

**Candidate Information**  
Site Services Officer  
All Saints CofE Academy

# About the Multi Academy Trust



## The Diocese of Coventry Multi Academy Trust

Together, pursuing life in all its fullness

### The Trust

The Diocese of Coventry Multi Academy Trust Academies are:

- Transformational
- Aspirational
- Sustainable
- Motivational
- Purposeful

They are recognised for their distinctive and inclusive Christian ethos and for the impact this has on raising educational standards. An effective Church Academy will demonstrate its Christian distinctiveness by providing an aspirational and holistic education which enables all children and staff to develop and achieve to their full potential.

### Our Vision

Our vision, based on John 10:10, is for every adult, every child and every academy in our trust to come together in order that we may pursue life in all its fullness. We have a vision of building a better future for all within our academies, who in turn will positively impact their communities.

### Our Strategic Goals

To achieve our object, mission and vision, we will focus on the following five high-level goals:

- Deliver excellent education;
- Ensure strong and effective governance at all levels;
- Build a strong and sustainable infrastructure;
- Become an employer of choice;
- Drive sustainable growth



# All Saints'

## Church of England Academy

Working together to care for each other

### About the Role

The Trust is looking to appoint an inspirational and highly effective Site Services Officer who is committed to supporting the Multi Academy Trust to educational excellence and further developing the distinctive Christian character of educational provision and the school community.

25 hours per week 6.30am to 8:30 am and then 4:00pm – 7.00pm. Monday to Friday during term time, these times can be flexible during the school holidays. 25 days annual leave.

Salary – Grade E, Point 5-6 £19650-£20043 FTE

### About the Academy

All Saint's is a school rooted in partnership - school, parents, church and the community working together for the benefit of each individual child.

The happiness, well-being and achievement of each child are our main concerns. We strive to create an exciting, stimulating learning environment. An environment that is safe and secure, where children's welfare is the concern and responsibility of everyone. A place where children are given opportunities to realise their talents across a broad and balanced curriculum, developing into caring and responsible young people.

We believe that the quality of relationships within school between adults and children and with parents and the wider community underpin everything that we are able to achieve as an academy. We are committed to our 'Open Door Policy' and partnership with parents, the church and the wider community. We encourage parents and friends to come into school regularly and to participate actively in school life.

### Applications

Thank you for your interest in this post. Candidates are welcome to visit the Trust. Please contact Tracey Mafe at [Tracey.mafe@greenleek.covmat.org](mailto:Tracey.mafe@greenleek.covmat.org) to make arrangements.

Please note the closing date for applications is Midnight Sunday 3<sup>rd</sup> July 2022. Completed applications and supporting documents should be sent by email to [clusterhr@covmat.org](mailto:clusterhr@covmat.org)

Interviews will take place W/C 4<sup>th</sup> July 2022

# Our Trust

Thank you for your interest in joining The Diocese of Coventry Multi Academy Trust, we are delighted to provide you with an application pack. It is hoped that the information provided will be of interest and will help you to begin your journey with us.

The Diocese of Coventry Multi Academy Trust was incorporated in 2013 and is one of over 2,700 Multi Academy Trusts in England. Highlighted as a leading diocesan Trust and a model of good practice by the Department for Education in 2016, the trust is now home to eighteen academies spread across the Diocese of Coventry. This scale makes us one of the top 150 largest Multi Academy Trusts in the country.

Our vision, "together, pursuing life in all its fullness", is based on John 10:10 and reflects the Church of England's vision for education. You will see this come to life in all of our academies every day. We offer a vision of human flourishing for all, one that embraces excellence and academic rigour, but sets them in a wider framework. We offer opportunities for children to realise their God given potential and flourish.



Our strategy focuses on five core aims. Among these are the desire to offer an **excellent education** and to be an **employer of choice**. To work with us, you must aspire to be an outstanding colleague, be prepared to go the extra mile and be comfortable with high levels of accountability for the progress of over 4,000 children. You must be willing to share and learn. Above all else, you must like young people and aspire to make them outstanding citizens.

