



Premises Assistant (part-time)
Salary Band 6, SCP 6 – 11
£12,953 - £14,301 per annum (actual salary)
All Year Round
Required for January 2020

December 2019

Recruitment Information Pack
Bradford Forster Academy
Fenby Avenue, Bradford BD4 8RG

HOPE

ENDURANCE

FORGIVENESS

TRUST

Contents

Welcome	3
Vision and Ethos	4
Application Process	5
Bradford Diocesan Academies Trust	6
Job Description	7 - 8
Person Specification	9 - 11
Advert	12

December 2019

Dear Colleague

Premises Assistant

Thank you for taking an interest in joining my staff team here at Bradford Forster Academy. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a new 11-16 Church of England secondary academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing, Christian, Multi-Academy Trust based in Bradford. Bradford Forster Academy opened in new purpose built accommodation in the BD4 area of Bradford on 1st September 2015. The Academy started with year 7 students, working up to five year groups in 2019. The academy has recently been rated 'good' in all areas by Ofsted.

Bradford Forster Academy is a student-centred place of learning, fully committed to providing all the students in its care with the highest quality of education. Our goal here at Bradford Forster Academy is to become an outstanding academy that delivers educational excellence. The academy serves a multi-cultural community in which many of our students' experience high levels of economic and social disadvantage. As Head of School I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

There will be a strong emphasis on relationships between staff, students and parents; the Learning Guide will be the first point of contact with the family. The Christian ethos of the academy will support and encourage students and staff to explore their own and other faiths and develop their spiritual awareness. This will be integral to life at Bradford Forster Academy.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as an academy we are consistently looking for ways to further 'raise the bar' both for our students and staff.

This is an exciting opportunity for a talented and ambitious professional to make a sustained and substantial contribution to the growth and development of the academy. If you share our enthusiasm for learning and would like to visit us at our best, then please get in touch.

I hope the enclosed information is helpful and will encourage you to apply.

With all good wishes.

Wendy Adeniji
Principal, Bradford Forster Academy

Vision and Ethos

The vision for the Academy is to further raise the hopes, aspirations and ambition of students, their families and the local community by generating self-belief, self-esteem and confidence through:

- Focusing upon high quality teaching and learning, standards of attainment and achievement, student care and support to transform the education of the young people served by the Academy.
- Providing outstanding opportunities for young people to develop healthy and active lifestyles; enjoy their learning and achievement, act and behave safely and become well prepared for adult life in a rapidly changing society.
- Actively promote high standards, self and mutual respect, good conduct and behaviour.
- Developing an educational organisation of which the students, staff and local community is both proud and feels part of and of which they make extended use.
- Creating a culture which celebrates success within and beyond the Academy, for example in securing greater numbers of students progressing to higher education or employment with training.
- Providing opportunities for students to explore their own and other faiths.
- Establishing an outstanding Academy (Ofsted Grade 1) within 3 years of opening.

Ethos and Culture

In creating a successful ethos, culture and climate in the Academy the following are essential characteristics:

1. Student learning, attainment, achievement and well-being are at the centre of strategic thinking, planning and actions.
2. A 'can do' attitude is actively promoted and prevalent throughout the Academy. Staff work collaboratively in the best interest of the students in our care.
3. Underpinned by high aspirations and ambition for both students and staff there is an expectation for everyone to be determined and have a desire and commitment to continuously improve.
4. The Academy is an inclusive organisation with shared facilities e.g. dining room, social spaces for students and staff. In addition, there are dedicated staff work and professional development facilities.
5. The Academy is a faithful community, starting each day with two minutes of reflection time, where students can gather their thoughts before beginning their day.

Application Process

The closing date for all applications is **9.00am on Friday 10 January 2020**

Completed applications must be returned to Stacey Read at Bradford Forster Academy ideally by email to: s.read@bradfordforsteracademy.co.uk

Postal applications should be returned to Louise Wood, Bradford Forster Academy, Fenby Avenue, Bradford BD4 8RG.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within two weeks of the closing date, please assume your application has been unsuccessful.

References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. Specified post, which involves substantial one to one access to children, will be subject to a search of police criminal records and appointment to these posts will be conditional upon confirmation by the police of information provided to us by the applicant.

All appointments will be subject to an enhanced criminal records check.

