



Job Application Pack Site Officer

Permanent, Full time, All Year Round

**Salary: Grade 6, Points 7-12, £24,293 - £26,421 (FTE)
(Working Hours include weekends and shift work 5 in 7 days)**

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high-quality education, and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills, and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith-based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect, and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy, and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge-based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds, and you can be assured of a warm welcome at Archway.

Welcome from the Principal



Philip Rowson, Principal, provides leadership to the Trust's successful and passionate Bluecoat Wollaton Academy.

Bluecoat Wollaton Academy offers a caring, nurturing and secure environment that enables every member of our staffing body to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Whilst we are extremely proud of our reputation for academic excellence, we place equal value on ensuring students grow and develop both personally and socially and leave us thoroughly prepared to become well rounded and successful citizens in a modern society.

We make no apologies for the high standards that we have here at Bluecoat Wollaton Academy. We expect our staff to role model excellent behaviour, attendance and attitudes to learning for our students.

We also expect our staff to be excellent by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. Belief is central to all we do: we believe in ourselves, in each other and in God and it is this belief that ensures Bluecoat Wollaton Academy continues to offer the best educational experiences possible for our students, our staff and our community.

Visits to the school are welcomed.

P. Rowson

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy is an exciting and rewarding place to work. The Academy has a history of very successful exam results and prides itself on providing high quality education to the student population that we serve, no matter their background. All staff are highly valued as part of this.



Considerable time and energy is devoted to supporting our staff in becoming the best that they can be. The Academy recognises that each employee is as important as the other in contributing to the outstanding education we provide; employees are given the opportunity to attend and be part of extensive training programmes within their specialist area to develop the key skills to facilitate their career path. We believe in innovation, risk taking and welcome new ideas that people can bring to the Trust drawing from experiences in other workplaces.

Bluecoat Wollaton is a Church of England Academy and is proud of its Christian ethos, and respectful of all faiths. We work closely with the Diocese of Southwell and Nottingham but welcome staff and students irrespective of their background. At the heart of Wollaton is the belief that all students are unique and valued by God. Our mission statement sums up what we stand for: *'Believe; in yourself, in others, in God'*

In addition to the 'Outstanding' grading at the last SIAMS (Church of England) inspection, in May 2018 the school was also judged as 'Outstanding' by Ofsted in all areas, testament to the hard work of staff and students who are passionate about the school and its 'family' approach. It is also (January 2020) a 'World Class School' given in recognition of both its outcomes and student leadership opportunities with less than 60 secondary schools in the country having obtained this quality mark.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy - and our wider Multi Academy Trust - are committed to ensuring staff are given full training to develop in their chosen career paths, dedicating significant time to this for staff each Thursday so that they can work in subject teams or within their own wider development that is personal to them, for national qualifications for instance.

Visitors frequently comment on how the children are polite and keen to learn at Wollaton and they are explicitly taught about kindness and the need to "Work hard; show respect" which is part of the culture. This wider ethos is yielding excellent outcomes and the academy has accelerated its progress rapidly to be among the top performing schools in the country and the highest in the city.

New staff will also find a staff body who are drawn together for a common purpose and who are exceptionally welcoming and supportive to ensure that workload and well-being are considered when implementing ideas. The strong teams in place in the school are well supported by the leadership of the school.

We are truly inclusive and pride ourselves on the diversity of our students and employees that attend and work at our Academy. The Academy is committed to ensuring equal opportunities for all.

Our Schools

Bluecoat Aspley Academy

Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds.



Bluecoat Aspley
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



Bluecoat Beechdale
Academy
Believe, Belong, Achieve

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.



Bluecoat Primary
believe in yourself, in others, in God

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.



Bluecoat SCITT Alliance
Nottingham

Bluecoat Trent Academy

The Bluecoat Trent Academy opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first three years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.



