



# LIFE MULTI-ACADEMY TRUST LETTINGS OFFICER BOSWORTH ACADEMY RECRUITMENT PACK

## ***Permanent Staff***

Every other Saturday 10 hours

Some weekday AM and PM shifts for opening and closing of the site may also available

5.45am - 9.45pm / 6pm -10pm

Grade 6 pay point 9 – 10

FTE Salary £23,898 - £24,300 per annum (Actual Salary £3,229.46 - £3,283.78 based on 10hrs



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## The Advert

# Weekend Lettings Officer Bosworth Academy Grade 6 pay point 9-10

FTE Salary £23,898 - £24,300 per annum  
(Actual Salary £3,229.46 - £3,283.78 pro Rata)  
Based on 10 hrs every other Saturday) Required **ASAP**

As a Trust we believe that the staff we employ to work across our schools share the core value of 'Bringing Learning to LiFE'. Every member of staff, employed by the Trust, plays a pivotal part in its future success. The values and ethos of our Trust shines through each schools unique and individual culture.

***Our Trust believes in working together to achieve better outcomes for our students, and serving our local communities.***

We require A talented individual who will help our team to manage the internal and external bookings at Bosworth Academy. You will be working from Bosworth Academy to provide cover at the weekends. You will help to manage the weekend lettings operations that take place 49 weekends of the year. You will be supported with a thorough induction and training programme to enable you to build an understanding of the day to day lettings that take place across Bosworth Academy with the opportunity to visit Bosworth Academy prior to starting to families yourself with the facilities and Premises team.

The successful candidate will be a team player who can contribute to a friendly and supportive working environment.

Application forms and further details can be downloaded from [www.lifemultiacademytrust.org.uk](http://www.lifemultiacademytrust.org.uk) or may be obtained from Leander Mason [lmason@bosworthacademy.org.uk](mailto:lmason@bosworthacademy.org.uk)

**The closing date for completed applications is 9am on 10th October 2024**

**Interviews will be held shortly after at Bosworth Academy, Leicester Ln, Desford, Leicester LE9 9JL**

*"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."*



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Dear Applicant

**Bosworth Academy Lettings Officer**

Thank you for your interest in the above post.

The LiFE Multi-Academy Trust Leicester Forest Hub is currently looking to appoint a Weekend / Evening Lettings Officer at Bosworth Academy.

We are seeking to appoint 1 potentially 2 premises officers depending on availability, to work alongside our existing site teams to successfully manage the weekend and evening use of the schools by both students and the local community.

Successful candidates will be given the choice to work either every Saturday, every Sunday, every Saturday and Sunday or every other Saturday and Sunday. .

Candidates will also have the opportunity to work additional flexible hours on an overtime basis, Monday to Friday, approximately 6-10 pm to assist our current site teams to fully open up our schools for community use at evenings and weekends whilst ensuring that the high quality day to day management of the school site during school hours is maintained. Currently, the vast majority of community use is in the evening and at weekends within our schools.

The successful candidate would preferably have experience in a site management role. With growing use of the school sites at evenings and weekends, we want to ensure that we can cover the required opening hours without asking too much of any one individual. By having a team of both full time, part time and casual Premises Officers who can work flexibly as part of a team when required to ensure we can provide excellent facilities and service to our local community when they require them.

Each of our schools is a welcoming and friendly place to work. We encourage potential candidates to arrange a site visit to see the site and to find out more about the role, prior to applying.

For more information about this role or to arrange a site(s) visit please contact Chris Ripley, Conor Woolman, on 0116 3032351 or email [CRipley@lifemultiacademytrust.org.uk](mailto:CRipley@lifemultiacademytrust.org.uk), [cwoolman@lifemultiacademytrust.org.uk](mailto:cwoolman@lifemultiacademytrust.org.uk)

The following information is included in this pack:

Job Profile and Personnel Specification

An application form can be downloaded from:

<https://www.lifemultiacademytrust.org.uk/vacancies/life-mat-vacancies/>

If you are interested in applying for our post, please complete the following:-

Application form

Covering letter (of no more than two sides of A4) outlining your experience

Your application should be sent to Chris Ripley by **9am on Thursday 10th October 2024**. We look forward to receiving your application.



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## Job Profile

|                                     |   |
|-------------------------------------|---|
| Academy                             | LIFE Multi-Academy Trust Central Team   |
| Job Title                           | Lettings Officer  |
| Salary/Grade                        | LG Grade 6 (point 9-10)   |
| Hours/Weeks                         | Saturday 10 hours   |
| Conditions of Service               | Local Government conditions of service  |
| Responsible to                      | Site Manager/Facilities Manager LIFE MAT  |
| Key relationships/<br>Liaison with: | Facilities Manager, Site Managers, Facilities & Programme Lead, Site Teams,<br>Facility Hire Administrator  |
| Job Purpose:                        | To provide cover and additional capacity for our existing site teams to manage the day to day facility hire that take place 49 weeks of the year, seven days a week.  |
| Main duties and responsibilities:   | <ul style="list-style-type: none"><li>● To ensure the facility(s) required by the hirer is ready and open at the appropriate booking time and to be a point of contact for the hirer during the booking.</li><li>● Excellent communication and Customer service with all user groups and assist them in ensuring they have the best experience at Bosworth Academy.</li><li>● Ensure that the hirer has the appropriate equipment made available to them and dealing with any issues that arise during the booking.</li><li>● To ensure that any health and safety concerns are dealt with immediately.</li><li>● To undertake general cleaning/site duties before and after bookings i.e. sweeping, mopping, refilling paper products etc. as required</li><li>● To be the first aider on duty responding as required to incidents on site.</li><li>● To liaise closely with both site and letting team to ensure continuity of information regarding each booking that you are in attendance.</li><li>● Pool monitoring (internal training will be provided with regard to the pool monitoring). Must be able to swim.</li><li>● Light maintenance e.g. painting</li><li>● Locking and unlocking, alarm setting</li><li>● To ensure positive customer relations with all user groups</li><li>● To adhere to health and safety policies</li><li>● To be familiar with the demands of the Data Protection Act and GDPR regulations.</li><li>● Other duties related to the Lettings Officer role as required</li></ul> |



