and line- manage staff involved in the delivery of these services.
- ensuring that the members of the Trust estates team line-managed by the postholder operate effectively to maintain the buildings, grounds and facilities in a clean, safe and secure condition.

Main Duties and Responsibilities

ICT Related duties

To fulfil the Job Purpose by carrying out tasks which include but are not limited to the following (or ensuring that these are carried out by an appropriately competent ICT technician or external adviser):

- Consider and implement strategies to ensure that ICT systems remain robust and stable with sufficient capacity
- Consider current and future risks to the system, and consider and implement strategies to manage such risks
- Ensure all staff have the ICT resources they need to carry out their roles
- Provide ad hoc technical support to both administrative and teaching staff
- Work closely with any external ICT advisors retained by the Trust
- Ensure that all elements of the ICT systems are fit for purpose, well maintained, and secure, including but not limited to
 - ◇ Software
 - ◇ Hardware (including servers and peripherals)
 - ◇ Network and Cloud Management

Premises Management Related Duties

To fulfil the Job Purpose by ensuring that the estates team or appropriate external contractors carry out tasks

that include but are not limited to the following (providing hands-on support where appropriate and safe to do so):

- Ensure the security of the premises and its contents
- Develop, maintain and repair the premises, furniture and equipment
- Ensure that the Trust's sites are cleaned to a prescribed standard
- Oversee the lettings arrangements of the schools
- General premises function to include cleaning and tidying as required and grounds work
- Carry out weekly testing of all fire alarms, water hygiene and emergency lighting, and taking steps necessary to rectify deficiencies
- Order disposables, fuel and equipment where required
- Respond and react to changing priorities and deadlines

Line Management

- Manage the ICT technician
- Manage the caretaking team
- Manage the Night Shift Cleaner Supervisor
- Delegate tasks appropriately to staff and carry out performance management duties
- Ensure all staff in team have relevant, required training

Location

The post holder may be required to work at any school which is currently within or in the future joins the Chulmleigh Academy Trust chain of academies, either on a temporary or permanent basis according to the operational needs of the Trust.

This document outlines the duties required of the post-holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list and from time to time duties may be varied which do not change the level of responsibility or the general character of the job.

WE GIVE NOTHING BUT OUR BEST

Premises and ICT Manager

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications	<ul style="list-style-type: none"> ◆ A good level of English and Mathematics ◆ Relevant Qualifications in some (or all) of the following areas: <ul style="list-style-type: none"> ◇ ICT ◇ Facilities Management ◇ Health and Safety ◇ Facilities related fields (electrical, plumbing etc) 		AF
Experience	<ul style="list-style-type: none"> ◆ Basic DIY Experience 	<ul style="list-style-type: none"> ◆ Previous experience working of working in a technical support role ◆ Previous experience working with children in an educational setting ◆ Previous experience of leading a small team ◆ Experience of site / facilities management 	AF / I
Skills	<ul style="list-style-type: none"> ◆ Ability to meet deadlines and prioritise conflicting demands ◆ Able to deal with sensitive information in a confidential manner ◆ Able to maintain the appropriate professional relationships and boundaries with children ◆ An ability to devise practical, cost-effective and/or innovative solutions to problems, sometimes under pressure 	<ul style="list-style-type: none"> ◆ Windows desktop deployment techniques / support Wireless network configuration ◆ Configuring security technologies around windows systems, wired and wireless networks ◆ Highly skilled in all mainstream applications and has a capacity and desire to learn how to use new ICT systems 	AF / I / R
Personal Qualities	<ul style="list-style-type: none"> ◆ An effective team player who can think and work independently ◆ A high level of organisational skill, including the ability to work independently and collaboratively to support the work of ICT, estates and teaching colleagues ◆ Strong interpersonal skills with good oral and written communication skills ◆ Prepared to undergo training appropriate to the post ◆ Ability to remain calm in a crisis ◆ Personal qualities necessary to manage a small team of people 		I / R

AF Application form
I Interview process
R References

How to Apply

Please complete the online application form available [here](#).

A tour of Chulmleigh College will be arranged as part of the interview schedule.

Status: Permanent, Full Time, 37 hours per week

Closing date: Wednesday 11th September 10am

Interview date: Week commencing 16th September

Start date: End of October 2024

If you have any questions please email: personnel@chulmleigh.devon.sch.uk or call 01769 580215.

Chulmleigh College, Chulmleigh, Devon, EX18 7AA



Academy staff photo taken at a recent inset day.