Bluecoat Bentinck Primary Academy

Bluecoat Bentick Primary Academy officially joined of Archway Learning Trust in September 2023, becoming our second primary academy. The school has a proud and rich history of serving the children and community of Nottingham since 1880; we are delighted to be part of its next chapter! Bluecoat Bentinck is a popular, diverse and multi-cultural Academy in the heart of Nottingham City. The Academy's vision of 'Together We Make a Difference' underpins our commitment to work together to achieve our common purpose of transforming lives of the children we serve. Staff at Bentinck are committed to supporting and teaching the diverse cohort of learners, creating the conditions to enable all children to thrive in their education. Bentinck is a happy, calm and welcoming place to be where children are kind, respectful and are proud to represent Bluecoat Bentinck.



Bluecoat Bentinck Primary Academy

Lees Brook Academy

Lees Brook Academy based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook Academy

Alvaston Moor Academy

Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



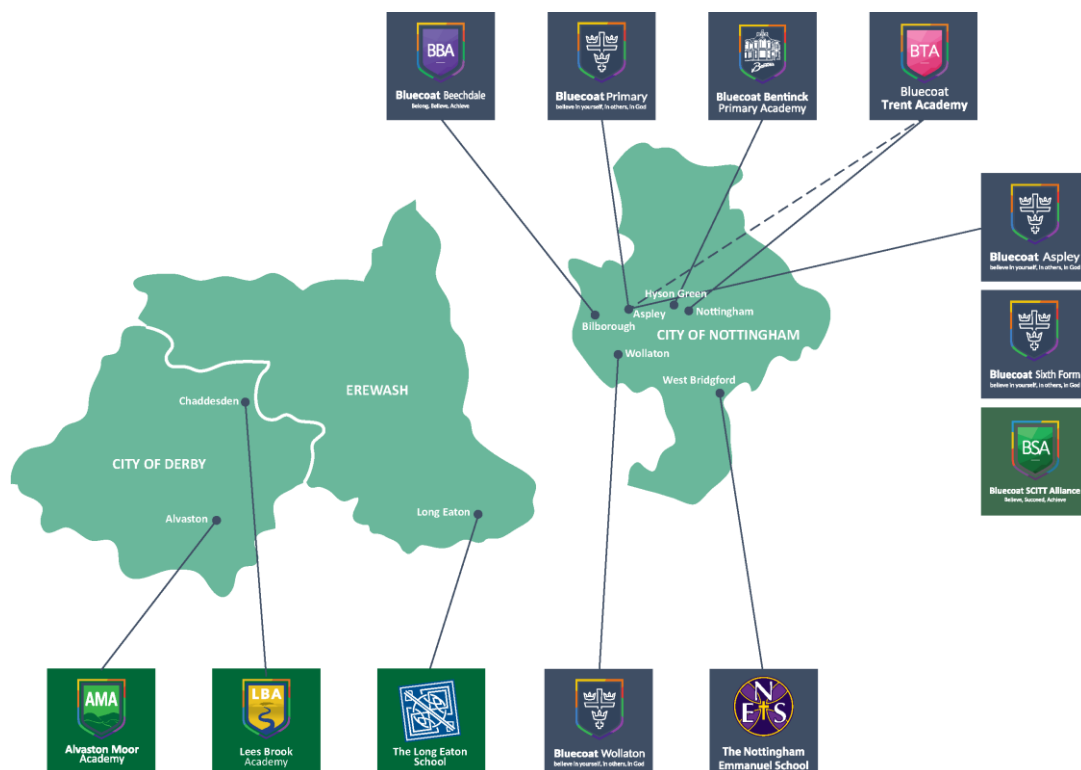
Alvaston Moor Academy

The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



School Locations



The Vacancy

As a valued member of the Site Team, the post holder will be responsible for performing varied maintenance tasks or project work including minor repairs, decorating and improvement works. The Trust's Site Team is responsible for providing a comprehensive service for building and grounds maintenance, cleaning and health and safety across all sites.

The successful post holder will report into the Site Manager and will work alongside a Site Team comprising of professionals including the Site Manager, Site Officers.