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**SPECIAL FACTORS:** Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the DBS regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

## Personnel Specification

|  | Essential  | Desirable   |
|--|--|---|
| <b>Qualifications</b>                      |  | First Aid<br>Pool plant operator  |
| <b>Experience</b>                          | Previously work in a public facing role  | Experience of site management<br>Experience of working in a school or similar setting |
| <b>Knowledge &amp; Skills</b>              | Ability to undertake basic ICT tasks i.e. email and facility booking system<br><br>Must be able to swim<br><br>Understanding of health & safety legislation to ensure working methods comply with regulations and recognised good practice   | Awareness of Safeguarding and Child Protection policies and procedures.               |
| <b>Personal competencies and qualities</b> | Self-motivated and excellent at working with a wide range of internal and external personnel<br><br>Ability to carry out basic maintenance tasks in the desirable column within the personal competencies section.<br><br>Good customer service skills, able to communicate with others<br><br>Ability to react calmly if faced with a challenging situation<br><br>A team player<br><br>Evidence of good attendance at work<br><br>Must be able to perform all duties with reasonable adjustment in accordance with the provisions of the Disability Discriminations Act 1995 | The ability to work flexibly to meet the needs of the role and the organisation.      |



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# The Application Process

Completed application forms should be returned to [CRipley@lifemultiacademytrust.org.uk](mailto:CRipley@lifemultiacademytrust.org.uk), [Cwoolman@lifemultiacademytrust.org.uk](mailto:Cwoolman@lifemultiacademytrust.org.uk) by **9am on Thursday 10th October 2024**. They should be marked for the attention of Mr Chris Ripley or Mr Conor Woolman, LiFE MAT Facilities Manager.

or by post to

F.A.O. Mrs L Mason

Strategic Operations Lead

LiFE MAT Facilities

c/o Bosworth Academy

Leicester Lane

Desford

Leicestershire

LE9 9JL

## Queries

If you have any queries on any aspect of the application or need additional information, please contact **Mr Chris Ripley** at [CRipley@bosworthacademy.org.uk](mailto:CRipley@bosworthacademy.org.uk) or [cwoolman@lifemultiacademytrust.org.uk](mailto:cwoolman@lifemultiacademytrust.org.uk) or [hr@bosworthacademy.org.uk](mailto:hr@bosworthacademy.org.uk)

There is more information available on the following websites: -

<https://www.lifemultiacademytrust.org.uk>

Thank you

**Please note that we will only consider applications from candidates if they have completed the Trust application form, CV's will not be considered.**



## Our Offer to staff in the LiFE Multi Academy Trust

**‘We believe in getting the right people, getting them to work together and getting them to stay’**

| <b>Strategy</b>  | <b>Description</b>  |
|--|---|
| <b>Putting your Trust in our Trust</b>                         | We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.   |
| <b>Coaching</b>  | Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.   |
| <b>Personal Improvement Plan versus Performance Management</b> | Instead of the usual Performance Management, we encourage our staff to identify aspirational targets through our ‘Personal Improvement Plan’ (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.   |
| <b>Health and Wellbeing Strategies</b>                         | <p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> <li>● providing employees with a safe, healthy and supportive environment in which to work</li> <li>● recognising that the health and wellbeing of our employees is important</li> <li>● providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged</li> </ul> <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to ‘Mindful Employer’ and the ‘Charter for Employers who are Positive about Mental Health’.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p> |
| <b>Equality and Equal Opportunities</b>                        | Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages, discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.  |

## Our Offer to staff within the LiFE Multi Academy Trust continued...

### **Development of Professional Capital and Excellence**

As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We are proud of this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.

Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.

Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.

Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.

### **Sabbatical and flexible working policies**

We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.

Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.

### **Strong Induction Process**

It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience.

### **Attendance of staff**

Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

### **In addition we also offer**

- Training & development opportunities
- On-site parking
  
- On-site catering facilities
- Staff wellbeing and flexible working
- Childcare and cycle to school vouchers
- Flexible approach to annual leave
- Located in Leicester and Leicestershire our schools have excellent transport links and road networks

**We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our school.**

## Vision, Values and Ethos

### LiFE Multi Academy Trust

#### Bringing Learning to LiFE

##### Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it is also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each school is seen as a leader of, and vital to its local community; each school is regarded as fundamental to the identity of its surrounding community.

##### Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress, and promoting and celebrating elite performance inside school and in the wider world
- Valuing the diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies.

## Our Trust consists of

The LiFE Multi Academy Trust currently consists of our lead school Bosworth Academy, Ashby School, Braunstone Frith Primary School, Countesthorpe Academy, Ibstock Community College, Ivanhoe College, Kingsway Primary School and The Winstanley School. The schools are split into two hubs – Leicester Forest Hub consists of Bosworth Academy Countesthorpe Academy, The Winstanley School, The National Forest Hub consists of Ashby School, Ibstock Community College, and Ivanhoe College and our Primary Hub consists of Kingsway Primary School, Braunstone Frith Primary School, Desford Primary School and Dovebank Primary School.