

Appointment Information Pack



Vacancy	Site Manager
Location	Shibden Head Primary Academy
Start date	As soon as possible
Closing date& time	12noon 22 nd April 2024
Shortlisting date	23 rd April 2024
Interview date	26 th April 2024
Salary	Focus Trust FT 3 SCP 9-13 £25,119.00 - £26,873.00
Return application to	j.pulford@focus-trust.co.uk



Welcome from the Academy Headteacher

Thank you for expressing an interest in the position of Site Manager at Shibden Head Primary Academy

This is an exciting opportunity for a talented or a new aspiring Site Manager to join the team at our established and successful primary academy, which is proud to be part of Focus Trust.

The role of Site Manager is a key role within the academy in achieving our vision, and is suited to an enthusiastic, innovative and inspirational candidate who is focused on ensuring the best for all children.

To succeed in this role you will need to have excellent interpersonal skills with the ability to be flexible and adapt and be prepared to roll up your sleeves and lead by example, just like we all do at Shibden Head.

Shibden Head Primary Academy is committed to safeguarding children, and this commitment is reflected in our recruitment processes.

We hope that you will find this information pack helpful in finding out more about this post. You are very welcome to make an appointment to visit the school. Please contact Jan Pulford j.pulford@focus-trust.co.uk or Tele: 01274 882458 to make an appointment. However, if you would like a further conversation about any aspect of this post or about working as part of Focus-Trust, please do not hesitate to contact me directly by email l.shaw@focus-trust.co.uk or contact me via the school office 01274 882458 .

Please return your application to our School Business Manager Jan Pulford, before the closing date. Applications should be sent by email, to j.pulford@focus-trust.co.uk Please remember to include your equal opportunities monitoring form. References will be taken up on receipt of your application, to avoid undue delay in the process, unless you specify otherwise. They will not be used in the shortlisting process, but may be referred to during an interview.

I look forward to receiving your application.

A handwritten signature in black ink that reads 'L Shaw'.

Mrs L Shaw
Headteacher



Welcome from Liz Fiddaman, Chair of Governors

Dear applicant,

Thank you for taking the time to consider applying for the role of Site Manager at Shibden Primary Academy. As Chair of the Governing Board, I would like to take this opportunity to tell you a little bit about the context of our school.

Shibden Head is one of three schools serving the village of Queensbury, on the outskirts of Bradford. Queensbury is one of the highest parishes in England, with views to the hills of Brontë Country and the Yorkshire Dales to the north and north-west. We have just over 400 primary aged pupils, the majority of whom are of White British heritage. We converted to an academy on 1st March 2013, joining Focus-Trust. We are delighted by the level of highly skilled professional support and challenge that Focus-Trust provides, as together we strive for higher standards. When you visit us, you will find children who are happy to be in school. We have a reputation for being friendly and welcoming with an exceptionally hardworking team of staff. Pupil behaviour is a strength and a rich curriculum, good quality teaching and learning combine to make this a rewarding and exciting place to be.

I hope I have given you a flavour of Shibden Primary Academy. We have every confidence that we will successfully recruit a Site Manager who can continue our tradition of supporting and developing the school. We are a very supportive governing body with high expectations for our young children and staff, and hope that you feel encouraged to apply for the post.



L Fiddaman
Chair of Governors



Shibden Head Primary Academy, Hainsworth Moor Grove, Queensbury, Bradford, BD13 2ND
Tele: 01274 882458 **Website:** <https://www.shibdenheadprimaryacademy.co.uk/>

Job Description

Academy	Shibden Head Primary Academy
Job title	Site Manager
Grade	FT3 SCP 9-13 All year round Permanent
Accountable to	Head teacher
Line manager	School Business Manager

Purpose of the role

To be responsible for the maintenance and security of school premises, sites and facilities thereby ensuring a safe and clean environment for staff, pupils and visitors to the school in accordance with Health and Safety and Focus-Trust policies. To support and work under the direction of the School Business Manager.

