ANGLIAN LEARNING

Welcome to our Trust

Site Officer Recruitment Pack



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Welcome to Anglian Learning



Thank you for your interest in the position of Site Officer at The Netherhall & Oakes College.

Anglian Learning is an ambitious, forward-looking multi-academy trust. Our members share the firm belief that all young people deserve to have access to an excellent education and exciting opportunities, which in turn will help prepare pupils to thrive in their local, national and global communities.

This is reflected in our Core Purpose of Transforming Together to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for our learners, people and communities.

Our organisation has been founded on strong collaborative and trusting relationships, where everybody is committed to sharing their successes, but equally open to innovative ideas and alternative perspectives. We also passionately believe that our most valuable resource is our people, and if you apply and are successful in your application, we promise to develop and support you in your career, as well as provide a caring, friendly environment in which to work.

For an informal discussion regarding this role, please contact People Services, at peopleservices@anglianleanring.org

I hope that you find the following information useful. If you wish to make an application for this vacancy, please see the instructions within.

We look forward to hearing from you.

Jonathan Culpin
CEO, Anglian Learning

Our Values:

Aspiration
We are ambitious for ourselves and all those in our community to be the best we can be

Community
We underpin our relationships with a culture of support, respect and trust, recognising we are stronger together

Empowerment
We enable our academies, staff and learners to embrace new ideas and think creatively

Inclusivity
We believe in equality of opportunity, celebrating everyone's differences and supporting learners of all abilities from all backgrounds



About Anglian Learning



Founded in September 2016 of four community-facing secondary schools seeking to share knowledge and provide mutual support, Anglian Learning has grown over the past seven years to be one of the leading school trusts in the region.

Educating more than 11,000 pupils and employing over 1,600 staff across three counties and eighteen academies, the Trust's mission is to enable inclusive and aspirational learning in every classroom, empower leaders across every academy, and ensure inspiring opportunities and educational success for all of our learners, people and communities.

Alongside this, the Trust remains committed to its heritage which is rooted in local communities and several of our schools provide adult learning opportunities and support for local groups and societies. We also operate our own sports centres under the banner of Anglian Leisure. Local, high quality and representative governance of schools is a key aspect of our leadership structure and we are recent winners of the NGA National Outstanding Governance Award as a reflection of this commitment.

In addition to our commitment to celebrating our community ethos, we believe strongly in empowerment: of pupils, our people and, crucially, our leaders. As recent research has reiterated, headteachers are incredibly influential in the success of schools and of their learners. The role of the Trust is therefore to provide the environment in which our leaders can grow, develop and flourish in their role. Our central team provides extensive, expert and rapid advice and support in human resources, finance, ICT, estates and operations. Therefore, our school leaders have the space and focus to drive school improvement in the curriculum, teaching, behaviour and in establishing the healthy culture and ethos that underpins this.

Educating more than

11,100

pupils

Employing over

1,650

members of staff

3

counties

22

academies

About The Netherhall School and Oakes College



We are committed to providing outstanding academies which are a source of pride for the communities that they serve.
We aim to achieve this by raising the educational attainment of all our young people and using the collective energy and cross-school educational fertilisation within the Trust to improve life chances by:

- Developing a dynamic and inspirational culture for teaching and learning excellence.
- Providing pupils with stimulating and valuable enrichment opportunities across the curriculum.
- Building a curriculum and assessment structure that will enable teachers, pupils, and parents to celebrate success and respond swiftly to challenge.
- Encouraging innovation and risk-taking through a focus on research and best practice locally, nationally, and internationally.
- Promoting, enabling, and supporting leadership at all levels to flourish in individual schools and across the Trust.
- Providing high quality professional learning opportunities for staff at all levels in the Trust

The Netherhall School has been offering high quality education in Cambridge for over 150 years and boasts a strong recent track record of exceeding national performance targets and expectations.

Netherhall School has developed and grown since it welcomed its first student on the 9 January 1871, and has adapted constantly to the needs of the community and the changing demands and ethos of the educational sector. The history of the school encompasses being a grammar school, a comprehensive school in 1974, a Foundation school and now an Academy. For many years it was the only school in Cambridge that offered a 6th Form and, still today, one of only two school based Sixth Forms offering A Levels.

In February 2016, Netherhall School became an Academy, joining with Bottisham Village College, to form the Bottisham Multi Academy Trust. On the 1st September 2016, the Trust grew to four schools with the addition of Sawston Village College and Bassingbourn Village College, two high performing schools just outside Cambridge. At the same time, the name of the trust changed to 'Anglian Learning'; this has brought increased opportunities for collaboration and career development. Since that point, two more secondary schools, Linton and Joyce Frankland have joined the Trust.