The team work a planned rotating 3 weekly shift pattern, however there may be a requirement to work flexibly to support the needs of the business. Shifts are 6am to 2pm, 10am to 6pm and 2pm to 10pm.

The post holder will be expected to provide assistance to the Site Manager during school holidays for larger construction projects across the Trust. The Site Team provide an important presence at the Trust providing a safe and secure learning environment for our students. Presentation and health and safety of all of the Trust's sites are paramount to undertaking the Site Officer role effectively.

Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

The role will be based at the Trust's Bluecoat Wollaton Academy but the post holders may at any time be required to support or work at any of the sites within Archway Learning Trust.

Applications

For more information about Bluecoat Wollaton Academy and the vacancy, please visit www.bluecoatwollaton.co.uk/vacancies. To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

Closing Date: 9 am, Monday 3rd June 2024

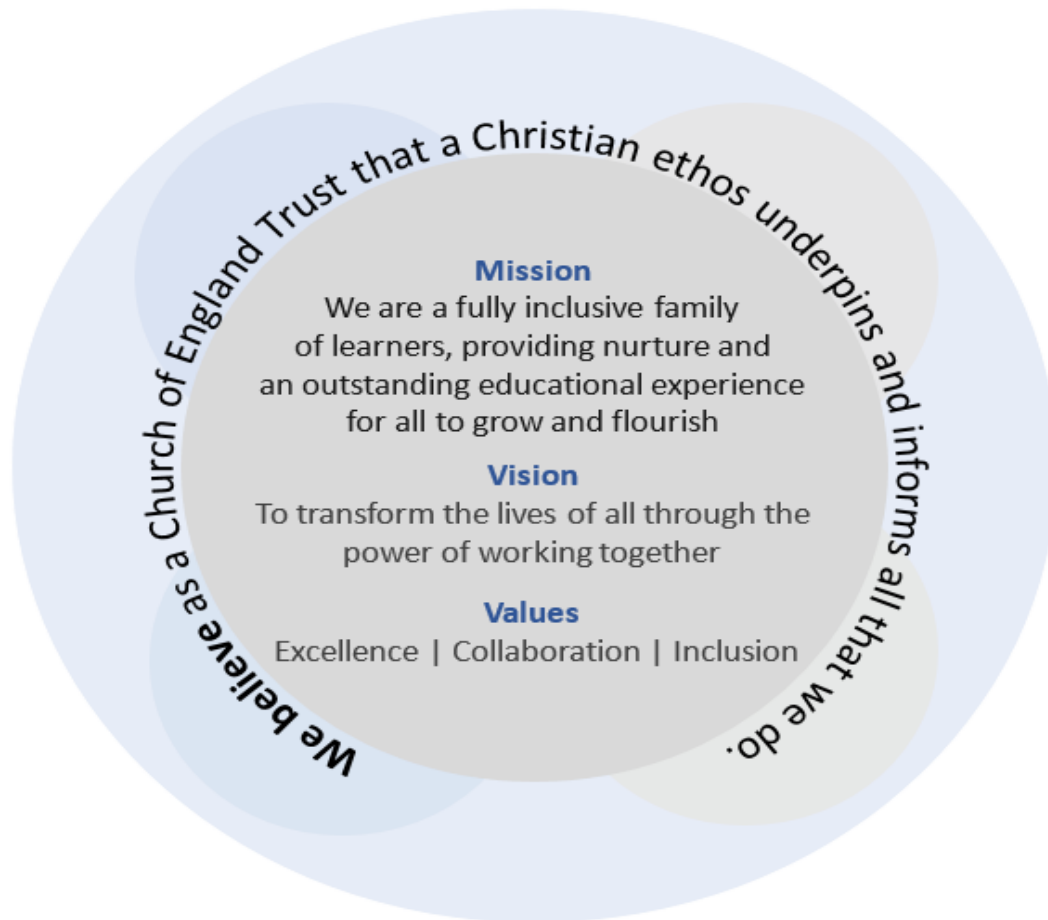
Interview Date: W/C 17th June 2024

Start Date: TBC

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from us within two weeks of the closing date, please assume that on this occasion your application has unfortunately not been successful.

