

**Premises Manager**

**Astrea Academy Woodfields**

**Recruitment Pack**

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# **Welcome Letter**

Dear Candidate,

Thank you for your interest in this role within Astrea Academy Woodfields. Astrea Academy Woodfields has been part of the Astrea Academy Trust since 1st September 2018 and there is tremendous potential for the right candidate to make a huge impact in their career by working towards something truly amazing in the transformation of the academy and the community it serves.

This is a hugely exciting time for our family of academies. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of academies. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary and secondary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust currently has academies based across South Yorkshire and Cambridgeshire, including academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Libby Nicholas**  
Chief Executive, Astrea Academy Trust



**Astrea Academy Trust**

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Our approach is to ensure school improvement – including the successful improvements that have been achieved so far in many of our academies that have joined the Trust as sponsored academies.

Astrea benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

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**All members of staff and encouraged to use the Astrea Academy Sheffield Nursery for any eligible children in their care. The Nursery and Primary prospectus can be found here**; https://astreasheffield.org/nursery/

**Astrea Academy Trust Ethos**

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, school and Trust progress and as a guide to inform the direction of change.

### **Responsibility and Leadership**

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

### **Enjoyment and Innovation**

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

### **Aspiration and Development**

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

### **Collaboration and Inclusion**

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

### **Honesty and Integrity**

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**Astrea Academy Trust Family**

**Academies currently within Astrea Academy Trust:**

|  |  |
| --- | --- |
| **Primary** | **Website** |
| * Atlas Primary Academy, Doncaster | http://www.stirling.doncaster.sch.uk/ |
| * [Byron Wood Academy](http://reach4.org.uk/schools/listing/byron-wood), Sheffield | https://astreabyronwood.org/ |
| * [Carrfield Primary Academy](http://reach4.org.uk/schools/listing/carrfield-primary-academy), Rotherham | https://www.astreacarrfield.org/ |
| * [Castle Academy](http://reach4.org.uk/schools/listing/castle-academy), Doncaster | https://www.astreacastle.org/ |
| * [Denaby Main Primary Academy](http://reach4.org.uk/schools/listing/denaby-main-primary-academy), Doncaster | https://www.astreadenabymain.org/ |
| * [Edenthorpe Hall Academy](http://reach4.org.uk/schools/listing/edenthorpe-hall-academy), Doncaster | https://astreaedenthorpehall.org/ |
| * [Gooseacre Primary Academy](http://reach4.org.uk/schools/listing/gooseacre-primary-academy), Rotherham | https://www.astreagooseacre.org/ |
| * [Greengate Lane Academy](http://reach4.org.uk/schools/listing/greengate-lane-academy), Sheffield | https://www.astreagreengatelane.org/ |
| * [Hartley Brook Primary Academy](http://reach4.org.uk/schools/listing/hartley-brook-primary-academy), Sheffield | https://www.astreahartleybrook.org/ |
| * [Hatfield Primary Academy](http://reach4.org.uk/schools/listing/hatfield-primary-academy), Sheffield | https://www.astreahatfield.org/ |
| * [Hexthorpe Primary Academy](http://reach4.org.uk/schools/listing/hexthorpe-primary-academy), Doncaster | https://www.astreahexthorpe.org/ |
| * [Highgate Primary Academy](http://reach4.org.uk/schools/listing/highgate-primary-academy), Rotherham | https://www.astreahighgate.org/ |
| * [Hillside Academy](http://reach4.org.uk/schools/listing/hillside-academy), Doncaster | https://astreahillside.org/ |
| * Intake Primary Academy, Doncaster | https://www.astreaintake.org/ |
| * Kingfisher Primary Academy, Doncaster | https://www.astrea-kingfisher.org/ |
| * [Lower Meadow Primary Academy](http://reach4.org.uk/schools/listing/lower-meadow-primary-academy), Sheffield | https://www.astrealowermeadow.org/ |
| * [The Hill Primary Academy](http://reach4.org.uk/schools/listing/the-hill-primary-academy), Rotherham | https://www.astreathehill.org/ |
| * Waverley Primary Academy, Doncaster | https://www.astreawaverley.org/ |
| **Secondary** |  |
| * Astrea Academy Woodfields, Doncaster | http://astreawoodfields.uk/ |
| * Cottenham Village College, Cambridgeshire | https://www.astreacottenham.org/ |
| * Ernulf Academy, Cambridgeshire | http://www.ernulf.cambs.sch.uk/ |
| * Longsands Academy, Cambridgeshire | http://www.longsands.cambs.sch.uk/ |
| * Netherwood Academy, Barnsley | https://astreanetherwood.org/ |
| **Special School** |  |
| * The Centre School, Cambridgeshire | https://www.astreacentreschool.org/ |
| **All-through** |  |
| * Astrea Academy Sheffield, Sheffield | https://astreasheffield.org/ |