To ensure the premises, both internally and externally, are safe, secure and maintained to a high standard through the effective use of available resources.

To be responsible for the effective line management of the cleaning/site team.

Main Duties:

Principal Duties

- To be an identified key holder and be responsible for opening and closing the school buildings and grounds.
- Heating and lighting of the premises by ensuring the effective operation of the boiler and fixtures and fittings.
- Maintain the security of the school premises by securing entrances and exits and dealing with any potential security breaches/vandalism and reporting risks/actions taken as required.
- To be responsible for the line management of the cleaning/site team and oversee all workloads, standards and provide appropriate support and challenge.
- Operate and responding to alarm systems where appropriate. This may involve attending the site outside of normal working hours and liaising with the emergency services as required.
- To be responsible for the effective and timely delivery of school resources and equipment and store them appropriately
- To support the Business Manager with leading on all aspects of sustainability for the school site
- To have oversight of the site budget and plan and monitor expenditure in line with school procedures
- Monitor fire safety equipment and assist with carrying out fire drills
- Liaise with police, security and surveillance contractors as required
- Liaise with external community groups regarding the use of the premises and complete any necessary paperwork in line with School/Trust policies.



Maintenance

- Carry out various and timely maintenance duties and repairs to ensure the general maintenance and safety of the premises, both internal and external and as per the specific schedule for the school, with agreed budgets in mind.
- Undertake regular internal and external site inspections to identify and record repair and maintenance requirements and take responsibility for actioning these accordingly.
- Carry out general improvement and decoration work e.g. erecting shelves and notice boards, or painting walls and fences etc, as agreed with the Business Manager or Principal/Headteacher
- Oversee and lead on the work of the site/cleaning team to ensure the schedule is in place to effectively respond to project/deep cleaning requirements
- Be responsible for ensuring regular maintenance checks are completed and follow-up actions are reviewed to ensure compliance. Using own initiative to challenge contractors as required so that everything is dealt with in a timely and cost effective manner.
- Be responsible alongside the Business Manager for the annual and longer term maintenance requirements to support a cost effective maintenance programme
- Responsible for contractors whilst on site and ensure work is completed to the required standard and that their vehicles are not causing an obstruction
- Effective oversight and operation of heating plant, cooling and lighting systems
- Empty litter bins, collect and dispose of waste appropriately ensuring the schools recycling activities are supported and that the boiler house is always kept free of debris.
- To undertake safety audits and risk assessments, ensuring compliance with all health and safety COSHH regulations and to perform all duties with this in mind.
- Undertake activities to maintain a safe, clean and orderly learning and working environment, e.g. gritting, clearing paths of snow or leaves, and keeping drains/gullies clear and dealing with any flooding issues.
- To be responsible for the maintenance of the outside environment to ensure it is safe, clean and secure for all children and staff, including school playground, paths and areas where play equipment is in situ

Resources

- Undertake regular health and safety checks, e.g. fire alarms and Legionella testing etc.
- Complete relevant paperwork and/or input into and update web logs as appropriate.
- Assist to complete safety audits of the premises including risk assessments
- Ensure timely and accurate, preparation and use of specialist equipment/ resources/ materials
- Ensure lights and other equipment are switched off as appropriate and put measures in place to regularly remind staff of the importance of this, particularly with energy saving and sustainability in mind.
- Purchase premises related equipment, supplies and services within agreed budget and with the procurement guidelines and achieving best value at the centre of every decision.
- Ensuring systems and procedures are in place to ensure the most efficient and satisfactory receipt, distribution, collection, and despatch of goods to and from the school or schools within the cluster/Trust wide.
- Overseeing and supporting with all portage duties
- Organising and participating in the movement of furniture, crates and containers, e.g. preparing halls for exams, assemblies or events.