Trust Ethos, Mission, Vision, and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



Working Together, Transforming Lives

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

Job Description

POST TITLE: SITE OFFICER

GRADE: GRADE 6, POINTS 7-12

RESPONSIBLE TO: SITE MANAGER

GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

INTRODUCTION

Under the management of the Site Manager the post holder will ensure that the Trust sites are well maintained. The Site Officer will also be responsible for ensuring a safe and secure environment for students, staff and visitors. The post holder will be expected to work a shift pattern with shifts ranging between the hours of 6am and 10pm, 7 days a week.

MAIN RESPONSIBILITIES

- Act as a registered key holder; locking and unlocking Trust buildings and those of partner schools as required.
- Operate and respond to alarm systems where appropriate.
- Monitor CCTV equipment as directed.
- Provide emergency access to the Trust site.
- Carry out health and safety checks such as legionella temperature control, fire alarm tests, fire call point testing and similar.
- Conduct PAT testing.
- Carry out tasks assigned on the helpdesk, update the helpdesk with individual task progress and input any new tasks requested by staff onto the helpdesk.
- Undertake appropriate repairs e.g. redecorating, fixing.
- To carry out various maintenance duties to ensure the general upkeep and maintenance of the premises is satisfactory.
- To carry out decoration programmes per schedules drawn up.
- To carry out minor improvement work e.g. erecting shelves, noticeboards, fitting locks, realigning doors, etc.

PERSON SPECIFICATION – Site Officer

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
NVQ Level 2 or equivalent qualification in a relevant discipline		*
Basic literacy and numeracy qualification	*	
Possess a driving licence and has access to own vehicle for travel between sites as and when required	*	
Possesses a PAT testing certification or must be willing to train to achieve one	*	
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training.	*	
EXPERIENCE		
Handyperson experience in a work setting	*	
Working within an educational setting		*
Caretaking or site keeping experience		*
Relevant maintenance experience e.g. joinery, electrical, plumbing		*
PROFESSIONAL SKILLS		
Literacy skills to complete forms and orders, write instructions and communicate effectively via helpdesk and e-mail	*	
Willingness to keep self up to date with pertinent information and local initiatives. Respond to feedback. Pass on knowledge and techniques to others	*	
Willingness to develop knowledge of use of ICT and other specialist equipment/resources	*	
Ability to carry out procedures, routines and follow instructions, reporting back issues encountered.	*	
Ability to act as a professional representative of the Trust with all stakeholders	*	
Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance	*	
Have minor maintenance skills e.g. plumbing, electrical, glazing and carpentry to make safe and carry out small repairs	*	
Understand basic administrative systems e.g. lettings calendar, maintenance helpdesk, ordering	*	
Ability to work on own initiative	*	
Ability to respond to straightforward problems and unforeseen circumstances e.g. hazards and accidents. Understand when to escalate an issue to line manager.	*	
Ability to prioritise and work under conflicting demands effectively.	*	
PERSONAL QUALITIES		
Ability to work unsupervised and independently understanding Trust roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Ability to work effectively as a team player	*	
Ability to deal with conflict or difficult situations in a professional, constructive manner	*	
Good time management skills	*	

Willingness to work flexibly and change working practices in response to quality and review activities and the changing needs of the Trust	*	
Commitment to Equal Opportunities	*	
Willingness to work flexibly with regards to shift patterns in order to meet the needs of the business	*	
Willingness to work within the Christian framework of the Trust	*	
Possess or must be willing to train for the “First Aid at Work” or “Emergency First Aid at Work” qualification approved by the HSE as requested	*	
Suitability to work with children – Enhanced DBS	*	
Willingness to support the Christian ethos of the Trust	*	