



Applicant Pack

Premises Officer



Welcome from the Principal

Dear Prospective Applicant,

Thank you for your interest in the position of Premises Officer at Rushey Mead Academy. Joining the Rushey Family means joining a team of dedicated and passionate professionals who are committed to providing a first-class education to all of our young people.

We are an inclusive and highly successful school which serves communities in the north of Leicester. The whole school community seeks to *"Make a positive difference by creating a vibrant, principled community of learners in pursuit of educational excellence and fulfilment for all."* We have a long and renowned history of supporting students to achieve outstanding outcomes in terms of attainment and progress, always achieving consistently well above national averages on key performance measures. We believe that all children are capable of remarkable things, and we serve our community to ensure that we nurture our children to achieve and experience the very best they can, in all fields of their interest.

The Rushey Mead Academy curriculum aims to give students access to *"the best that has been thought said written and created in every field of human endeavour"* and we are fiercely ambitious for each and every one of them. Being firmly rooted in our community, we benefit from the trust of our families, who work together with the academy to provide their children with the best possible education, knowing that their children will be supported, challenged, and cherished.

As adults who work at Rushey Mead Academy, we are each responsible for the future success of all the students. We believe the culture is cultivated by the adults that work here, so it is our shared responsibility to work together to nurture our young people and develop a shared culture and ethos of excellence. We live and breathe our Rushey 123 values: Be Kind, Work Hard, and Develop Your Whole Self. We model, narrate, and explain these to our students daily so that they learn how to be a successful and proud member of the Rushey Family.

We ask all new staff to share our moral purpose. In return, we pledge to invest genuinely in your professional development and offer whatever support you need to flourish. We are in the fortunate position to be linked closely to The Mead Institute of Professional Learning and work closely with them to ensure that our staff can benefit from the multitude of opportunities available to grow professionally. We know that our staff are our most valuable asset, and we aim to support them as soon as they are appointed through a thorough and thoughtful induction process, and ongoing Professional Growth Conversations, rooted in curiosity and care about how we can support each member of staff to feel a sense of success and belonging. Systems and processes are built with staff wellbeing in mind and, wherever possible, these are run centrally so that they do not encroach on staff time.

Together, we represent all the rich facets of a modern British identity in a vibrant, urban, and diverse city, reaching out to, reflecting and embracing all. This diversity is seen in the student body, staff team, the curriculum, extra-curricular activities and the daily life of the school.

Please take a look at our website and our Twitter account to get a flavour of what Rushey is all about.

If you would like an informal discussion with myself or a senior colleague about the post, please email dbradley@rushey-tmet.uk.

I look forward to hearing from you.

Vicky Barwell

Principal



Why Rushey Mead?

‘Pupils are proud to attend this exceptional school. They know that staff ‘go above and beyond’ to provide an outstanding education for them.’ (Ofsted 2022)

This is a wonderful opportunity to be part of our Rushey Family, in a school which has recently been inspected and retained its Ofsted outstanding accreditation for 15 years.

We believe that our success is only possible because of the school community working together for the greater good. At Rushey Mead, staff, families and students work tirelessly to support each other each and every day to achieve great things.

We have four key guiding principles at Rushey Mead which underpin our school improvement priorities and are a lived reality in the daily decisions we make. These principles are to:

- Act ethically and with integrity.
- Be evidence informed and research led.
- Show commitment to social justice and social mobility.
- Be outward facing: welcome challenge and feedback.

Our successful candidate will enjoy being in a school where:

- Professional Learning of all staff and development of subject knowledge and expertise is a priority.
- All staff are part of our research-informed Professional Learning programme, with CPD built into the school day.
- Subject teams and departments are friendly, welcoming and work collaboratively in our regular co-planning meetings.
- There is a strong academic ethos and high expectations of students.
- Behaviour management systems are centralised, and teachers are empowered to flourish.
- Staff wellbeing is a priority with constant consideration and reflection around workload.
- Assessment routines are proportionate, and feedback is favoured over marking.
- Competitive salaries are offered with progression opportunities across all areas.
- We are part of a growing Trust, offering career progression opportunities and meaningful collaboration.