In return, we offer excellent working conditions, first class professional development for ambitious people, genuine career development and opportunities for growth. All of our teachers are offered membership of the Teachers Pensions Scheme and all support staff are offered membership of the Local Government Pension Scheme. In addition, there is a superb package of employment benefits, including access to the Cycle to Work Scheme, membership offers and retail discounts.

We are proud to tell people that an academy has never dropped an Ofsted grade under our management and our most recent SIAMS inspection resulted in an "excellent" judgement. But we are not standing still and you would be joining the trust at an important stage in our development. We are on the verge of another period of growth, we are reviewing our school improvement offer and our central support structure, and our pupil numbers continue to rise.

In short, we believe our Trust has a bright future and are looking for bright people to help us get there.

Thank you once more for your interest in The Diocese of Coventry Multi Academy Trust and in the position available. I hope that this introductory letter has given you a clear sense of our vision and I hope that this pack gives you a feel for what we need. We look forward to hearing from you and exploring your future with us through our selection process.

**Michael Cowland, CEO**

# Our Diocese

Church schools in the Coventry Diocese, work in partnership with their local Church to worship God, make new disciples and transform communities, whilst delivering excellent education. The schools' team at the Diocesan Board of Education support and equip local partnerships between schools, governors, parishes and clergy by:

- 'Championing the role of the Church in Education;
- Protecting and developing the historic Church investment in education;
- Promoting the establishment of new Church schools;
- Enabling Flourishing for all in Church School communities;
- Facilitating creative and flexible partnerships between schools;
- Encouraging collaboration to ensure excellence and distinctiveness across the family of Church schools;
- Supporting the professional development of staff, governors, clergy and church workers;
- Support the process of Academy conversions;
- Providing pastoral support to school leaders and governors

## April Gold, Diocesan Director of Education

'I believe that schools are at the heart of the Church's mission to the nation and play a very important role in the life of their own parishes and communities.

The Diocese is proud of its Church of England Schools which educate about 17,000 children and young people. The headteachers, staff and governors strive to promote the highest quality in everything they do, living and working in the values of Jesus Christ every day. Our schools are a significant part of the Church family of the Diocese. Seeking to build communities of care and understanding, they witness to God's love for each person and reflect God's desire for the world to be a better place for us all to live in.'

**Bishop Christopher**

## The distinctiveness and effectiveness as a Church of England school are Outstanding

This explicitly Christian school is outstanding in all of the work it does. All Saint's has an excellent Christian character and positive ethos which is immediately apparent within every aspect of the school's life, from documentation, displays to classroom practice. Explicit Christian values, such as, hope and respect, are deeply embedded and rooted in biblical teaching. It is a rich, vibrant Christian environment enhanced by such values, in which learning and achievement flourish. High expectations and aspirations result from a total commitment by all staff to meeting the needs of the whole child. SIAMS 2017