Our examination results over recent years have been excellent with A level results in excess of targets and GCSE results well above national benchmarks. Our Progress 8 score has been consistently positive which, given the inclusive nature of the school, is impressive: schools in Cambridgeshire do not permanently exclude students so these figures contain students who, in other authorities, would be taken off roll.





Our Students

Netherhall School is set on the outskirts of Cambridge and serves both the City and the surrounding rural villages. As a result, student admissions are from a diverse range of backgrounds.

The whole operation of the school is built upon our values of Inspiring, Individual Inclusive:

Inspiring: We believe that it is our role to provide a setting, curriculum and staff which inspire students.

Individual: We offer a range of pathways for our students, matched carefully to their needs and aspiration. This includes:

- Hobbs – provision for those who would otherwise have been permanently excluded
- ALVIN – provision for those with medical needs
- EAL groups for all year groups

Inclusive: We take every opportunity to ensure students are not affected by economic disadvantage, learning needs, language barriers. As a highly diverse community we aim to welcome cultural difference and create a sense of belonging for all.

Crucially, we want all of our students to feel happy and secure. We have a well-developed pastoral care system and staff genuinely care about the students as individuals. We encourage students to assume and enjoy responsibility as Duty Students and through our Student Ambassador and Leadership schemes. Our highly skilled staff work closely with students, monitoring their progress to ensure they achieve their potential. There is an excellent student volunteer peer-counsellor scheme and students are encouraged to play an active part in the running of the school through School Councils. We understand that students need a range of skills and opportunities to fulfil their potential and therefore encourage students to undertake a full range of extra curriculum activities in addition to the educational requirements. Staff give their time freely to run a very broad range of activities from the traditional sports and drama to Warhammer Club and Language Leaders.

The Ofsted report of October 2018 gave a rating of Good in all areas with some areas of outstanding strength. Typically, we are not resting on our laurels and pushing forward to gain even stronger judgements next time around.

Many of our students choose to stay at Netherhall for seven years, progressing from Year 7 through to our highly successful Sixth Form, The Oakes College, Cambridge. The centre has an excellent reputation in the City of Cambridge and beyond and many students join us from other schools for their post-16 studies. We have an impressive track record in placing students in Higher Education, including Oxbridge and in employment.

In 2021 the A levels qualifications gained by students were impressive with 28% A*-A 55% of grades at A* - B; 81% A* - C and 98% A* – E.

Our staff

We recognise and value the skills, knowledge and expertise of all our staff and are committed to supporting their professional development. To this end, we have a vibrant and varied Continual Professional Development programme, which is personalised each year to support both our main school priorities and the individual needs of staff. This programme includes opportunities to share excellent practice between colleagues as well as drawing on external expertise. Cross collaboration between other local schools and schools in the Trust is also encouraged so that best practice is formulated.
Staff give freely of their time to the broad extra-curricular programme which includes sports, music, drama and a host of trips, exchanges, clubs and other activities. There is a blend of youth and experience among the staff and newcomers have always commented on the warm welcome they have received.

The Oakes College

The Oakes College Cambridge, formerly known as Netherhall Sixth Form Centre, has a long tradition of supporting young people to achieve excellence at A-level and Applied courses. The Oakes College builds on these great foundations, embracing its role as a key provider of post-16 education for the Anglian Learning Trust. We provide continuity of high-quality education, both for students who have progressed through Trust schools and for those adding the richness and diversity from within the high-quality educational landscape of Cambridgeshire.

Oakes College is all about people; ambitious students who are determined to achieve; committed professionals who love teaching and a dedicated pastoral support team. We take pride in knowing each student as an individual and our ethos of “Inspiring, Individual, Inclusive” is reflected in everything we do.

Partnership with Parents and Wider Community

We are a warm and welcoming community which places a high importance on working with families and getting to know each of our students as individuals. We engage with parents through a variety of mediums; parental internet, regular newsletters, Parents’ Evenings, written progress reports as well as individual responses to queries. We are keen to engage parents from all backgrounds and to adopt strategies which will enable us to communicate better with all parents regarding their child’s progress and development.

Integrate is our provision to bring together local charities, educational institutions, public health and business with parents from across the Cambridgeshire region. We provide training, childcare, online courses, fora and referrals for parents. The support we provide is free to all and is advertised through our website, social media and partner schools. We are based at Netherhall school, co-ordinated by our communities manager, Chika Akinwale. We strive to provide completely inclusive support for parents raising children from 0-18.

The Parents and Friends of The Netherhall School (PFNS; or Puffins!) meet regularly to put on school events but also to provide the stakeholder feedback so vital to continuing and deepening relationships.

Working for Anglian Learning

One of our core design and decision-making principles is that we constantly strive to build a healthy organisational culture, central to which is making sure we are a learning community where everyone can achieve their potential. We create a strong sense of belonging and a place where staff feel appreciated and fairly rewarded for the work they do. We are a flexible employer that supports colleagues to balance their lives and recognises how staff give back to our young people.

