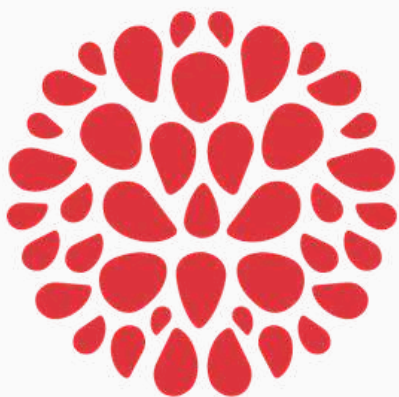




ADVANTAGE
SCHOOLS



THE CHALK
HILLS ACADEMY

WHY WORK FOR US?

ABOUT ADVANTAGE SCHOOLS

At Advantage Schools, we aim to provide all children with the highest quality of teaching of an excellent curriculum, which enables them to become highly educated and active participants of society.

You'll be working alongside an expert team of colleagues within a forward thinking, collaborative and supportive trust.

We provide sector-leading professional development offer and extensive networking opportunities, and excellent opportunities to develop and grow in a successful and expanding trust.

ABOUT THE ROLE AND YOUR APPLICATION

This post would suit a highly motivated individual whose values are aligned with ours. You need to want this school to be the best, full stop.

You will be well supported in developing your competencies as a valued member of our trust wide education team and you'll be working alongside a smart group of friendly and supportive colleagues in order to achieve our ambitions collectively.

To apply, you should include a letter with your application form on no more than two sides of A4, giving your reasons to for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to the trust. Please do not send a generic letter; we really are looking for someone who is prepared to respond to us as an individual trust. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it.

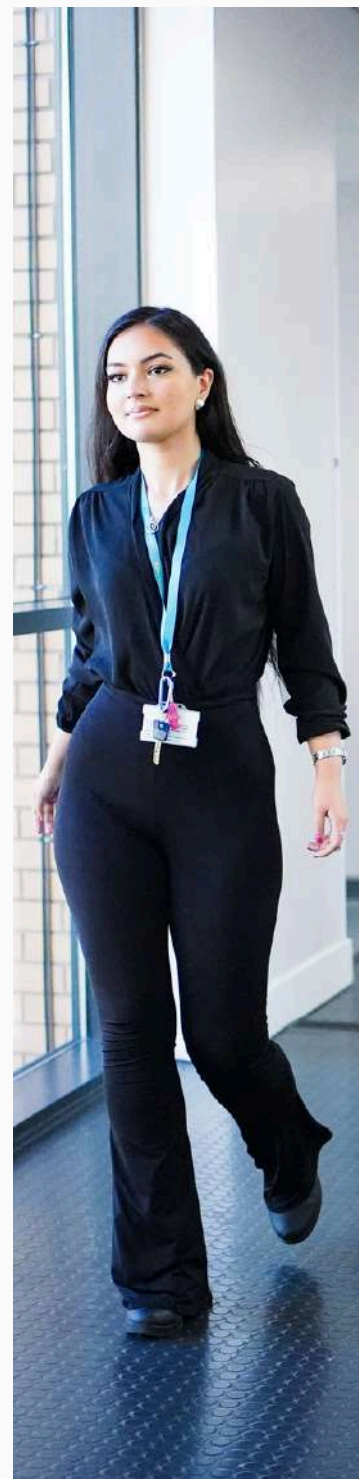
Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

SAFEGUARDING

The safeguarding and welfare of children is paramount and all our staff share this view. Applicants must be willing to undergo safeguarding and child protection checks including with past employers and the Disclosure and Barring Service.

ABOUT THE CHALK HILLS ACADEMY

- £35 million state of the art building with well-equipped classrooms, in an Ofsted rated 'Good' school.
- Unparalleled CPD opportunities catered to your development needs
- Excellent opportunities to develop and grow in a successful and expanding academy
- Employee of the month scheme, winning shopping vouchers
- Fantastic staff benefits that make a difference to your work-life balance
- An academy 'Social and Wellbeing' team.



WHAT OUR STAFF SAY

LEARNING SUPPORT ASSISTANT

My favourite part of the job is working with such a diverse, motivated and responsive group of learners. Seeing the pupils progress both in their learning and personal development, giving them the confidence to transfer their newly acquired skills into further learning, is the most rewarding thing anyone can do.

MIDDLE LEADER

At The Chalk Hills Academy, every single child matters and every single child's future matters. Working with such a fantastic team of teaching colleagues, prepared to step in and deliver outstanding teaching to every single child matters; to give every single child that chance of a future full of opportunities.

INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues. A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residentials, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

"Educating children, serving the community, achieving exceptional outcomes."

Stuart Lock
Chief Executive





TEACHING & LEARNING AT THE CHALK HILLS ACADEMY

At The Chalk Hills Academy we have defined what excellence looks like and the behaviours required to achieve it. Our lessons consist of 5 parts, providing consistency and structure. A clearly thought-out lesson has set steps that need to be achieved, with parts in between to be filled with more knowledge through scaffolding and challenge. Engaging with pupils about expectations, content and outcomes also helps to boost pupil confidence in the current subject or topic.

At Chalk, we believe in teaching in bite-size chunks and checking for understanding throughout. We deploy various Assessment for Learning techniques to assess pupils' understanding of what has been taught. This includes question and answer and formative verbal and written feedback, including 'live marking'. We conduct regular re-cap quizzes to help pupils recall previously taught key objectives and memory content. This is done primarily during lesson starters.

We know that homework develops study habits and independent learning. At Chalk, pupils are expected to do homework in order to rehearse core knowledge. This can be tracked and monitored, not only by teachers, but also by parents and carers.

Our explicit teaching of effective study strategies prepares pupils for the requirements of independent study and revision as they progress higher up the school and beyond. Out of hours preparation sessions and the Homework Club allow pupils to study in focused environments with access to print and electronic resources. Assessment information is used to set challenging work and ambitious targets for pupils to track their progress over time, to report to parents, and to shape specific interventions for anyone who may fall behind.

We have a Teaching & Learning Team which includes Lead Practitioners who provide training and support to teachers at all levels, not because our teachers are not excellent already, but because we know we can always improve. We are research-informed and we prioritise sharing best practice and principles of high-quality teaching. Leaders at The Chalk Hills Academy are passionate about teaching and learning, teachers at The Chalk Hills Academy are passionate about their subject and pupils at The Chalk Hills Academy therefore develop the same passion for their subjects and for their journey of life-long learning.

ADVANTAGE SCHOOLS VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, pupils and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, to an onsite car wash, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

EDUCATIONAL PARTNERSHIPS



CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues.

Additionally, we offer a wide range of CPD training through various partnerships and platforms, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



All colleagues have access to Perkbox, our Employee Benefits Programme, offering them a huge range of perks from vouchers, hot drinks, cinema tickets, gym classes and so much more. It also offers a substantial **wellbeing package**.



MEDICAL

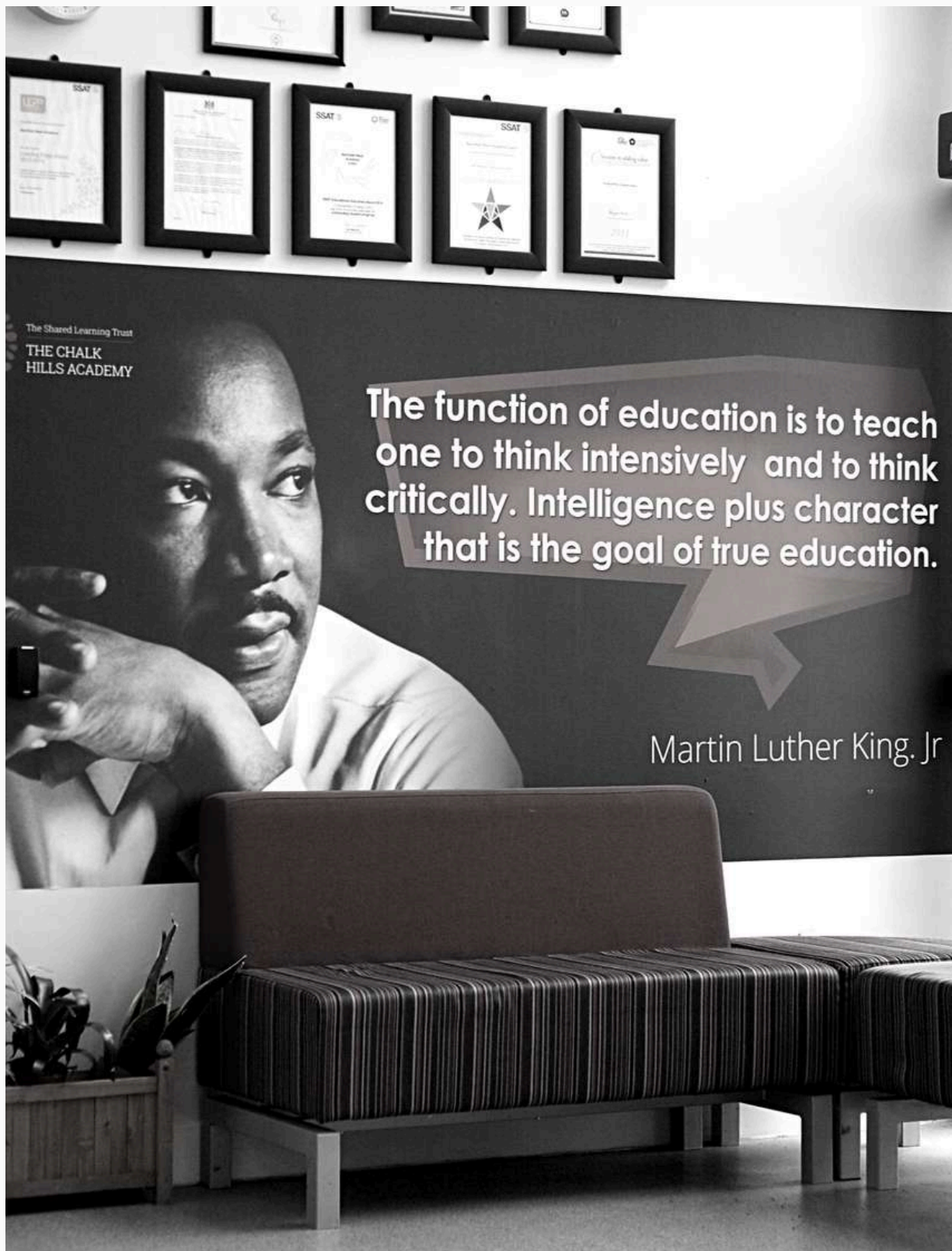
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