Bradford Diocesan Academies Trust (BDAT)

About BDAT

Bradford Forster Academy is an Academy within Bradford Diocesan Academies Trust (BDAT). If you are successful in being appointed, the Trust will be your employer.

General Information and Background

BDAT is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

As of September 2017, the Trust has Academy orders to support 17 Church and non- Church academies across Bradford. This includes 4 secondary academies (Immanuel College, Buttershaw Business and Enterprise College, Belle Vue Girls and Bradford Forster Academy) and 13 primary academies. We envisage we will continue to grow at a sustainable pace over the next few years in line with the Government agenda that all schools will become academies by 2022 to a maximum size of approximately 20 schools. We believe this will mean we are big enough to achieve business economies of scale whilst being small enough to retain our family of schools' approach where we are truly able to know, understand and support each other.

Our Christian ethos

BDAT is a proud Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith.

Job Description

REPORTING TO: Premises Manager/Business Manager

The following information is furnished to assist staff joining the Academy to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

PRIME OBJECTIVE OF THE POST

Responsible for the cleanliness, safety and security of the building and grounds, heating, lighting, general maintenance around the academy and ensuring Health & Safety compliance on site.

Responsible for maintaining a safe environment for children, staff and other users of the academy premises.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES

In the absence of the Premises Manager, the Premises Assistant has responsibility for the Cleaning Team Supervisor and Cleaning staff, ensuring that cleaning is performed in an efficient manner and to the standards set by the Academy, training and instructing cleaning staff, as required.

Ensure that Health & Safety related regulations are adhered to.

SUPERVISION AND GUIDANCE

Will work under the supervision of the Premises Manager and ultimately the Academy Business Manager.

The post-holder has responsibilities under the Health & Safety at Work Act for the safety of all users and visitors to the academy. (This responsibility is shared during normal Academy hours with the Academy Business Manager/Premises Manager, but is the post-holder's sole responsibility whilst on site outside of these hours in the absence of the Academy Business Manager or other senior members of the Academy staff).

RANGE OF DUTIES

The Premises Assistant's work enables the children and staff of the academy to work and learn in a safe, clean, tidy and hygienic environment throughout.

1. The promotion and maintenance of a clean, tidy, safe and hygienic academy environment which gives a positive image of the academy to children, staff, parents and visitors.
2. The cleaning of the interior and care of exterior hard surface areas of all academy buildings. (From time to time may be required to perform duties such as cover for cleaner absences and litter picking etc.)

3. The maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Premises Manager.
4. Adhering to the academy's policies and procedures.
5. In the absence of the Premises Manager, supervision of the Cleaning Team Supervisor and all cleaning staff.
6. The maintenance of buildings and academy fixtures and fittings, including basic repairs.
7. Administration connected with the performance of duties of the post.
8. Porterage and any other tasks as appropriate.
9. By supporting, upholding and contributing to the development of the academy's equal rights policies and practices in respect of both employment issues and the delivery of the services to the community.
10. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

Note

1. As an equal rights employer, we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any new employee who develops a disabling condition. It should be noted, however, that physical abilities including those required for lifting and carrying of equipment and goods, bending and the ability to climb ladders are unavoidable and essential requirements of this post.
2. As the protection of children is a duty of the academy, all persons offered appointment to this post, will be subject to an enhanced DBS check.

Other Specific Duties:

- As the academy grows and develops it is essential for all employees to demonstrate a flexible approach to undertaking tasks and responsibilities.
- To participate in professional and personal development programmes as required, including training and performance review.
- To appreciate and support the work of other professionals.
- To undertake any other duties commensurate with the grade of the post.

Special Conditions

Will be required to be a key holder for emergency call-outs

Evening/weekend duties for lettings may be required – hours will be adjusted accordingly to reflect this and adequate prior notice will be given.

May be required to work late evenings for academy events – hours will be adjusted accordingly to reflect this and adequate prior notice will be given.