‘Leaders provide many opportunities for staff to develop their expertise. Staff are committed to improving themselves and refuse to stand still. Leaders are mindful of staff’s workload and have taken steps to reduce this’ (Ofsted 2022)

Read the full Ofsted report [here](#).



Our Vision & Values

Our **Rushey 1-2-3** expectations are Be Kind, Work Hard, Develop your Whole Self and this provides a framework for personal conduct and development for students and staff. From the moment a person arrives at Rushey Mead Academy, we ask them to live these expectations, so that they permeate all that we do.

‘The behaviour of pupils is exemplary. They display the ‘Rushey 1-2-3’ to be kind, work hard and develop their whole self at all times’ (Ofsted 2022)

1. Be kind

We expect all members of our school community to be kind at all times. We aim to develop respectful, tolerant students who are kind to everyone, including themselves. This means that we think of others before we think of ourselves. We say ‘Good morning, Sir’ or “Good morning, Miss” when we see adults in school; we hold open doors for our peers and adults; we help members of the wider community; we notice when someone is feeling down, and we do something to help make them feel better. Being kind is an intrinsic part of what we do at Rushey.

‘Students show high levels of respect for each other and adults. Many pupils give their time to making sure that the school is a better place. Bullying is not tolerated at the school’ (Ofsted 2022)



2. Work hard

We promote resilience, grit and determination as qualities to be admired and rewarded at school, as they will be in life. We expect our students to respond to feedback, improve and never give up. Everyone must give 100% effort in all subjects, all of the time. This reaps rich rewards: students will learn wonderful knowledge from expert teachers; they will make fantastic progress; and they will be rewarded for their efforts. At Rushey we continually celebrate the success of our students because we know that success only comes with hard work.

‘Pupils’ focus and determination to improve themselves are remarkable’ (Ofsted 2022)



3. Develop your whole self

Finally, we expect all Rushey students to develop their whole selves. We want students to achieve more than just academic excellence. We encourage all students to develop themselves through our broad and varied extra-curricular provision, so that they leave Rushey Mead Academy as well-rounded citizens who are equipped with the skills they need for life. We want them to develop their leadership skills, sporting talent, musical and dramatic ability. We encourage them to raise money for charity and challenge themselves to try something new and unfamiliar. All of these experiences aim to develop a wide range of skills, which will help them to find rewarding jobs and to thrive more generally in later life. This means that, as well as developing academically, we also teach students to develop personally and emotionally. For example, committing to attend one of our many after-school clubs; raising money for one of the charities we support; joining our School Choir; or playing for one of our sports teams.

‘Leaders provide a huge range of opportunities for pupils to develop as responsible and active citizens. Pupils value the ‘Rushey Passport’ which helps them to become confident, well-rounded individuals. They compete to outdo each other with kindness and helpfulness’ (Ofsted 2022)



Why work with TMET?

The Mead Educational Trust (TMET) is a growing partnership of primary and secondary academies in Leicester.

We exist to improve the life chances of children and young people by having high aspirations, pairing the highest quality teaching with the widest possible educational opportunities.

Building on Rushey Mead Academy's outstanding track record, we have grown to 8 partner schools and established the Leicester Teaching School Alliance as well as our School Based Initial Teacher Training Centre. Through this, we are able to draw on first class leadership and outstanding teaching and learning practices to support each learner, making sure that they have every opportunity to achieve. Our collaborative approach ensures that exceptional practices are fostered and encouraged within each of our pupils to provide the best learning experience we can.

At the heart of everything we do is our commitment to academic excellence and pastoral care – enabling success for all regardless of background. Our pupils are encouraged to become articulate, independent, well-rounded members of society with a passion for lifelong learning and a determination to make a positive difference in the world.

By providing access to a first-class education network, strong school-to-school support and high quality assessment, governance and financial business management, our schools can in turn focus on equipping our pupils with the exciting and inspiring learning experiences they need and deserve.