Colleagues have access to a team of fully qualified counsellors and advisors, with support for a range of emotional, legal and financial issues, along with a wellbeing portal, full of resources and videos

RECRUITMENT BOOKLET



THE CHALK
HILLS ACADEMY



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Assistant Site Manager

The Chalk Hills Academy are seeking a proactive and hands-on Assistant Site Manager to join our Facilities Team. We are looking for an individual with good handy-person skills and eagerness to carry out the work in an efficient manner. You will join our friendly and good-humored Facilities Department to help keep our Academy safe, clean and in a good state of repair. We are seeking a committed Assistant Site Manager who will carry out general repairs and maintenance, liaise with contractors and suppliers and ensure our Academy maintains a high level of health and safety.

At our Academy, you will find supportive and encouraging colleagues within school leadership and throughout the school. It is incredibly important to us here at The Chalk Hills Academy that all our staff feel valued, listened to, mentored, challenged and given adequate opportunities to develop.

If you want to grow and develop in a varied and interesting role, come and join us.

Key Duties

- Security of premises and ensuring the school is secure out of working hours, following correct procedures for alarm systems
- Maintaining high standards of cleanliness
- Maintaining premises in good state of repair
- Grounds and building maintenance
- Heating and Lighting
- Health & Safety
- Simple plumbing, electrical, joinery and decoration work

The successful candidate will

- Have experience of site management or site agent duties in a general capacity.
- Have experience of supervising others.
- Have BMS system and Compliance experience.
- Have basic handy-person skills, ability to carry out minor repairs including: some simple plumbing and joinery work – DIY maintenance of buildings is required.
- Be able to work without supervision and contribute positively to the work of the team.
- Be able to work on own initiative within school policy and procedure.
- Have ability to follow instructions and procedures e.g. security systems and procedures.
- Have excellent communication skills and ability to communicate politely and tactfully with school premise users.
- Be able to plan and organise workloads to meet conflicting work demands and deadlines.
- Be able to write straight forward reports and read and comprehend complex written information.
- Have a willingness to undertake relevant training.
- Have substantial knowledge of Health and Safety, including COSHH

JOB SPECIFICS

Start date: Asap

Salary: AS 9-14

Job role: Permanent, Full time, 52 weeks per year

Working Pattern: Monday - Thursday 10am -6pm, Friday 10am-5.30pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date

JOB DESCRIPTION

TITLE: Assistant Site Manager

SCHOOL: The Chalk Hills Academy

RESPONSIBLE TO: Site Manager

SALARY: AS 9-14 dependent on experience

VISION AND PURPOSE

Responsible to the Site Manager, the postholder will be responsible for the day to day functioning of the Academy, particularly in the areas of:

- Security of premises;
- Heating and Lighting;
- Maintaining high standards of cleanliness; and
- Maintaining premises in good state of repair.