**Job Description**

**Position**: Premises Manager

**Salary Range:** Scale point 27-37 £24,648 - £33,136

**Reporting to:** Head of Estates / Estates Team / Principal

**Location of this position:** Astrea Academy Woodfields

**Main Duties and Responsibilities;**

* Responsibility for the maintenance of the buildings including the preparation of specifications, scheduling work, placing orders and inspecting and monitoring work to ensure high standards of safety and quality of work.
* To work as part of the building maintenance team in ensuring repairs, maintenance and improvements are carried out
* To line manage Caretakers and to organise and monitor the workload of the team including the drawing up of schedules of work and quality assuring tasks completed
* Scheduling and implementing routines for planned and preventative maintenance
* To carry out regular and planned internal and external inspections of the site to identify issues for attention and take appropriate action
* To maintain, monitor and develop an effective record system for all aspects of the maintenance and repair of premises and equipment
* To be responsible for Premises related budgets
* To ensure the cleanliness of the academies both internally and externally
* To line manage the Cleaning Supervisor and monitor routines and cleaning schedules
* To supervise and monitor performance of the Grounds Maintenance contracts
* Contribute to the overall management of all Health and Safety issues
* To be familiar with requirements of the Health & safety at Work Act and other related legislation and to ensure the academy is complying
* Contribute to the maintenance of the Risk Assessments register
* In conjunction with the Business Manager ensure effective Fire safety procedures documented and implemented including establishing routines for checking of fire alarms and fire extinguishers. Maintenance of statutory registers re fire drills and testing
* Responsible for all aspects of academy security including access to site, security systems, alarms, lighting and fencing including its maintenance and the issue and security of keys and access control fobs
* Responsible for establishing guidelines and policies to protect students and staff from unauthorised access by intruders and trespassers
* Responsible for liaising with Police and other agencies with regard to providing a safe environment for students and staff
* Assist the Business Manager in establishing all site related contracts
* Responsible for supervision and monitoring, including Performance reviews for line managed staff.
* Responsible for liaising with all appropriate agencies, services and providers Fire & Police Services, Utility companies, maintenance providers and contractors
* In conjunction with the Business Manager ensure that statutory policies are in place and agreed with governors in all areas of premises management and health and safety
* To ensure that the policies are translated into good practice
* To ensure effective monitoring systems are in place, including governor monitoring, premises management and health and safety
* To update and report to the Business Manager on a weekly basis
* To monitor and provide feedback to the Business Manager on the effectiveness of contracts to ensure Best Value.
* To assist the Business Manager in the development, testing and maintenance of the academies Critical Incident Plan
* To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
* Carry out weekly minibus vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc
* Ensure minibus is kept in a clean and orderly condition.
* To fuel minibus as required.
* To deliver minibus for servicing and repairs.
* To undertake recognised training as necessary in accordance with a planned programme of development.
* To ensure a healthy and safe working environment and compliance with healthy and safe working practices.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the academies

**The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.**

**The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by their line manager.**

**Person Specification**

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

|  |  |  |
| --- | --- | --- |
| **Knowledge/Qualifications and Experience** | **Essential** | **Desirable** |
| A good working knowledge of buildings and estates and associated health and safety legislation | \* |  |
| Previous appropriate experience of managing buildings, grounds and related facilities | \* |  |
| Experience of using spreadsheets, databases, e-mail, the internet and other IT systems | \* |  |
| Experience of managing a team with evidence of achieving improvements in the flexibility, teamwork, productivity and morale of the team | \* |  |
| Experience of managing contractors and achieving improvements in contractor performance in terms of timely completion and cost management | \* |  |
| Evidence of successfully managing a significant budget and delivering value for money | \* |  |
| Evidence of effective prioritisation of workload and projects | \* |  |
| NEBOSH health and safety qualification. | \* |  |
| A professional qualification, in building, estates, facilities or related area | \* |  |
| **Skills and abilities and professional attributes** |  |  |
| Problem solving and decision making skills | \* |  |
| Ability to evaluate jobs and estimate costs | \* |  |
| Strong organisational and administrative skills | \* |  |
| Ability to work under pressure | \* |  |
| A readiness to work within a School environment | \* |  |
| Strong communication skills (both oral and written) with an ability to articulate proposals to all key stakeholders | \* |  |
| Able to plan, monitor, evaluate and review proactively | \* |  |
| Able to demonstrate high standards and expectations | \* |  |
| Strong and effective leadership style with good inter-personal skills | \* |  |
| High level of motivation and “can do” attitude | \* |  |
| Strong communication skills (both oral and written) with an ability to articulate proposals to all key stakeholders | \* |  |
| Valid driving License | \* |  |

**Child Safeguarding Policy**

# The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each pupil’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

# We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

**The Trust’s Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

* Providing a safe environment for children and young people to learn in education settings; and
* Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting’

*Safeguarding Children and Safer Recruitment in Education DfES 2007*

The Trust pays full regard to DfES guidance ‘Safeguarding Children and Safer Recruitment in Education’ Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy.

**Explanatory Notes**

Applications will only be accepted from candidates completing the Trust’s Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

**Safeguarding Children and Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

* Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
* Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
* Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

**Interview Process**

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements
* Documentary proof of current name and address
* Where appropriate any documentation evidencing change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity checks and qualifications
* Satisfactory Enhanced DBS Check
* Verification of professional status such as QTS Status, NPQH (where required)
* Satisfactory completion of a Health Assessment
* Satisfactory completion of the probationary period (where relevant)
* Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**How can I Apply?**

This is an exciting and very rewarding role and we look forward to receiving your application.

**Please complete the Application Form which is available together with this document**

**Please send your completed Application Form to**

**Name:** Jennifer Chaggar

**Contact: Jennifer.chaggar@astreaacademytrust.org**

**The Application Process**

All applications will receive an email confirmation within 24 hours of receipt of application; if you do not receive this please contact Astrea Recruitment on 0114 478 3837. The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

Astrea Academy Trust pays full regard to ‘Keeping Children Safe in Education’ guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.