

Secondary

Academy
Transformation
Trust

Assistant Campus Manager

Application Pack

Pool Hayes Academy
Willenhall



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01. Welcome from the CEO

Welcome from the Chief Executive

Thank you for your interest in joining Academy Transformation Trust. Choosing the right next step in your career is an important decision, and I am delighted that you are considering doing so with us.

At ATT we are driven by a simple but profound belief: every child can and should become capable, competent, and confident. Our purpose is to transform lives through education, and our strategy, ATT2030, sets out how we will achieve this for every pupil, every colleague, and every community we serve.

We know that people are at the heart of everything we do. Our trust thrives because of the talent, dedication, and values of our colleagues. If you choose to join us, you will become part of a high-trust, high-accountability organisation where principals are empowered to lead, colleagues are supported to grow, and everyone is united in the moral purpose of education.

We are ambitious for our pupils and ambitious for our people. Across the trust you will find a culture of collaboration, professional excellence, and deep care for one another. We celebrate hard work, integrity, and teamwork, and we create opportunities for everyone to flourish.

I wish you every success with your application. Whether or not you go on to join us, I hope you will recognise that ATT is a community committed to excellence, to belonging and becoming, and to ensuring that all of us – pupils and adults alike – leave more capable, more competent, and more confident than when we arrived.

With best wishes,



Mark McCourt
Chief Executive Officer



02. About Academy Transformation Trust

About Academy Transformation Trust

At Academy Transformation Trust (ATT), our ambition is that every person who passes through our schools and colleges becomes an educated person – able to take a rightful place in the community of educated people and to join what Robert Maynard Hutchins called “the Great Conversation.” An ATT education stresses history, the scientific mode of thinking, the disciplined use of language, a wide-ranging knowledge of the arts and religion, and the continuity of human enterprise. We aspire for everyone, regardless of their starting point, to leave us capable, competent, and confident.

Our Values

ATT2030 sets a values-driven culture that is explicit about how we work and lead:

- **Belonging & Becoming:** we meet each child where they are and refuse to leave them there – giving them both roots and wings.
- **Integrity & Excellence:** we act ethically, celebrate excellence, and pursue high standards in all that we do.
- **High Trust, High Accountability:** decision-making sits close to pupils and communities; principals are trusted as strategic leaders; the central team acts as expert partner; accountability is professional, dialogic, and focused on learning and improvement.

Our Three Goals

Everything in ATT2030 is organised around three interlinked goals that describe the kind of people – pupils and adults – we are forming:

- **Capable:** equipped with the knowledge, skills, and emotional readiness to perform to a high standard, adapt to change, and contribute meaningfully.
- **Competent:** possessing the knowledge, habits, and judgement to get things done – well, reliably, and independently – handling setbacks and making steady progress.
- **Confident:** feeling safe, happy, and known – secure enough to take risks, speak up, and grow with purpose and integrity.



Our Nine Aims (by 2030)

These goals translate into nine aims that define success for ATT by 2030:

Capable

1. Professional Excellence – skilled professionals delivering consistently high standards.
2. Fluent Learners and Thinkers – confident, curious learners fluent in communication and technology.
3. Multiple Pathways to Success – diverse routes that recognise varied talents and passions.

Competent

4. Purposeful, Knowledge-Rich Learning – rigorous, meaningful learning that enriches lives.
5. Unwavering Focus – purposeful use of time and energy on what matters most.
6. Strength Through Challenge – resilience built by tackling challenge and learning from it.

Confident

7. Valued and Empowered Individuals – everyone known, valued, and supported to be their best.
8. Leading with Integrity, Celebrating Excellence – values-led leadership and cultures that recognise excellence.
9. Moments That Shape Us – deliberate rites of passage and significant experiences that foster growth and self-discovery.

Our Approach to Working Together

We are building a high-trust, high-accountability organisation. Principals are empowered as strategic leaders of their academies; the central team provides expert challenge, support, tools, and evidence; accountability is reframed as professional dialogue aimed at continuous improvement, not blame. This is how we ensure that every child leaves us capable, competent, and confident.



03. Academy Information



Pool Hayes
Academy

Pool Hayes Academy

Pool Hayes Academy is part of the Academy Transformation Trust family of academies.

Based in Willenhall, in the West Midlands, Pool Hayes Academy is an academy for 11-18 year old students that retains strong links within our local community and beyond.

The academy draws its pupils largely from the Willenhall area. We have experienced substantial growth in recent years and the academy is now a provider of choice in the area and is over-subscribed.

Academy Vision & Values

At Pool Hayes Academy we have a very clear and ambitious vision for our academy. We believe in **“Unlocking your Potential – Empowering through Success”**. Our vision guides our decision and actions across Pool Hayes Academy and means that any child regardless of circumstance can fulfil their potential at our academy. Furthermore, we believe that educational success leads to empowerment for our young people and the freedom to make more choices over their future.

Underpinning our vision are our values. These values clearly set out the behaviours and qualities we expect and instil in our young people. They are:

Aspiration: We work hard consistently to fulfil our ambitions and achieve our potential.

