



Candidate Information

Site Services Officer – 25 hours per week

St Oswald's C of E Academy

Scale E Points 5-6

£14,577 to £14,843

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

The role is based at:

- St Oswald's C of E Academy, Addison Road, Rugby, Warwickshire, CV22 7DJ

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 £14,577 per annum to £14,843 per annum; part time for 25 hours per week, 7am to 9am & 3.15pm to 6.15pm Monday to Friday - £21,575 to £21,968 per annum FTE
- 36 days holiday per year; 25 days to be taken during school holiday periods + 8 bank holidays + 3 days Christmas closure. There will be some flexibility on work patterns during school holiday periods
- Eligibility to join Local Government 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 Clare Baxter, Business Manager at clare.baxter@stoswalds.covmat.org to make further enquiries about the role.

Please note the closing date for applications is **Sunday 16th April 2023**. Completed applications and supporting documents should be sent via email to:

clare.baxter@stoswalds.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 **w/c Monday 17th April 2023** (exact date 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 distinctiveness and effectiveness as a Church of England school are **good**

St Oswald's C of E Academy

The school has a welcoming Christian ethos shared in the statement 'Working together to promote the development of every child within a caring Christian environment.' Christian values in action and the strong family atmosphere address the holistic needs of children. Children recognise the Christian character of the school, commenting 'we follow the example of Jesus.' Everyone is seen as a unique individual with talents and needs that are identified and developed.

SIAMS Inspection May 2015

Grade: Good



Our Academies



St Laurence's CofE Primary School

Old Church Road
Coventry
CV6 7ED



St Bartholomew's CofE Academy

Bredon Avenue, Coventry
CV3 2LP



Queens CofE Academy

Bentley Road
Nuneaton
CV11 5LR



Stretton CofE Academy

Stretton Avenue
Coventry
CV3 3AE



St James CofE Academy

Barbridge Road
Bulkington, Bedworth
CV12 9PF



Harris CofE Academy

Harris Drive
Overslade Lane, Rugby
CV22 6EA



St Nicolas CofE Academy

Windemere Avenue
Nuneaton
CV11 6HJ



Studley St Mary's CofE Academy

New Road, Studley
B80 7ND



St John's CofE Academy

Winsford Avenue
Coventry
CV5 9HZ



All Saints CofE Academy, Bedworth

The Priors, Off Mitchell Road,
Bedworth, CV12 9HP



St Oswald's CofE Academy

Addison Road
Rugby
CV22 7DJ



St Michael's CofE Academy

Hazel Grove
Bedworth
CV12 9DA



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



Leigh CofE Academy

Plants Hill Crescent
Tile Hill, Coventry
CV4 9RQ



Salford Priors CofE Academy

School Road
Salford Priors, Evesham
WR11 8XD



All Saints CofE Academy LW

Warwick Road
Leek Wootton, Warwick
CV35 7QR



Burton Green CofE Academy

Hob Lane
Burton Green, Coventry
CV8 1QB



Long Itchington CofE Academy

Stockton Road
Long Itchington, Southam
CV47 9QP



Southam St James CofE Academy

Tollgate Road
Southam
CV47 1EE

Site Services Officer

Job Description

CORE PURPOSE

To provide caretaking services for all buildings and grounds forming the school site and manage the site to ensure a safe and secure environment.

Responsible for all aspects of site management including a wide range of duties and responsibilities connected with the fabric and ground of the school. This includes site security, cleanliness, portage, monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs, advising the academy Business Manager or Headteacher on suggested improvements to the general school environments, improve productivity of site managements and carrying out pre-planned maintenance programmes.

The Site Services Officer will be a dependable, honest and self-motivated person. They will be the main key holders and will be responsible for opening and closing the school.

ACCOUNTABILITIES

The appointee will be line managed by the academy Business Manager.

HOURS OF WORK

7am to 9am and then 3.15pm to 6.15pm Monday to Friday during term time which can be flexible during the school holidays.

MAIN ACTIVITIES

You will be expected to:

- Routine and non-routine opening and closing and security procedures of premises and grounds.
- Act as a nominated key holder and respond appropriately to alarm company, police call outs and other emergencies outside normal working hours.
- Provide emergency access in the event of snow or minor flooding or similar emergency situations.
- When locking school, check windows are secure, electrical items are switched off, blinds are drawn and alarm is switched on.
- Take action to prevent trespass on the premises.