# Our Academies



**St Laurence's CofE Primary School**  
Old Church Road  
Coventry  
CV6 7ED



**St Oswald's CofE Academy**  
Addison Road  
Rugby  
CV22 7DJ



**St Bartholomew's CofE Academy**  
Bredon Avenue, Coventry  
CV3 2LP



**St Michael's CofE Academy**  
Hazel Grove  
Bedworth  
CV12 9DA



**Queens CofE Academy**  
Bentley Road  
Nuneaton  
CV11 5LR



**Leamington Hastings CofE Academy**, Birdingbury Road Hill,  
Leamington Hastings, Rugby  
CV23 8EA



**Stretton CofE Academy**  
Stretton Avenue  
Coventry  
CV3 3AE



**Leigh CofE Academy**  
Plants Hill Crescent  
Tile Hill, Coventry  
CV4 9RQ



**St James CofE Academy**  
Barbridge Road  
Bulkington, Bedworth  
CV12 9PF



**Salford Priors CofE Academy**  
School Road  
Salford Priors, Evesham  
WR11 8XD



**Harris CofE Academy**  
Harris Drive  
Overslade Lane, Rugby  
CV22 6EA



**All Saints CofE Academy LW**  
Warwick Road  
Leek Wootton, Warwick  
CV35 7QR



**St Nicolas CofE Academy**  
Windemere Avenue  
Nuneaton  
CV11 6HJ



**Burton Green CofE Academy**  
Hob Lane  
Burton Green, Coventry  
CV8 1QB



**Studley St Mary's CofE Academy**  
New Road, Studley  
B80 7ND



**Long Itchington CofE Academy**  
Stockton Road  
Long Itchington, Southam  
CV47 9QP



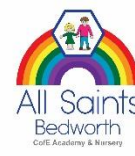
**St John's CofE Academy**  
Winsford Avenue  
Coventry  
CV5 9HZ



**Southam St James CofE Academy**  
Tollgate Road  
Southam  
CV47 1EE



**Central MAT Office**  
The Diocese of Coventry Multi Academy Trust  
c/o St James CofE Academy  
Barbridge Road  
Bedworth, CV12 9PF



**All Saints Bedworth CofE Academy & Nursery**  
Off the Priors, Mitchell Road  
Bedworth  
CV12 9HP



# Site Services Officer – 25 hours per week

## Job Description

### CORE PURPOSE

To take responsibility for leading and managing cleaning, caretaking and monitoring services to all buildings and grounds forming the school site, ensuring a safe and secure environment for all users.

### JOB DETAILS

The post will be included in the MAT performance review scheme and salary progression will be linked to the outcomes of the scheme. This job description is not necessarily a comprehensive definition of the post, it will be revised at least once a year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.

### HOURS OF WORK

25 hours per week 6.30am to 8:30 am and then 4:00pm – 7.00pm, Monday to Friday during term time, these times can be flexible during the school holidays. 25 days annual leave.

### MAIN PURPOSE OF THE JOB

To be responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the Academy Business Partner/Headteacher on suggested improvements to the general school environment, to improve the productivity of site management and to carry out pre-planned maintenance programmes.

The Site Services Officer will be a dependable, honest and self-motivated person and, being the main key holder, will be responsible for opening and closing the school in liaison with the cleaning team.

### MAIN ACTIVITIES

#### General Duties - Premises and Security

Carry out security procedures for the school buildings and grounds and take action to ensure site security.

Act as a nominated key holder and respond appropriately to alarm company, police call outs and other emergencies outside normal working hours.

Ensure the site is maintained and fit for purpose.

Routine and non-routine opening and closing and security of premises and grounds.

To monitor the performance of the cleaning team and to ensure a clean, tidy and well-maintained school environment.

Carry out minor maintenance work and repairs including painting.

Responsible for basic tools and equipment and report items, maintenance work that is required and is beyond the competence of the site staff.

Check for damage and liaise with Academy Business Partner to have repairs carried out as appropriate.

Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water is available.

Carry out frost protection procedures.

Carry out procedures in event of fire, flood, breaking and entering, accident or major damage.

Provide emergency access in the event of snow or minor flooding or similar emergency situations.

Ensure playing areas, paths and shrub borders / hedgerows are free from litter / glass etc.

Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary.

Cleaning, hoovering and mopping corridors, hall, hub, staff room and offices as appropriate.

Cleaning toilet areas within the site

Taking part and leading deep clean within the holiday periods

Ensure that caretaking and cleaning equipment is in a safe and working condition.

Receive delivery of stock, materials, etc ensuring appropriate storage.

Ensure adequate supply of fuel, light bulbs and janitorial materials are available, placing orders as necessary.

Prepare for after school activities and ensure accommodation is prepared for normal school use.

Undertake school lettings in accordance with the lettings procedures.

Lock school, check windows are secure, electrical items are switched off blinds are drawn and alarm is switched on at night.

Check and empty outside bins.

Outside litter picks

Check and restock toilet rolls, hand towels and soap throughout the school

### **Health and safety and compliance**

Follow and comply with SSO log books and checks, such as fire alarm systems, weekly legionella flushing, etc.

Review and update COSHH equipment and register.