Respect: We show pride in celebrating diversity, keeping each other safe and accepting everyone in our community.

Excellence: We have high expectations of our conduct and lead by example at all times.

Resilience: We embrace challenge, take risks and grow confidently from our mistakes.

Outcomes and Ofsted

In 2022 Pool Hayes Academy secured an Ofsted grading of Good, but there is still so much more that we want to achieve and can achieve to establish Pool Hayes Academy as a truly outstanding provider.

To find out more, please visit www.poolhayes.attrust.org.uk or call the academy to arrange a conversation with our Head of Academy, Lisa Macey.



04. Job Description

Job Description

Assistant Campus Manager

Key Responsibilities

- **Support the delivery of a seamless Facilities Management service:** Assist the Campus Manager in meeting the day-to-day facilities needs of the academy, helping to ensure requirements are met without disruption.
- **Support the delivery of a high-quality service:** Contribute to the effective management of Facilities Management functions on site, responding to operational demands and supporting changes in academy requirements.
- **Operational support and coordination:** Support the Campus Manager in the day-to-day operation of FM services, promoting a collaborative one-team approach across site services.
- **Health and Safety support:** Act as a key operational lead for health and safety and fire safety on site, supporting the Campus Manager and Principal to ensure compliance with legislation, policies and procedures.
- **Maintaining service standards:** Assist in ensuring facilities services meet agreed service standards and academy expectations.

Wider contribution as member of the academy:

- **Lead by example:** Model the professional standards and expectations set out by ATT and academy policies.
- **Safeguarding and welfare:** Support effective safeguarding arrangements and promote the safety and welfare of students, working with the SLT and Campus Manager.
- **Build relationships:** Maintain positive working relationships with staff, students, contractors and visitors.
- **Promote inclusion and diversity:** Uphold inclusion, equality of opportunity and diversity in all aspects of the role.
- **Support student development:** Contribute to the creation of a safe and supportive environment that enables students' spiritual, moral, social and cultural development.
- **Operational support:** Provide practical and visible operational support to the day-to-day running of the academy site.
- **Professional development:** Participate in relevant professional development and contribute to continuous improvement within the facilities team.
- **Recognise staff contributions:** Support a positive working culture by valuing the contribution of site staff and colleagues.

Main Activities and Responsibilities

- **Direction and coordination:** Support the coordination of Facilities Management services delivered on site under the direction of the Campus Manager.
- **Operation and service delivery:** Assist in maintaining a consistent and customer-focused FM service, working closely with site staff, contractors and academy colleagues.
- **Continuous improvement:** Contribute to continuous improvement activities within Facilities Management, supporting service and Trust-wide initiatives as required.
- **Security and safety:** Support responsibility for site security and safety arrangements, including contractor supervision and staff awareness of procedures.
- **Risk assessments:** Support the implementation and monitoring of statutory and non-statutory risk assessments across the academy.
- **Health and safety reviews:** Participate in health and safety inspections, audits and review visits, supporting follow-up actions as required.
- **Training arrangements:** Support the organisation and coordination of health and safety training at site level.
- **Compliance training:** Undertake required training to support compliance with statutory and Trust requirements.
- **Liaison:** Act as a link between the academy, Campus Manager and regional estates team on operational matters.
- **Staffing and cover:** Support day-to-day deployment of site staff, including assisting with cover arrangements for planned and unplanned absences.
- **Fire safety:** Support the delivery and recording of fire safety procedures and evacuation drills in line with statutory requirements.
- **Budget support:** Assist the Campus Manager with monitoring site expenditure and ordering within delegated authority and Trust procedures.
- **Service standards:** Support maintaining agreed standards of cleanliness, maintenance and site presentation.
- **Health and safety procedures:** Assist in implementing and monitoring health and safety procedures across the site.
- **Financial administration:** Support site-level financial administration, including ordering, invoice checks and record-keeping in line with Trust processes.
- **Operational services:** Support the effective operation of site-based services including cleaning, maintenance, security and lettings.
- **Line management (delegated):** Provide day-to-day supervision of site staff where delegated by the Campus Manager.
- **Sustainability initiatives:** Support sustainability and energy-efficiency initiatives within Facilities Management.
- **Energy management:** Assist with monitoring energy usage and implementing operational measures to promote efficient use of utilities.
- **Stakeholder engagement:** Support engagement with internal stakeholders to gather feedback and help improve FM services.
- **Emergency preparedness:** Support the maintenance of local emergency procedures and assist in responding to incidents and site emergencies.
- The job description is not intended to be an exhaustive list of all the duties and responsibilities that may be required. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post as directed by the principal.
- The Assistant Campus Manager will deputise for the Campus Manager in their absence, taking responsibility for day-to-day operational decision-making within delegated authority.

The job description will be reviewed regularly to ensure that it relates to the role being performed and to incorporate reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the postholder before any changes are implemented.