The environment

- To maintain a purposeful, safe, secure and supportive learning environment for all children. Ensuring all visitors to the school are accounted for or politely challenged in line with School/Trust policies.
- To recycle, repurpose, reduce waste, to support with creating an environmentally sustainable site
- Practising and encouraging good housekeeping with energy conservation, equipment, and sustainability initiatives in mind.
- To work over multiple sites as required to support with the smooth operation of the schools within the cluster/Trust

Administration

- To complete and maintain accurate records of all equipment maintenance and weekly/termly/annual reporting in accordance with the schools' systems
- To input and extract information from the school's equipment and premises management database system
- To oversee all stock, equipment and resources to ensure adequate items and staffing are in place with the budget limitations in mind
- Read and check meters for gas, electric and water usage
- To support the Business Manager with the authorisation of leave of absence request from the cleaning/site team

Management

- To line manage members of the cleaning/site team and organise, oversee and quality assure their work
- To arrange appropriate cover for the cleaning/site team to support with any absences
- To hold regular team meetings with cleaning/site team
- To represent cleaning/site staff at meetings
- To support with the recruitment/induction/training/mentoring for members of the cleaning/site team
- Demonstrate and assist others in the safe use of equipment and materials

Cleaning

- Support with day to day cleaning of allocated areas/whole school, as required and in line with specified standards to ensure the premises are presented in the best possible manner.
- Operate domestic and industrial cleaning equipment and materials, following appropriate training as required
- Ensure allocated equipment and materials are safely and securely stored and deal with any faults or maintenance issues.
- Undertake other emergency and deep cleaning duties as required and directed by the line manager, including graffiti removal and litter picking, and dealing appropriately with broken glass or spillages (this could include bodily fluids).



Fulfill wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the School and the Trust.
- Develop effective professional relationships with governors, colleagues, families knowing how and when to draw on advice and specialist support.
- To be willing and able to be part of a team of first aiders/fire wardens as may be required.
- Communicate effectively with pupils, school staff and visitors.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Personal and professional conduct

All Focus Trust staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout a career with the Trust.

All Staff must uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the School, by:

- treating governors, pupils, staff, parents and visitors with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to an adult working in a School environment;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others;
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs; and
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff working in the Focus-Trust must have proper and professional regard for the ethos, policies and practices of the School and the Trust, and maintain high standards in their own attendance and punctuality.

All staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities; and within the policies, handbooks and guidelines of the School and of the Focus-Trust.

General

The post holder will:

- Be expected to actively support the work and ethos of the Focus-Trust.
- Be expected to undertake such additional duties as may reasonably be requested by the Principal/Headteacher or their representative.
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Principal/Headteacher immediately.
- Participate in arrangements for appraisal and in the identification of areas in which s/he would benefit from training and undergo such training.
- Comply with and support all policies related to equal opportunities, child protection and safeguarding of children and colleagues.

This job description is neither exhaustive nor exclusive, and it may, after consultation with the post holder be subject to modification and amendment in accordance with Trust's procedures.



SITE MANAGER

Person specification

Key:

App – Application Form

Ref – Reference

SP – Selection process. This could include a range of exercises, including an interview.

Knowledge, Experience and Skills		
	Essential/ Desirable	How identified
Experience		
Experience of managing and maintains the premises and facilities of a school or a similar environment.	E	App/SP
Experience of working within a large or multiple sites would be advantageous	D	
Experience of using computer packages for word processing, spreadsheets, databases and researching information	D	App/SP
Experience of general building maintenance and various repairs, including the use of associated hand and power tools	E	App/SP
Experience of team working to work effectively with others and meet deadlines and goals	E	App/SP
Experience in using and maintaining accurate and quality electronic and paper based systems	D	App/SP
Experience of the line management of staff with the ability to organise, lead and motivate a team	E	App/SP
Experience of monitoring external contractors/ specifications, and contributing to planning and progressing small buildings projects	D	App/SP
Skills and abilities		
Communication skills to exchange information orally and in writing with a range of audiences, including giving advice and guidance to others on a range of premises manager and health and safety issues	E	App/SP
Ability to relate well to children and adults	E	App/SP
Initiative to organise own workload and that of others and be able to respond independently to issues, some of which could be unanticipated problems and situations	E	App/SP
Good Literacy and numeracy skills	E	App/SP
Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at heights (after training)	E	App/SP
Analytical skills and able to use judgement to interpret information, solve problems and make recommendations/ decisions for action with agreed budgets in mind.	E	App/SP
Able to manage financial resources and effectively monitor premises budgets.	E	App/SP
Knowledge		
Good working knowledge of cleaning, safety, security and maintenance of premises and grounds	E	
Good working knowledge of polices/codes of practice/legislation relevant to premises management and Health and Safety including COSHH.	E	App/SP
Understanding of cleaning machinery and cleaning routines to ensure standards are reached and maintained	E	App/SP