Ensure all compliance checks are completed in good time, liaising with outside contractors as required.

Checking school playing field and perimeter fences daily.

Assist ABP in undertaking risk assessments relating to site.

### **Managing Contractors**

Undertake Managing Contractors training and manage all contractors on site appropriately

Direct contractors to sites of repair and maintenance work.

Inspect work of contractors where satisfaction note is required.

### **DEVELOPING SELF AND WORKING WITH OTHERS**

Effective relationships and communication are important in a school role and you will be expected to manage yourself and your relationships well. Through performance management and effective continuing professional development practice you will be expected to achieve high standards. You will be committed to your own continuing professional development.

This will include:

- Valuing people and treating them fairly, equitably and with dignity and respect to create and maintain a positive school culture in accordance with the Christian beliefs underpinning the school.
- Ensuring own CPD includes all training appropriate for the role as designated by the MAT.
- Develop and maintain a culture of high expectations for self.



- Regularly reviewing own practice, setting personal targets and taking responsibility for own personal development.
- Managing own workload to allow for reflection and an appropriate work/life balance.

### **KEY ORGANISATIONAL ACTIVITIES**

The post holder will contribute to the school's objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the school's Equal Opportunities framework.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.

### **SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST**

As part of the Diocese of Coventry Multi Academy Trust the class teacher will be expected to develop and maintain strong, positive relationships with colleagues in the Multi Academy Trust, within the family of Multi Academy Trust academies and the Diocesan family of schools.

### **STRENGTHENING THE COMMUNITY**

Schools exist in a distinctive social context, which has a direct impact on what happens inside the school. School leadership should commit to engaging with the internal and external school community to secure equity and entitlement. All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other schools. They should work collaboratively at both strategic and operational levels with parents and carers and across multiple agencies for the well-being of all children.

### **SAFEGUARDING CHILDREN AND SAFER RECRUITMENT**

This school is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment. The class teacher plays a role in this within the school and the post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

The Academy will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment and adopted by the governing body are fully implemented and followed by all staff.
- Sufficient resources and time are allocated to enable the designated person and other staff to discharge their responsibilities in relation to safeguarding, including taking part in strategy discussions and other inter-agency meetings and contributing to the assessment of children.
- All staff and volunteers feel able to raise concerns about poor or unsafe practice in regard to children, and that such concerns are addressed sensitively and effectively in a timely manner in accordance with agreed whistle blowing practices.

### **ADDITIONAL DETAILS**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in

this job description. This job description will be reviewed annually and the Headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

# Person Specification

Personal Qualities, Qualifications and Experience		Measured By				
		Essential	Desirable	Application	Interview Process	References
<b>Skills and Abilities</b>						
1	Understanding of H&SAW and COSHH guidelines	x		x	x	
2	Literacy skills to complete forms and orders, write instructions, understand and follow H&S and COSHH instructions	x		x	x	
3	Numeracy skills to check goods, carry out stock control and undertake calculations	x		x	x	
4	Ability to carry out procedures, routines and follow on instructions	x			x	
5	Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance		x	x	x	
6	Have minor maintenance skills (e.g. plumbing, electrical, glazing, woodwork)	x		x	x	
7	Understand basic administrative systems (lettings, time book, extra hours, maintenance, ordering)	x			x	
8	Understand and be familiar with the layout and organization of the school and its site		x	x	x	
9	Able to take initiative and be proactive	x		x	x	
10	Can solve straight forward problems, respond to unforeseen circumstances (e.g. hazards, accidents)	x		x	x	
11	A commitment to Professional Development	x		x	x	
12	Previous experience in caretaking or related field		x	x	x	x
<b>Personal Qualities</b>						
1	Keeping calm under pressure	x		x	x	x
2	Previous experience of working in a school environment		x	x	x	
3	Ability to communicate across all age groups		x	x	x	x
4	Able to work autonomously	x		x	x	
5	Clean driving licence		x			

I (**name**) hereby confirm that I have received a copy of the Job Description for the post of **Site Services Officer**.

Signed .....

Date .....