Person Specification

Post Title: Premises Assistant

	Essential	Desirable	Evidence Base
Qualifications	<ul style="list-style-type: none"> • Good level of general education 	<ul style="list-style-type: none"> • City & Guilds – Cleaning Science, TRADES – Property Care Parts I, II, III or BICS – Cleaning Operatives Certificate, or similar relevant qualifications or formal training • COSHH trained 	Application Form and Original certificates
Experience	<ul style="list-style-type: none"> • Cleaning experience • Experience of working in a team situation 	<ul style="list-style-type: none"> • Experience in caretaking, buildings maintenance, portering or similar 	Application Form
Training	<ul style="list-style-type: none"> • Commitment to own personal and professional development, being prepared to undertake any training relevant to the post whether external courses or in-house training 	<ul style="list-style-type: none"> • Able to provide basic training or instruction to cleaning staff 	Application Form
Special Knowledge	<ul style="list-style-type: none"> • Correct use of materials and equipment and care in carrying out duties. • Responsible for day to day decisions relating to the effectiveness of the cleaning provision 	<ul style="list-style-type: none"> • Caretaking and cleaning systems, operations of heating, lighting and ventilation systems • Buildings security • Experience of working in a trade (e.g. joinery, painting, decorating etc.) 	Application Form & interview
Personal Circumstances	<ul style="list-style-type: none"> • Able to perform normal duties • Will not require leave of absence during term time (save for sickness or compassionate leave) • Ability to be flexible regarding hours of work to support letting arrangements or academy events in the evenings and at weekends • Legally entitled to work in the UK (Asylum and Immigration Act 1996). 	<ul style="list-style-type: none"> • Living in the locality of the academy to facilitate emergency call outs • Driving licence and access to vehicle • Home telephone 	Application Form Passport confirming right to abode in the UK or other documentation containing National Insurance Number

Equal Opportunities	<ul style="list-style-type: none"> • Candidates should indicate an acceptance of, and commitment to, the principles of the academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community 		Application Form & interview
Disposition & Attitude	<ul style="list-style-type: none"> • Willingness to support the Christian Ethos of the academy. • Able to cope with special pressure of academy life. • Flexible approach, reliable dependable and loyal. • Ability to work within a small team and with a wide range of people. • Ability to remain calm in difficult circumstances. • Able to rationalise conflicting demands and pressure. • Able to relate to children and staff. • Able to work on own initiative with commitment to maintaining academy in safe, clean, tidy and hygienic condition. 	<ul style="list-style-type: none"> • Pleasant outgoing personality • Willingness to be full and active member of the academy community 	Application Form & interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> • Ability to carry out basic maintenance tasks 	<ul style="list-style-type: none"> • Reasonable standard of numeracy • Able to communicate effectively in English 	
Physical & Sensory	<ul style="list-style-type: none"> • Physical abilities including those required for the lifting and carrying of equipment and goods, bending to climb ladders are unavoidable essential requirements of this post. • Where reasonable adjustments would make it possible for a disabled person to fulfil the role, these will be taken into account by the selection panel. 		Application form, interview, references

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

Premises Assistant

25 hours per week, all year round (permanent)

Hours of work: 2pm – 7pm

Start Date: Required as soon as possible

Salary: £12,953 - £14,301 per annum (actual salary)

Bradford Forster Academy is a new 11-16 Church of England secondary Academy and part of the Bradford Diocesan Academies Trust (BDAT), a growing Christian Multi-Academy Trust based in Bradford. The Academy opened on 1 September 2015 and now has 950 students on roll in years 7, 8, 9, 10 and 11 and will grow to 1050 in 2020. Within BDAT there is an exciting opportunity to work across a variety of growing diverse schools.

We are seeking to appoint a Premises Assistant who will support the Premises Manager with the cleanliness, safety and security of the building and grounds, to ensure Health & Safety Compliance.

Previous experience of this type of work would be advantageous but ideally we are looking for someone with interest and a high degree of commitment to ensure a safe and healthy environment for staff, children and visitors to the academy.

A smart appearance is essential, with a uniform provided.

The successful candidate will:

- Have previous experience as a Caretaker/Premises Assistant
- Have a good knowledge of health and safety procedures, including COSHH
- Be committed to the ethos and culture of Bradford Forster Academy

We can offer you:

- An attractive, very well resourced working environment
- Effective and supportive colleagues
- Friendly and well behaved students
- Opportunities for personal and professional development

Closing Date: 9.00am on Friday 10 January 2020

Interviews will take place w/c: 13 January 2020

For full details, and an application form with an information pack, please visit our website: <http://www.bradfordforsteracademy.co.uk/Vacancies/>

We are committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment. All posts are subject to an enhanced criminal records check via the Disclosure and Barring Service (DBS).