The expertise within the Trust is without doubt our greatest asset; the collective dedication and passion for learning exhibited by staff ensure that each of our pupils reach and fulfil their potential. Our ongoing coaching, mentoring and support programmes maximise the skills and talents of our team to consistently deliver outstanding teaching and learning.

The work at TMET is underpinned and driven by the following values:

- Challenge:** Providing an excellent education by having high aspirations for all young people and giving them confidence in themselves, so they can become the best they can be and contribute actively to society.
- Collaboration:** Working effectively and harmoniously together across phases and accepting our shared accountability for meeting our aims.
- Culture:** Respecting and celebrating diversity and enabling students to participate in, and respond to, artistic and cultural experiences.
- Community:** Building a safe and stimulating environment where caring relationships and kindness are consistently developed and communication is excellent.
- Courage:** Making sure all decisions are based on clear high moral values and commitment to doing the right thing with compassion and integrity.
- Creativity:** Providing pioneering, innovative, vibrant and enjoyable learning experiences that are open to all and based on research, so that the curriculum sits at the forefront of education.
- Character:** Nurturing positive character attributes such as perseverance, resilience, confidence, optimism, tolerance, respect, community spirit, honesty, integrity and dignity.

TMET Schools



ABBHEY MEAD
PRIMARY ACADEMY



BROOK MEAD
ACADEMY



CASTLE MEAD
ACADEMY



FOSSE MEAD
PRIMARY ACADEMY



KESTREL MEAD
PRIMARY ACADEMY



KIBWORTH MEAD
ACADEMY



KNIGHTON MEAD
PRIMARY ACADEMY



NORTH MEAD
PRIMARY ACADEMY



ORCHARD MEAD
ACADEMY



ROWLATT'S MEAD
PRIMARY ACADEMY



RUSHEY MEAD
ACADEMY



THURNBY MEAD
PRIMARY ACADEMY



WILLOWBROOK MEAD
PRIMARY ACADEMY

Wellbeing at Rushey Mead



Whole Class feedback over individual book marking.



No traditional lesson observations instead, fortnightly learning walks for all teachers with precise, meaningful, actionable feedback



SLT Open Door policy at all times, including urgent emails.



Subject- based professional learning, targeted and purposeful with input from professionals and experts.



Staff are valued as experts in their field and trusted to drive forward curriculum developments.



Flexible and part-time working requests supported.



No requirements to produce lengthy tutor or subject reports for parents.



Explicit and deliberate practised classroom routines that are truly consistent, so as to maximise learning time.



A culture of collaboration- staff supporting each other and working together.



Centralised detentions for behaviour issues, homework and persistent lateness.



Specialist classrooms for teachers to teach in.



Calendar pinch-points monitored and reviewed regularly by [SLT](#) and amendments made in response to staff feedback.



Opportunities for career development always considered and talent nurtured.



Regular staff social events, staff breakfast and opportunities to get together.



On site free parking.



Annual subsidised flu jab for all staff available on request each winter .



Data capture in line with DfE recommendations. Not over burdening.



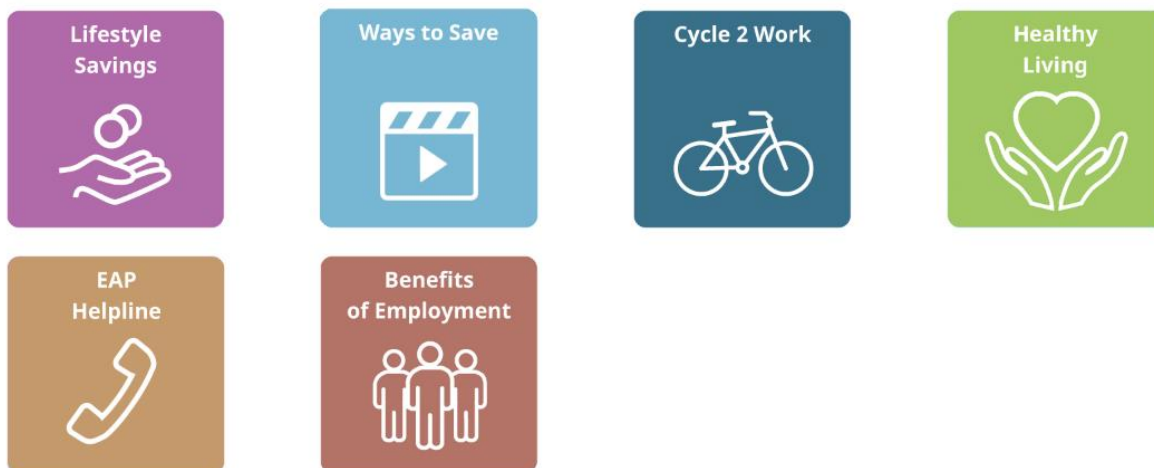
No formal lesson plan formats or expectations about submitting them to SLT.