Knowledge of power tools and other electrical equipment and confident in their safe use	E	App/SP
Understand and recognise the importance of ensuring a secure and safe environment for children and young people	E	App/SP
Child protection		
Understands why safeguarding is important when working with children.	E	App/SP
Ability to deal with sensitive issues in a supportive and effective manner	E	App/SP
Qualifications and training		
Willingness to gain a basic first aid certificate (as required)	E	App
NVQ 2 or 3 in a related subject and/or an equivalent level of experience	E	App
A recognised trade qualification, e.g. electrical, joinery, painting and decorating, plumbing	D	App
IOSH Health and safety qualifications or willingness to work towards	E	App
Personal qualities and attributes		
Moral purpose (Equality, children and adults treated with respect)	E	SP/Ref
Child centred	E	SP/Ref
Integrity – Responsible adult role model and being a positive influence	E	SP/Ref
Self-motivated	E	SP/Ref
Enjoys challenge	E	SP/Ref
Works to deadlines	E	SP/Ref
Enthusiastic and optimistic	E	SP/Ref
Self-awareness, knowledge of strengths and limitations	E	SP/Ref
To be flexible and adaptable to the ever-changing needs of the school	E	SP/Ref
Able to remain calm and focused in emergencies	E	SP/Ref



About our School

Academy vision, ethos and values

At Shibden Head we aim to create a quality environment where everyone involved with the school has respect for themselves, for others and for their community.

By constantly encouraging and emphasising positive aspects of work and behaviour we seek to promote the high standards we strive to achieve.

We believe that the goals and targets we set should be high but realistic so every child has equal opportunity to achieve their maximum potential.

We actively promote healthy life-styles and give children the knowledge and understanding they need to make informed decisions about their health, safety and well-being as they grow.

Everyone at Shibden Head, be they child or adult, has a role to play and a contribution to make to the life of the school and its place in the community.

We believe that the teaching/learning environment we provide should reflect the fact that everyone's contribution will be recognised and their views will be listened to.

We aim to have a school which provides stimulating, enriching and fulfilling experiences - a place which people enjoy coming to.

Our children are our future. At Shibden Head we work together to give children the academic and life skills they will need for a happy and successful future.

Our pupils

The very large majority of pupils are of White British heritage and few have a first language other than English. The proportion of pupils known to be eligible for free school meals is below average. The proportion of disabled pupils or who are supported at school action plus or with a statement of special educational needs is below average. Attainment on entry is broadly in line with age-related expectations.

Our staff

Our leadership team comprises the headteacher, deputy head, business manager, one assistant headteacher and two senior leaders. In addition to teachers and teaching assistants, we have a pastoral lead who works with children and families, staff and outside agencies to offer support for wellbeing and develop parental engagement. The running of the school is also supported by admin, kitchen and lunchtime teams.



Our facilities

Shibden Head Primary Academy is all on one level and so is accessible to anyone with mobility difficulties. In addition to classroom accommodation, there is a cooking room, sensory room and quiet areas, a hall and gym, a cooking room and extensive school grounds.

