



Henlow Church of England Academy Application Pack

Assistant Site Agent



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Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of **Assistant Site Agent** at Henlow Church of England Academy. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity as our Assistant Site Agent to start as soon as possible.

We have just over 710 pupils on roll across Years 5 to 9 and enjoy strong links with our feeder lower schools of All Saints, Derwent, Langford, Meppershall and Raynsford. Each year pupils also join us from a wider range of schools including children of military personnel and families wishing to continue their links with the church. Our vibrant sense of community and 'Henlow Values' really come alive on a daily basis.

Our staff comprises of 38 teachers and 49 support staff. The Senior Management Team is substantively the Headteacher, two Deputy Headteachers, two Assistant Headteachers, the SENDCo, the School Business Manager, the Operations Manager and a School Leader in Education.

The school's commitment to learning extends to staff as well as pupils: there is a well-developed structure for NQTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The school is going through an exciting period of change as we are in the process from a middle school, Years 5—8, to a secondary school Years 7—11. This is an area wide initiative and for an interim period of time we will become an extended secondary school accepting pupils in Year 5 and retaining them until the end of their GCSE's in Year 11. In September 2021 we will be accepted our first Year 9 pupils and will take them to GSCE in the following years. To support this there we have new buildings and a refurbishment of our existing accommodation to allow us to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website www.henlowacademy.co.uk or from Mrs Janice Marshall who can be contacted via the school office, 01462 813733 or on email: jmarshall@henlowacademy.org.uk

The closing date for applications is **Friday 29th October** with interviews taking place **week commencing 8th November**.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,



Caren Earp



The school operates safer recruitment practices and the successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service (DBS).

About Henlow Church of England Academy

Academic Results — 2019

We are extremely proud of our exam results at Key Stage 2 and the progress our pupils make during their journey at Henlow Academy, with reading, writing and maths all being above the national average standard.

	% achieved expected standard		
	Henlow (provisional)	National	Local Authority (provisional)
Reading	79%	73%	71%
Writing	86%	78%	77%
Maths	85%	79%	77%
GPS (Grammar, Spelling & Punctuation)	79%	78%	N/A
Combined (Reading, Writing & Maths)	71%	65%	61%

Ofsted

We were one of the first schools in the country to be judged according to Ofsted's new framework and in September 2019 we were judged Good overall and in all areas.

In their report the inspectors note that pupils are polite, mature and considerate towards each other, they achieve well and feel safe and happy in school. They recognised our broad curriculum and specialist teachers;

***'The school's curriculum contributes strongly to pupils' wider personal development'.
'(they) have the knowledge and skills needed to teach a range of subjects'.***

Ofsted September 2019

SIAMS

In July 2017 we were judged 'outstanding' in our SIAMS (Statutory Inspection of Anglican Methodist Schools). We are the only middle/secondary in Bedfordshire to receive this grading in a church inspection.

'In keeping with its Christian underpinning the school knows and treats pupils as individuals, recognising and celebrating their various gifts and talents well'

SIAMS July 2017

Curriculum

The Curriculum at Henlow Church of England Academy is designed to meet the needs of all children and provide for the full range of abilities. It has been carefully constructed to ensure that pupils encounter a balanced and wide range of learning experiences, as well as accommodating the requirements of the National Curriculum.

Key Stage 3

YEAR 7 - 9

In Key Stage 3, the learning opportunities are increased to focus on science, languages, history and geography to strengthen the foundation for future learning in KS4. In addition, pupils are offered a wide range of option choices which are varied in Year 7 and 8 and focused on the theme of 'community' in Year 9. In Year 7 and 8 pupils are taught options lessons in mixed year group classes which adds to our community feel.

Key Stage 4

YEAR 10 - 11

In preparation for Henlow's conversion to an extended secondary we have constructed a draft curriculum. Key Stage 4 combines compulsory study with a wide range of options to allow pupils to build a personalised programme suitable for their needs and ambitions. As a Church of England school with a community focus, we feel it is important for all pupils to continue to benefit from the study of religious education and a modern foreign language - forming part of the compulsory offer. In addition, pupils will benefit from a range of subjects they can select from.

'The school's curriculum contributes strongly to pupils' wider personal development.'

Ofsted September 2019

Our Mission Statement, Vision, Aims and Objectives

Mission Statement

"Inspiring Learning".