Staff survey

Our most recent staff survey indicated that a high proportion of staff:

- Feel as though they belong within Anglian Learning
- Agree that they are provided with relevant opportunities for professional development
- Feel that there is a positive culture of psychological safety within their school
- Have high levels of job satisfaction and happiness at work
- Would recommend our organisation as a great place to work
- Almost all staff who responded to the survey feel part of a team within their school and can rely on colleagues for support when needed.

Joining Anglian Learning comes with a range of benefits, fostering both personal and professional growth. Our coaching and mentoring programmes are designed to offer tailored support that enhances your skills and career development. For further information about the opportunities available for this role please contact People Services, at peopleservices@anglianlearning.org

Benefits

Other benefits and support available to all Trust employees include:



Career Average Revalued Earnings Pension Scheme (CARE)



Cycle to Work Salary Sacrifice Scheme



Free membership to all Anglian Learning Sports Centres



20% discount on Anglian Learning Adult Education Courses



Professional Development Scheme Policy



Employee Assistance Programme offering a range of services to staff and their families



Specsavers VDU Vouchers



Boots Flu Vouchers



20 % Discount on certain mobile phone contracts with EE



Access to a wide range of discounts on high street and online shopping via 'Teacher Discounts' and the 'Blue Light' card





Role Summary

We are seeking to appoint a Site Officer to work alongside our existing site team. They work hard to maintain the school to a high standard and respond to requests from teachers and support staff, supporting the delivery of the site team's daily operations.

As well as having relevant practical skills and experience, the ideal candidate will be a reliable and proactive team player with good communication skills, taking pride in the school environment and showing a willingness to support the wider school community.

Job Description
Site Officer
The Netherhall & Oakes College

ANGLIAN LEARNING

SALARY:	Cambridgeshire Scale 3 points 05- £26,427.00- Point 06- £26,847.00
HOURS:	37 hours per week, 52 weeks per year. Standard working hours are 10:30am to 6:30pm; however, these can be discussed at interview.
PENSION:	LGPS Pension Scheme
ANNUAL LEAVE:	Starts at 25 days plus Bank Holidays, more for those with local government continuous service.
DISCLOSURE LEVEL:	Enhanced DBS plus Barred List Checks
LOCATION:	The post holder will be based at The Netherhall & Oakes college but will be expected to work across the Trust and to travel between sites.
RESPONSIBLE TO:	Head of Operations

MAIN RESPONSIBILITIES

- To liaise closely with the Head of Operations to undertake daily tasks as required.
- Undertake processes for opening and closing the schools, setting and deactivating alarms, unlocking and locking school gates and buildings, including for any evening use as required.
- Respond to activations of the school alarm, liaising with the police and alarm company.
- Ensure that the work of the site team maximises the security of the site, with cost-effective maintenance and effective energy management, contributing to site maintenance as necessary.
- Work with the Head of Operations to maintain the site to the highest standard in order to provide an outstanding learning and working environment for pupils and staff, and a first-class resource for the community.
- Deliver the maintenance programme across the site.
- Support schools and staff by dealing with general site issues and maintenance requests reported via the online iAMCompliant reporting system.
- Provide outstanding service to community users and external lettings.
- Work closely with the Head of Operations to deliver emergency procedures and plans.
- Assist with effective ordering procedures for repairs and maintenance works within agreed regulations, monitoring the quality of purchases and seeking out new suppliers where appropriate.
- Support the management of contractors undertaking building works and capital refurbishment projects.
- Assist the Head of Operations with all aspects of risk management and control, particularly relating to asbestos, COSHH and fire risks.
- Assist the Head of Operations in maintaining an appropriate asset register and ensuring compliance with procedures for the disposal of redundant equipment and assets in line with existing procedures.

- Support the Head of Operations to ensure that there are adequate procedures are in place at the schools (and up-to-date records are kept) to deal with the following:
  - Fire systems and records
  - Asbestos register
  - Inspections/Testing
  - Key Register

- To oversee and advise on security by:
  - Ensuring contractors adhere to school and Trust policies and have appropriate permits to work.
  - Liaising with the Head of Operations and HR Officer to ensure contractors are included on the school's Single Central Record, where appropriate.
  - Providing cover for opening and unlocking during staff absence or annual leave to ensure maintenance and other contract work can be completed.
  - Maintaining the overall security of the school premises, including ensuring all windows and doors are locked and blinds are drawn at ground-floor level.
  - Registering as a keyholder and acting as a point of contact in emergency call-out situations. You may be required to attend site at unsociable hours or weekends to deal with security issues, undertake emergency repairs, or provide access to contractors working on site during school holidays or weekends.