05. Person Specification

Person Specification

Assistant Campus Manager

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> Relevant qualifications or demonstrable experience in facilities, estates or site management. Awareness of health and safety legislation and procedures relevant to an educational environment. Willingness to undertake further health and safety or facilities-related training as required. 	<ul style="list-style-type: none"> Health & Safety qualification (e.g. IOSH, NEBOSH Certificate or working towards). Facilities Management or site management qualification. First Aid or Fire Safety training 	<ul style="list-style-type: none"> Application Form/Checking and Original Copy evidence
Experience	<ul style="list-style-type: none"> Experience supporting the management or operation of facilities within a school or similar environment. Experience of implementing health and safety procedures and supporting compliance activity. Experience supervising or coordinating the work of site staff or contractors. Experience of maintaining records relating to maintenance, compliance or health and safety. 	<ul style="list-style-type: none"> Experience working in a secondary school or large, complex site. Experience supporting audits, inspections or health and safety reviews. Experience deputising for a senior operational role. 	<ul style="list-style-type: none"> Application Form Interview References
Competencies	<ul style="list-style-type: none"> Ability to support and coordinate day-to-day facilities operations effectively. Good organisational skills with the ability to prioritise tasks and respond to operational issues. Clear communication skills with the ability to work with staff, contractors and managers. Ability to work autonomously within delegated authority and know when to escalate issues. Practical, solution-focused approach to problem solving. 	<ul style="list-style-type: none"> Experience using CAFM, compliance or incident reporting systems. Understanding of estate-related risk management in a school environment. 	<ul style="list-style-type: none"> Application Form Interview References

	Essential	Desirable	How will this be demonstrated
Values	<ul style="list-style-type: none"> • Commitment to inclusion, equality of opportunity and diversity. • Commitment to safeguarding and promoting the welfare of children and young people. • Professional conduct aligned with academy and Trust values. • Willingness to support a positive team culture within the estates and facilities team. 	<ul style="list-style-type: none"> • Demonstrated commitment to professional development and continuous learning. 	<ul style="list-style-type: none"> • Interview • References
Other	<ul style="list-style-type: none"> • Flexibility to respond to site needs, including occasional out-of-hours working. • Ability to work under pressure and respond calmly to incidents and emergencies. • Willingness to undertake training to support deputising responsibilities. • Commitment to continuous professional development. 	<ul style="list-style-type: none"> • Experience contributing to sustainability or energy-efficiency initiatives. • Experience supporting site budgeting or financial administration. 	<ul style="list-style-type: none"> • Interview • References
Equal Opportunities and Safeguarding	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Understanding of and commitment to safeguarding policies and procedures. • Commitment to equal opportunities and safe working practices. • Experience working in a regulated environment with children or vulnerable adults. 	<ul style="list-style-type: none"> • Interview • References



06. Onboarding

Recruitment & Selection

You can expect the following from the Recruitment & Selection process:

Prior to Interview

- Adverts & Candidate packs that give the full detail of the role (responsibilities, pay, development etc)
- A point of contact for the vacancy within the Trusts recruitment team to advise on each step of the recruitment process
- A full and comprehensive vetting process, that meets and exceeds the requirements of Keeping Children Safe in Education 2025 [Keeping children safe in education 2025](#)
- An applicant tracking system that allows you to enter details with ease and receive updates to the progress of you application and or pre-employment checks
- Selection for Interview based upon the Job Description and Person Specification

Interviews

- The opportunity to prepare with enough notice for interview processes
- A meet and greet at the place of work (Academy or Office) with members of the panel. If the Interview is held on Teams an opportunity to meet at later date
- The opportunity to ask questions and have a full interview with discussion around the role

Following the Interview

- You will receive notification as to whether you were or were not successful
- You will be given an opportunity to obtain feedback
- If successful further safer recruitment checks will take place
- You will receive a conditional offer of employment and contracts of employment will not be issued until all checks are received and are satisfactory

Induction

- You will receive a Trust Induction and a localised induction which will give you further information on policies, process and procedures that impact your role
- You should expect regular opportunities to meet with your line manager to address any issues or concerns you may have or to plan any required training you may need
- You should expect to have all the equipment you need to begin your role
- You will have access to the Trusts benefit platform VivUp from day one of employment



07. ATT Institute

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

Personal Development (PD) Opportunities for our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise



08. How to Apply

Assistant Campus Manager

Applying:

Please apply by visiting

www.academytransformationtrust.co.uk/vaca

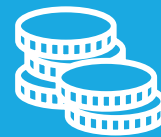


Status: Permanent

37 hours per week
52 weeks per year

Salary:

NJC Pt: 10 - 14
Actual Salary: £27,694 - £29,540



Closing Date:

Wednesday 27 May 2026, 9.00am

Start Date:

As soon as possible



Interviews:

To be confirmed

We utilise an application tracking system which will require data from you in order to complete the application process. If you are struggling to access this system or wish to have an informal conversation regarding the role, please reach out to the contact on the advert and they will be able to support you.





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 academytransformationtrust.co.uk

 office@attrust.org.uk

 0121 354 4000

 Unit 4, Second Floor,
Emmanuel Court, Reddicroft,
Sutton Coldfield, B73 6AZ