Our Vision

We seek to create a harmonious community in which the individual is valued and is given every opportunity to fulfil their potential in terms of pastoral, emotional and intellectual growth; thus enabling them to live successfully in an increasingly demanding and ever-changing world.

Aims & Objectives

Our broad aim is to provide opportunity for self-development and self-fulfilment for the children here, to enable them to realise their full potential.

To be more specific, however, this School seeks to pass on to each new generation of children the knowledge, skills, ideas, attitudes and values which are judged necessary to make it possible to live - and live well - in our society. Societies change, however, and in our modern times they change quickly. It follows then that we need to provide not only experiences which enable children to grasp the essentials of this world as it is, but also experiences which will make them ready to fulfil themselves in a world which is likely to be different from today's.

Therefore, the School stands not only for tradition and conformity, but also for the future and a willingness to accept, and at times stimulate fresh thoughts and ideas.



'A caring, inclusive and nurturing learning environment, based on its Christian values, leads to good progress and attainment, to strong relationships and to the excellent behaviour of pupils.'

SIAMS Inspection June 2017

HONESTY - ENTHUSIASM - NURTURE - LOVE - ORIGINALITY - WISDOM

Job Description

Post: Assistant Site Agent

Salary/Grade Range: NJC Level 2b Points 3-5 (£19,554 - £21,166 FTE) + overtime as required

Reporting to: Operations Manager

Liaising with: Site Agent, Operations Manager, the Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

Purpose of Role:

To ensure that the School buildings and grounds are fit for purpose and are effectively maintained with particular emphasis on security, heating, lighting, cleaning, plumbing and general maintenance.

To support the Headteacher, Operations Manager, Site Agent and Governing Body as a key point of contact and liaison for contractors, related service agencies and the local community.

Specific Duties:

- Security of premises
- Heating and lighting/energy conservation
- Cleaning and hygiene
- Maintenance of furniture, fittings and equipment
- Maintenance of premises incl. statutory maintenance
- Other miscellaneous duties

Security of premises:

1. Ensure that the school is open for staff and pupils each school day.
2. Ensure that the school is open to persons who have hired the premises for private use.
3. Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. Check for smell of gas and check all master gas controls are in "off" position every night.
5. Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
6. Carry out any necessary duties associated with the intruder, access control and fire alarm systems.

7. Check on a regular basis that fire extinguishers are in place as appropriate and are in working order.
8. Carry out tests of the fire alarm on a weekly basis and record as necessary.
9. Undertake the responsibility of keyholder and where possible nominate a deputy to cover for periods of absence.
10. Ensure that external security lighting and CCTV is functioning as required.

Heating and Lighting/Energy Conservation:

1. Ensure that the school is up to the required temperature by 9am each school day.
2. Manually shut down heating and switch off fan-heater's air conditioning etc at any time when not required, e.g. early and late heating season.
3. Check for correct setting of room thermostats, thermostatic radiator valves and fan convector thermostats.
4. Ensure services are closed down during school holiday periods.
5. Keep boilers clean as per instructions and keep boiler-house clean and tidy and undertake regular checks.
6. Ensure that no flammable materials are stored in the boiler-house.
7. Replace light bulbs and tubes as required, applying appropriate health and safety regulations, (maintaining stock by ordering through the Finance department).
8. Take monthly readings of all fuel meters, including water, record all readings and report promptly any fault giving rise to excessive consumption.
9. Ensure that taps and toilets are operational and efficient.
10. Ensure that checks are made on the emergency lighting as required.
11. Ensure that legionella tests are carried out in accordance with the statutory guidance and that records are maintained appropriately.

Cleaning and Hygiene:

1. Monitor the standards of cleanliness and hygiene throughout the premises, and provide feedback to the Operations Manager. (A contract cleaning company currently have responsibility for cleaning the school)
2. Ensure that stocks of soap, paper towels, toilet rolls etc are maintained and replenished as necessary; organising orders through the Finance department.
3. Ensure that litter and graffiti are removed from both inside and outside the buildings, and that external litter bins are emptied regularly.

4. Ensure that the playground, tennis courts, multi-use games area, paths and all hard areas are kept clean and tidy of leaves, litter etc. and all drains and gullies are kept clear and free flowing.
5. Ensure that litter is removed from the school grounds including the sports field and fence line.
6. Use appropriate equipment to clean the specialist surface of the multi-use games area on a monthly basis.
7. Ensure that the sports hall floor is cleaned once a week using specialist equipment.
8. Ensure that the environment is clear of hazardous materials/equipment.