GENERAL DUTIES

- Carry out routine procedures and inspections of ancillary equipment, logging inspections as required.
- Ensure caretaking and cleaning equipment is safe and in proper working condition.
- Work with the Head of Operations to coordinate tests and inspections and maintain records using the Property Compliance Software.
- Maintain adequate supplies of consumables and equipment.
- Liaise with the Head of Operations regarding repairs and maintenance work that is beyond the competence of the school site staff.
- Oversee and inspect the work of contractors to ensure that work is completed to the required specification and to the satisfaction of the school.
- In conjunction with the Head of Operations, undertake day-to-day liaison with the cleaning contractor to ensure that the school is cleaned to the required standard each day.
- Ensure that areas within the scope of the Site Officer's responsibilities comply with the Health and Safety at Work Act 1974 and Fire Regulations.
- Monitor the work of grounds maintenance contractors and liaise with the Head of Operations regarding any issues or concerns.

EMERGENCY SITUATIONS

- Provide access to the site as required and, where necessary, outside normal opening hours, including access in emergency situations such as snow, flooding or other incidents, at the request of the appropriate authorities.
- Carry out the appropriate procedures in the event of fire, flood, break-ins, accidents or major damage to the premises.

Person Specification

Site Officer
The Netherhall & Oakes College

Qualifications and Training

Essential:

- Educated to GCSE level (or equivalent) with a good standard of literacy and numeracy.
- Full UK driving licence.

Desirable

- Trade qualifications, for example in electrical work, carpentry, heating or plumbing.
- A relevant facilities, health and safety, or operations management qualification (e.g. NEBOSH, IOSH or Facilities Management).
- MIDAS trained, with Category D1 entitlement on a UK driving licence to enable the driving of a minibus.
- First Aid qualification.

Experience, Skills & Knowledge

Experience
Desirable

- Experience of working in a similar role within a school or comparable setting.
- Experience of using current cleaning materials, methods and equipment, and of monitoring the quality of work undertaken by cleaning staff.
- Experience of working with young people.

Skills and Knowledge
Essential

- Demonstrable knowledge of security procedures and methods for maintaining the security of school buildings and grounds whilst ensuring the health, safety and wellbeing of the school community.
- Practical DIY skills, with the ability to undertake day-to-day repairs and maintenance of school buildings.

Desirable
Knowledge of relevant policies, codes of practice and legislation relating to health and safety requirements within a school environment.
Trade skills in a discipline such as electrical work, carpentry, heating engineering, roofing or plumbing.
Good understanding of electrical and heating installations.
Knowledge of Portable Appliance Testing (PAT).

Personal Qualities

- Ability to work effectively with colleagues and build positive working relationships.
- Ability to work both independently and as part of a team, as required.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Competent ICT skills.
- Flexible approach to duties and working arrangements.
- Ability to remain calm and professional in challenging situations.
- Excellent attendance and punctuality record.
- Willingness to go the extra mile to support pupils, staff and community users of the school's facilities.
- Respect for young people and a commitment to supporting their development and wellbeing.
- Ability to establish and maintain appropriate professional relationships with colleagues, pupils and other stakeholders.

How to apply

Dates

CLOSING DATE:	Sunday 13th December
INTERVIEW DATES:	TBC
START DATE:	ASAP

We reserve the right to close this advert prior to the publicised closing date if we receive a high volume of suitable applications. Applications will be reviewed as received so please apply early to avoid disappointment!

If you are passionate about Site Officer and meet the person specification we invite you to apply for this exciting opportunity via www.anglianlearning.org.

To find out even more, have an informal discussion or arrange a visit to the Trust, please contact the Trust's People Services Team via peopleservices@anglainlearning.org

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment and undergo appropriate checks. Therefore, all posts within the Trust are subject to robust pre-employment checks including but not limited to an enhanced Disclosure and Barring Service check

This job entails work that is considered regulated activity i.e. work which involves regular close and unsupervised contact with children or vulnerable adults. As such additional pre-employment checks will be required and communicated to the successful candidate at the offer stage.
This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR, Safeguarding and Recruitment can be found on our website: www.anglianlearning.org.'

We value diversity and welcome applications from all, including those with protected characteristics under the Equality Act. Should you require reasonable adjustments to support your participation in an Anglian Learning recruitment campaign please do not hesitate to get in contact as we are happy to discuss your requirements.'

Flexible working, including part-time hours and job shares, will be considered for all Anglian Learning roles with the exception of where this is not compatible with the business needs. Should you be interested in flexible working please indicate this on your application.

Privacy Notice for Job Applicants - https://anglianlearning.org/information/data-protection-policies/

Please note the photo(s) of pupils attached to this notice were used under the legal ground of consent, for the purpose of preparing publications that promote the schools.

Get in touch

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