Free telephone counselling service available to all staff.

TMET Benefits

At Rushey Mead, we know that taking care of our staff is paramount. We have benefits to support with both your physical and mental health, as well as access to hundreds of lifestyle savings and instant discounts from well known retailers to help you save money.



Ways to save on TMET Rewards

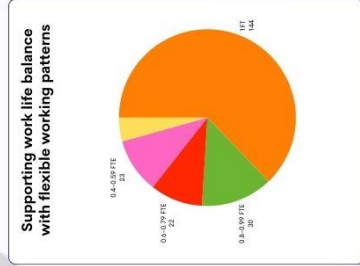
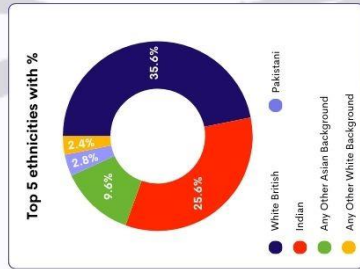
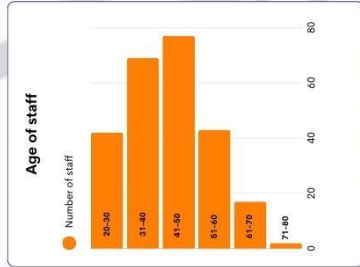
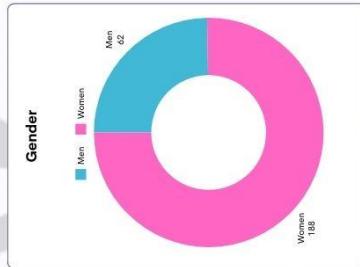
There are hundreds of offers and discounts ready to be used on the Lifestyle Savings section of your benefits platform, and each of these offers are there for one simple reason, to help you save money. Some offers can be taken up online and others can be taken up in store or on the phone, through six different ways to save...

Online Discounts | eCTIS Card | Digital Gift Cards on the Phone | Reloadable Cards | Gift Cards

Employee Funded Healthcare

Your Employee Assistance Programme is a confidential, nationwide, 24/7, 365 days a year service. Receive personal legal and financial information from Citizen Advice trained information specialists, face-to-face counselling from BACP approved counsellors and also access a telephone counselling service.

Staff Data



Overarching Aim-

“Every member of the Rushey family (staff and students) is noticed, appreciated, and supported to succeed and have a true sense of belonging.”

October 2024

How to apply

Method of Application

Application forms and letter of application should be submitted either via eteach or via email.

Through e-Teach:

1. Complete the e-Teach online Application Form
2. Letter of application (addressed to Vicky Barwell, Principal)

Your letter should:

- be a maximum of two sides of A4 (font size no smaller than 11)
- outline your experience which will help in successfully undertaking the role.

By Email:

You may save the form to your computer and when you have completed it you may attach it, along with a cover letter and email it to: rmrecruitment@rushey-tmet.uk

For further information, a confidential discussion or to book a visit to Rushey Mead Academy, please email Debra Bradley dbradley@rushey-tmet.uk.

Closing date for applications:

Sunday 15th June 2025 mid night

Proposed Interview date:

Thursday 19th June 2025

We look forward to hearing from you. Rushey Mead Academy is committed to safeguarding and promoting the welfare of children and young people.

All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.





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www.rushey-tmet.uk



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