Maintenance of furniture, fittings and equipment:

1. Ensure that furniture, fittings and equipment are checked regularly, carrying out repairs and replacements as necessary, advising the Operations Manager where major expenditure is required.
2. Ensure that all rooms are appropriately equipped with furniture and that equipment is in position.
3. Ensure that any furniture or equipment that may have been used, or moved, for such things as meetings, lettings, special events or activities are correctly in place for normal school working.

Maintenance of Premises:

1. In liaison with the Operations Manager to devise and implement an annual maintenance programme.
2. Make arrangements for routine repairs and maintenance work to be carried out, in liaison with the Operations Manager.
3. Ensure that a system is in place for staff to report repair and maintenance issues as they arise.
4. Carry out the drain maintenance schedule.
5. Carry out handyman duties in respect of minor or temporary repairs and decorating, both inside and outside of the school building.
6. Monitor all work carried out by contractors on the school site and report issues to the Operations Manager.
7. Liaise with contractors in respect of grounds maintenance.
8. Ensure that access to the school in the event of bad weather is maintained, ensuring that paths, slopes and steps are clear of snow, ice, leaves, flood water etc.

Other duties:

1. Plan your work allocation appropriately, using both initiative and flexibility.
2. Take delivery and store materials, make arrangements for storing them and undertake general portorage duties of equipment, furniture and other resources as required.
3. Make out timesheets for any overtime or lettings as appropriate.
4. Ensure that all lettings are serviced appropriately including setting out and putting away the equipment and that the school premises are secure and safe during these lettings.
5. Assist at school events, such as Parents' Evenings, Open Evenings, Concerts etc., with such things as supervising car parking and security checks.
6. Carry out weekend and holiday security checks, if required by the Headteacher.
7. Be aware of and adhere to all procedures on health and safety, including asbestos procedures. Fulfil the health and safety monitoring procedures that are required by statute.
8. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the school.
9. To assist with any premises visits/inspections as required.
10. To know and follow school policy especially in regard to Health and Safety, financial procedures and equal opportunities
11. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
12. Undertake any other duties of a similar level and responsibility as may be required from time to time.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Henlow SLT and Governors to undertake work of a similar level that is not specified in this job description.

Person Specification

Key Criteria	Essential	Desirable	Identified By
Education & Qualifications	<ul style="list-style-type: none"> • Training and experience in one or more of the following: general maintenance; plumbing; electrical/ building maintenance; heating systems; grounds work; H & S 	<ul style="list-style-type: none"> • An IOSH, NEBOSH certificate or NVQ Level 4 Health and Safety qualification • PASMA qualification to work with scaffold towers • Car owner with clean license 	<ul style="list-style-type: none"> • Application Form • Verification
Professional Experience	<ul style="list-style-type: none"> • Experience of premises or building related work • Experience of managing people and working alongside people as part of a team • Experience and responsibility for Health & Safety within a workplace 	<ul style="list-style-type: none"> • Member of the British Institute of Facilities Management or equivalent • Previously worked in a school 	<ul style="list-style-type: none"> • Application Form • References
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> • Ability to maintain effective administrative systems including the use of appropriate IT programs • Ability to plan effectively for short and long term projects 	<ul style="list-style-type: none"> • The ability to achieve challenging professional targets/objectives 	<ul style="list-style-type: none"> • Application Form • References • Selection Process • Interview
Personal Qualities and Philosophy	<ul style="list-style-type: none"> • Decision making skills – the ability to investigate, solve problems and use initiative • Be proactive in solving problems and risks • Communication skills – both oral and written and the ability to make points clearly and understand the views of others • Good organisational skills • Commitment to the security and well-being of the school • Energy, determination and perseverance • Self-confidence, enthusiasm and commitment • Reliability and integrity • Ability to develop new ideas • Flexible working attitude 		<ul style="list-style-type: none"> • Application Form • References • Selection Process • Interview
Physical Requirements	<ul style="list-style-type: none"> • Able to meet the physical requirements of the position • Ability to work at high levels with appropriate equipment • Ability to deal with some manual handling 		<ul style="list-style-type: none"> • Application Form • References • Selection Process • Interview
Other factors, skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication skills • A commitment to the philosophy and aims of Henlow Church of England Academy • Full DBS clearance 	<ul style="list-style-type: none"> • Involvement in the full life of the school • A positive, "can-do" approach with colleagues and pupils 	<ul style="list-style-type: none"> • Application Form • DBS check