We have our own kitchen and school meals are cooked on site. Recently we opened our own before and afterschool club called 'Shine. This is available to all pupils. The club opens at 7:30am and closes at 6pm

Our school organisation

Our pupil admission number is 60 and there are two classes for each year group, from Reception to Year 6. In addition to class teachers, learning is supported in classes by teaching assistants – the number of these depends on needs within classes and year groups. PPA time for teachers is covered by a combination of teachers, cover supervisor and teaching partners

Our curriculum

We provide a broad and balanced curriculum with an emphasis on the basic skills all children need to acquire in order to succeed. Our curriculum is designed to capture children's imagination and natural curiosity and motivate a desire to learn about the world in which they live.

Children are taught to use new technologies as tools for learning in the 21st century. Pupils learn Spanish from Year 3 to Year 6. In Year 5, pupils benefit from whole-class instrumental tuition and swimming lessons.

Our extra-curricular activities

A range of extra-curricular activities usually operates in the autumn and summer terms, during which staff generally run an after-school club once a week. Examples of clubs offered include basketball, choir, gardening and cookery.

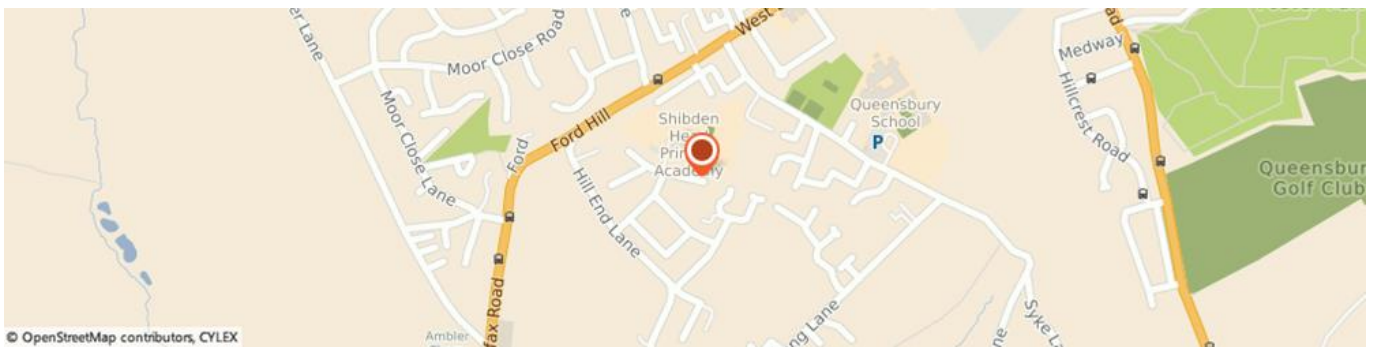
School Quick Facts

Type of school	Primary
Age range	4-11
Location/LA	Bradford
Number of children	403
Number of teaching staff	19
Number of support staff	46
% FSM	14.14%
% SEN	10.42%
% EAL	0.74%

Our geographical area

Shibden Head is one of three schools serving the village of Queensbury on the outskirts of Bradford. Queensbury is one of the highest parishes in England, with views to the hills of Brontë Country and the Yorkshire Dales to the north and north-west.