- Ensure unauthorized parking of vehicles does not occur.
- Ensure the site is maintained and fit for purpose and prepared for normal school use.
- Carry out minor maintenance work and repairs including painting and ensuring hall floors and stripped and re-treated at appropriate intervals.
- Be responsible for basic tools and equipment.
- Check for and report damage to the site as appropriate.
- Report maintenance work that is required and is beyond the competence of the site staff.
- Manage contractors for repair and maintenance work, including inspecting work of contractors where satisfaction note is required.
- Maintain COSHH equipment and register.
- To monitor the performance of the cleaning team and to ensure a clean, tidy and well maintained school environment.
- Ensure caretaking and cleaning equipment is in a safe and working condition.
- Ensure adequate supply of fuel, light bulbs and janitorial materials are available, following appropriate ordering procedures as necessary.
- Receive delivery of stock, materials etc, ensuring appropriate storage.
- 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.
- Prepare for after school activities.
- Undertake school lettings in accordance with the Hiring and Lettings Terms and Conditions
- Assist Health and Safety advisors in undertaking routine Health and Safety visits and risk assessments relating to the site.
- Complete routine daily/weekly/monthly checks and procedures and maintain a log book for the following:
 - Grounds checks including checking outside play area and playing field for safety.
 - Fire alarms, fire equipment and fire exits.
 - Ensure playing areas and paths are free from litter.
 - Check and empty outside bins and perform outside litter picks.
 - Check and restock toilet rolls, hand towels and soap throughout the school.
 - Hot water checks and water hygiene testing.
 - Descaling boys urinals once a month.
 - Inspecting drains and gullies to ensure free flowing and clean, dealing with blockages as necessary.
 - Check ladders and lifting equipment.
 - Meter readings.

SUPPORTING THE WORK OF THE MULTI ACADEMY TRUST

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

STRENGTHENING THE COMMUNITY

Academies 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.

This will include:

- Building a trust culture which takes account of the Church Foundation and the richness and diversity of the school's communities
- Creating and promoting positive strategies for challenging harassment of any kind.
- Ensuring learning experiences for pupils are linked into and integrated with the wider community, the local church and diocesan communities.
- Ensuring a range of community-based learning experiences, including building links with local churches and Coventry Diocese.
- Collaborating with other agencies in providing for the academic, spiritual, moral, social, emotional and cultural well-being of pupils and their families
- Creating and maintaining an effective partnership with parents and carers, (including those who may be described as 'hard to reach', those with learning disabilities and those for whom English is an additional language), to support and improve pupils' achievement and personal development.
- Building bridges with the trust's diverse communities, seeking opportunities to invite the whole range of parents and carers, community figures (including clergy and church representatives), businesses or other organisations into the school to enhance and enrich the school and its value to the wider community.
- Contributing to the development of the education system by, for example, sharing effective practice, working in partnership with other schools and promoting innovative initiatives.
- Co-operating and working with relevant agencies to protect children.

SAFEGUARDING CHILDREN AND SAFER RECRUITMENT

This trust 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 post is subject to enhanced DBS disclosure, prohibition and disqualification checks.

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.

ADDITIONAL DETAILS

Whilst every effort has been made to explain the main duties and responsibilities for 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 trust 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 Health and Safety at Work and COSHH requirements	✓		✓	✓	
2	Literacy skills to complete forms and orders, write instructions, understand and follow Health and Safety at Work and COSHH requirements and maintain a Premises log book	✓		✓	✓	
3	Numeracy skills to check good, carry out stock control and undertake calculations	✓		✓	✓	
4	Ability to carry out procedures, routines and follow instructions	✓		✓	✓	✓
5	Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance (e.g. plumbing, electrical, glazing, woodwork)	✓		✓	✓	
6	Understand basic administrative systems (lettings, time book, extra hours, maintenance records, ordering procedures)	✓		✓	✓	
7	Able to solve straight forward problems, respond to unforeseen circumstances (e.g. hazards, accidents)	✓		✓	✓	
8	Commitment to personal development	✓		✓	✓	
9	Previous experience in caretaking or related activity		✓	✓	✓	✓
10	Previous experience of working in a school environment		✓	✓	✓	✓
Personal Qualities						
1	Keeps calm under pressure	✓		✓	✓	
2	Ability to communicate across all age groups		✓	✓	✓	✓
3	Self-motivated, able to take initiative and be pro-active and work autonomously	✓		✓	✓	
Other						
1	A commitment to uphold and promote equality of opportunity	✓		✓	✓	
2	Demonstrates an understanding of Safeguarding issues relevant to the post	✓		✓	✓	
3	Have a willingness to demonstrate commitment to the Christian values and behaviours which flow from the Trust ethos	✓		✓	✓	

This post is subject to an enhanced Disclosure and Barred Service check

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

Signed

Date