

Candidate Information

Site Services Officer
St James CofE Academy
2 Years Fixed Term Contract

About the Multi Academy Trust



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

About the Role

The Trust is looking to appoint a 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.

In return we can offer:

- A support network of professional colleagues
- A strong culture of professional development
- The opportunity to be part of an aspirational organization and contribute to its development and growth plans
- We are offering a salary of £20,043
- Eligibility to join the Pension Scheme

Applications

Thank you for your interest in this post. Interested candidates are welcome to speak to us for more information about this fantastic opportunity. Please contact Alex Saika at Alex.Saika@covmat.org to make arrangements.

Please note the closing date for applications is Sunday 12 June 2022. Completed applications and supporting documents should be sent via email to Alex.Saika@covmat.org

We welcome all applications regardless of age, disability, gender, marriage and civil partnership, pregnancy and maternity, race religion and belief, sex and sexual orientation.

Interviews will take place on: TBC

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 nineteen 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

'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

April Gold, Diocesan Director of Education

The effectiveness of the leadership and management of the school as a church school is good.

An inclusive Christian vision unlocks potential for every pupil and adult, as everyone is loved at St James'. St James SIAMS inspection November 2021. Collective Grade: Good



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



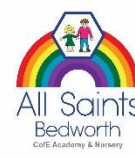
St John's CofE Academy
Winsford Avenue
Coventry
CV5 9HZ



Southam St James CofE Academy
Tollgate Road
Southam
CV47 1EE



Central MAT Office
The Diocese of Coventry Multi Academy Trust
The Benn Education Centre
Craven Road
CV21 3JZ



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

Site Services Officer 37 hrs per week

Job Description

KEY PURPOSE

To take responsibility for managing site services to all buildings forming the school sites, ensuring safe and secure learning environments.

ROLE DETAILS

This role 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.

MAIN ACTIVITIES

You will be expected to:

Security and Safeguarding....

- As the primary keyholder carry out routine opening and closing of the school sites (including ad-hoc opening and closing in line with calendared school events and emergency callouts outside normal working hours).
- Carryout daily perimeter checks to ensure the site is secure and free from litter and the like (including emptying litter bins).
- In partnership with other staff maintain the security of the school site by being vigilant at all times, including taking appropriate action to prevent trespass on the premises.
- Be aware of, and where necessary to do so, oversee persons working on the school site.
- In conjunction with all staff maintain the safeguarding procedures and protocols of the school at all times.

Health and Safety....

- Carryout regular classroom health and safety checks to ensure the learning environment is safe and fit for purpose including reporting concerns to the School Business Manager or Headteacher.
- Carryout routine premises inspections to ensure that the sites (including outbuildings) are maintained in good order and free from any potential hazards.
- In conjunction with the School Business Manager and Headteacher carryout out termly emergency evacuation procedures including recording.
- Ensure all local routine compliance checks are actioned and recorded:
 1. Emergency lighting, call points, portable appliances and fire doors
 2. Learning environment walks incorporating condition and asbestos monitoring including recording and reporting damage, hazards and the like

3. Doors, internal and external including condition, operation, closers, hinge protection and locks, and lock operation in line with the schools lock down procedure.
 4. Water management including flushing and routine water temperature checks
 5. Ad-hoc ladder safety checks
- Review and update COSHH equipment/resources and register
 - In conjunction with the School Business Manager review and update risk assessments and working practices in line with site tasks and activities
 - Ensure hazardous materials and/or substances are stored safely and in accordance with COSHH regulations/manufacturers instructions

Hygiene and Cleaning

- Oversee the standard of the cleaning including where necessary reporting any concerns to the School Business Manager or Headteacher
- Attend to emergencies when on duty during the school day, e.g. floods, spillages and sickness, etc.
- Oversee deep cleaning, usually undertaken during the summer holiday period
- Organise the timely supply of cleaning resources, including toilet paper and hand towels
- Cover essential cleaning duties in the event of staff absence
- Janitorial cleaning duties

Site Maintenance and Repairs

- Assisting in the development of a planned maintenance schedule including overseeing the delivery of agreed elements
- Regularly meeting with, and reporting back to, the School Business Manager regarding progress around agreed maintenance priorities
- Organising minor repairs to be carried out by contractors in consultation with the School Business Manager or Headteacher
- Carrying out minor maintenance repairs including painting, lock/latch replacement, refitting of toilet seats, tap washers replacement and the like
- Being responsible for the basic maintenance and safe upkeep of all hand and battery operated tools used in line with daily repair and maintenance tasks
- Ensuring guttering, downpipes, drains and gullies are clear and free flowing, including dealing with blockages as necessary
- Ensuring that the playground, pavements and driveways, etc. are in a satisfactory condition including, where necessary, free from snow, ice and/or large puddles
- Ensuring that the lighting is fully operational at all times including, where necessary, the replacement of fluorescent tubes etc.
- Ensuring the school is adequately heated appropriate to local conditions
- Overseeing statutory checks and inspections and essential follow up works including, where necessary, informing the School Business Manager of outcomes
- Checking for, and where necessary/appropriate, reporting damage through YMD Boon
- Dealing with the results of vandalism, where necessary, including identifying ways in which it can be prevented

Contractor Management

- Inducting (incorporating protocols and procedures relating to Safeguarding, H&S, Fire Safety and Asbestos) and directing contractors on site in relation to essential repair and maintenance work in accordance with school and MAT standards

- During the works, ensuring safe working practices are adhered to all times, including reporting any concerns to the School Business Manager or Headteacher
- Monitoring works in progress and final inspection to ensure satisfactory completion of the works including overseeing the cleanliness and safety of the work area
- Ensure contractors complete the premises related logbook prior to leaving the school site.

Porterage

- Dealing with the porterage of deliveries to the site as directed by the School Office/School Business Manager or Headteacher
- Moving and/or setting out furniture and/or equipment as necessary in support of the school timetable/events etc.

Lettings

- Preparing the required accommodation with the agreed MAT lettings policy
- Ensuring the cleanliness of the environment prior to occupation
- Ensuring the security and cleanliness of the environment on completion of the letting

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 developments in education.
- 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.

STRENGTHENING THE COMMUNITY

All staff should collaborate with other schools in order to share expertise and bring positive benefits to their own and other academies. 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

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced criminal record check via the DBS. Further information about the Disclosure and Barring Service is available from the DBS website at: [Disclosure and Barring Service - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

The Trust will ensure that:

- The policies and procedures relating to safeguarding and safer recruitment 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.

DATA PROTECTION

The post holder must meet the requirements of the General Data Protection Regulation Act 2018 at all times, especially concerning confidentiality, treatment of personal information and records management.

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 all Trust policies and procedures and 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 |
| Skills and Abilities | | | | | | |
| 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) to make safe | | 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 organisation of the schools and sites | | X | X | X | |
| 9 | Able to take initiative and be proactive | X | | 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 |
| Personal Qualities | | | | | | |
| 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 |

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

Signed Date