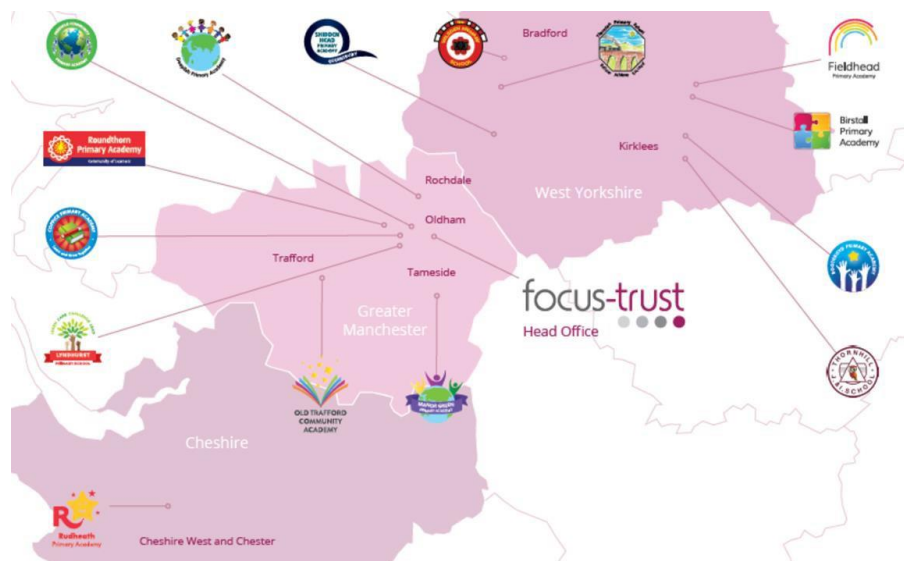
In addition to our partner academies within Focus-Trust, we work collaboratively with schools in our local partnership and with a range of secondary schools in the Bradford and Calderdale areas to which our pupils transfer at the end of Year 6.



About The Focus-Trust

Background to the Trust

Focus-Trust was incorporated in May 2012 as a primary trust. The Trust has links with the sponsor, Focus Education, but is an entirely separate legal entity. As with all academy trusts, the Trust is a company limited by guarantee and an exempt charity. The Trust's offices are situated in a newly converted historic mill conversion in Chadderton, Oldham with excellent motorway networks to access our schools.





The defining feature of Focus-Trust is that it is a specialist primary phase trust. This means that the work of the Trust is driven by the distinctive needs of primary schools. Whilst the Trust has robust systems for accountability, each school has their own distinctive identity, ethos and culture, and this is a commitment to every school when they convert and join the Trust.

Focus-Trust currently has a small centrally employed team. The members of the team are highly skilled and committed to the vision, culture and values of the Trust.

All the schools within the Trust are willing partners who have actively chosen to join Focus-Trust and there is a very high degree of consensus, cooperation and commitment from within the group.

The Trust has robust policies and systems in place to govern and guide its work. These have been gradually implemented as the Trust has grown. The Trust has well-established productive relationships with trade unions and meets half termly with a group of national trade union representatives to discuss policy development. This has enabled us to introduce and change a range of policies in a streamlined and cooperative way.

Our Vision

'Great schools at the heart of our communities' - with our Community Champions and colleagues, we strive to ensure we are being civic leaders making a difference in the local and national communities and the community is supporting us.

Focus-Trust Mission

'Learning together, making the difference'

Collective Efficacy

We have a well-developed and securely embedded culture of Collective Efficacy. By this we mean we have, 'A shared commitment to work together on the things that matter to improve outcomes for all.'

The Focus-Trust Values

Professional honesty is at the heart of everything we do. The Trust knows the schools well because of the strong working partnership between academy leaders and the Trust Central Team. It is only by being honest and transparent with a balance of credible challenge and effective support, that we can move forward and get the best for all children and staff. Our work is underpinned by our values:

Care for children, adults and the learning environment

Dare to do things differently and have a go

Be **fair**, honest and inclusive – demonstrating integrity

Share expertise and best practice for the benefit of all learners



Our Moral Purpose



OUR MORAL PURPOSE

Our moral purpose is to create a culture of integrity, empathy, civic responsibility, and respect, where all educators support all children to acquire academic skills and become responsible and compassionate people who contribute positively to their communities. Our moral purpose is determined by an innate sense of what is right and what is worthwhile. At Focus-Trust, our moral purpose binds our school communities together and guides our actions and decisions in a way that reflects our commitment to our values: care, dare, fair, and share.

Care Dare Fair Share

Our People Strategy

focus-trust

A great place to work

Our people strategy - 2023-2026

4 - Great place to thrive
Together is better
A clearly defined job role.
Caring, supportive and passionate employer.
Health and wellbeing for all is a priority: Access to 24 hour helpline through our Employee Assistance Programme, Access to counselling and physio appointments.
Cycle to work scheme.
Purposeful performance management – not linked to pay - "To be great at our jobs"
Putting people first.
Being part of the Focus-Trust family who makes a difference to all our children. Recognition and reward for the great work you do and the difference you make.

Our values

Care

Care for children, adults and the learning environment

Dare

Dare to do things differently and have a go.


Fair

Be fair, honest and inclusive, demonstrating integrity.

Share

Share expertise, best practice and concerns for the benefit of all learners.

Great leadership and management



1 - Why join us?

2 - Recruitment - Welcome to the Trust

3 - Great development

4 - Great place to thrive

3 - Great development
Clearly defined roles and responsibilities.
High quality training and development.
Career development opportunities.
Opportunities to lead on trust wide projects.

1 - Why join us? Our Moral Purpose
Our moral purpose is to create a culture of integrity, empathy, civic responsibility, and respect, where all educators support all children to acquire academic skills and become responsible and compassionate people who contribute positively to their communities. Our moral purpose is determined by an innate sense of what is right and what is worthwhile. At Focus-Trust, our moral purpose binds our school communities together and guides our actions and decisions in a way that reflects a commitment to our values: care, dare, fair, and share.

2 - Recruitment - welcome to the Trust
A fair and transparent recruitment process.
Fair and consistent approach to pay for all support staff.
National Terms and Conditions for all teaching staff.
Contributory workplace pensions for teaching and support staff.
Thorough induction process to help you settle into your role.
An inclusive and diverse workforce.

Great schools at the heart of our communities
Learning together, making the difference

www.focus-trust.co.uk @FocusTrust1



What you might want to know about Focus Trust

Pensions

Focus-Trust contributes to Teachers' Pensions and Local Government pensions in the same way and with the same level of contribution as local authorities.

Employer Relations

Focus-Trust has a Trade Union agreement which recognises the teacher and support staff unions. This is further supported by an ongoing and productive relationship with key trade union officials.

Equality of opportunity

Focus-Trust is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition.

Safeguarding

Focus-Trust is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures. Applicants should be aware that the recruitment process will include an assessment of your suitability to work with children.

Dress code

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

Policies

Focus-Trust and the schools have a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. These can be found on the Trust website www.focus-trust.co.uk and school websites. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand the Code of Conduct and some of the key policies, e.g. Safeguarding and Child Protection, Health and Safety, Acceptable use of IT.

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.

Validation of qualifications and identity

All shortlisted candidates will be asked to bring original certificates or 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 of the successful candidate will be retained on their



personnel file. The copies of unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

References and Social Media Checks

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 open references 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.

In line with our safer recruitment policy, social media checks will be undertaken if you are shortlisted. This social media check is designed to complement the range of standard recruitment checks and allows us to identify a candidate's online presence which potentially could damage the organisation's reputation.

Knowledge and skills profile

This is an important part of your application and is your opportunity to explain how you meet the person specification for the post. You should demonstrate your skills, knowledge and experience and give short examples. Describe how you match the requirement of the job; include experience gained from previous jobs, community or voluntary work. Ensure that the information you give is well organised, relevant and brief. You may find it helpful to use sub-headings in order to keep your statement well focused. If you do not submit this profile, you will not be considered for short listing.

Disability

To comply with 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 Natalie Harris 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.

Disclosure of a criminal record

Employment in this role is subject to an enhanced check with the Disclosure and Barring Service (DBS). Checks will also be made against the lists showing people barred from working with children. All checks must be satisfactory before any offer of employment can be confirmed and before commencement of work can take place.

Please return all completed documents to j.pulford@focus-trust.co.uk by **22nd April 2024**

Thank you for taking the time to read this information pack. We wish you every success in any application you may make.