ACCOUNTABLE FOR

1. Security of Premises
 - Ensuring the Academy is secure out of working hours;
 - Follow the correct procedures for alarm systems;
 - Ensuring all doors and windows are secured and all lights and heaters are switched off after use;
 - Undertaking the responsibility of keyholder as required;
 - Ensuring the Academy is open for students each Academy day and to persons who have hired the premises for public or private use.
 - Carrying out all necessary health & Safety checks and to ensure fire alarms, extinguishers and related equipment is fully functional at all times.
2. Ensure that the temperature within the Academy is maintained at appropriate levels and that all heating and lighting equipment operates efficiently, is regularly maintained with due consideration to energy efficiency. Where appropriate, ensuring adequate supplies of fuel are available to enable continuity of heating.
3. Ensuring that standards of cleanliness are maintained within the Academy including monitoring work of cleaning employees as required and providing cleaning cover for any accidental spillages, etc. which may constitute a health hazard or as directed by the Director of Business Support. Ensuring that adequate stocks cleaning materials are maintained and that they are stored and used in accordance with Health and Safety (COSHH) regulations.
4. Carrying out the prescribed tasks in the letting procedure for the Academy. This will include maintaining a diary of usage, taking and receipting payment and showing potential users facilities available.
5. Undertaking other duties as required by the post. This will include; taking delivery and storing materials, undertaking portage duties, ensuring that the Academy site is kept clean and safe, e.g. clearing litter and gritting ice, etc. Ensuring all equipment used in cleaning tasks is maintained to required standards. Identifying and reporting to Director of Business Support any repairs and maintenance work required.
6. Ensuring all appropriate records and documentation are kept in accordance with regulations and as directed by the Director of Business Support.
7. Building maintenance related duties – carrying out handy person duties in respect of minor temporary repairs (see notes below).

HANDYPERSON TASKS

Plumbing

- simple tap repairs
- ball valve re-washing
- clearing blocked sinks, wash basins, baths, urinals, etc.
- clearing drainage blocks (above ground level) where visible and accessible
- replacement of toilet seats
- lavatory (cistern), pull chains and handles, etc.
- replace plugs on bath, sink and wash hand basins
- replace with equal broken pipe brackets, fix or refix
- ditto – toilet roll holder
- cleaning gutters, rainwater pipes and gullies
- attention to simple leaks using compression or plastic fittings as appropriate
- thoroughly flush through cold water installation at the end of each holiday period.

Electrical

- replacement of all types of tubes and lamps
- refixing of dislodged light fitting diffusers
- removal of broken light fitting diffusers
- replacement of missing screws from light switches and socket outlets
- replacing fuses (on a like-for-like basis)
- fitting of new and replacement plug tops
- regular sound testing of all bell circuits, fire alarms, class change, etc.

Joinery

- simple repairs to skirtings, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks
- refixing or replacing door stops, restraining catches, hooks, etc. easing doors for correct opening and closing, like-for-like hinge replacements
- fixing shelves and pin boarding

Decoration

- simple type redecoration, using proprietary paints and finishes

Heating

- checking all heating elements, ie: radiators, convectors, fan assisted convectors, etc. for correct operation and clean annually. Air vent when necessary, refix loose and damaged casings

Energy

- regularly, once per month, read gas, electricity and water meters
- check for correct settings and operations of all thermostats

Furniture

- simple repairs to desks, chairs and other minor repairs to loose equipment

Emergency Action

- isolate and rain down, where appropriate, water, switch off gas and electrical installations following emergency incidents.

IT Skills

- Very good IT skills to record and monitor compliance. Management of compliance and tasks on Every. Monitoring of Every issue tickets and actioned in a timely manner.

DIMENSIONS

Supervisor Management:	10 or more part time cleaners; 2 or more Site Agent.
Financial Resources:	Will be responsible for ordering cleaning supplies and equipment.
Physical Resources:	Responsible for the safety and security of the building, cleaning and handyperson tools and equipment.
Physical Effort:	The job involves a considerable level of physical effort for over 10% and up to 25% of the total working time. Lifting/carrying is also a feature requiring a high level of effort for over 5% and up to 10% of working time.
Other:	Site staff will be required to attend the Academy premises for regular and ad hoc lettings, either to attend for the whole period of the booking or at the beginning and completion to ensure the security of the buildings, for which there will be additional payment. In addition, some Academy's will require that weekend boiler and/or security checks are undertaken as part of the normal working week.
Working Environment:	The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so. However, this exposure occurs for less than 10% of the overall working time.

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau'.

The Chalk Hills Academy believes that every child does matter, and adherence to the Academy's Every Child Matters Policy is not only compulsory but should be practiced mindfully at all times.

PERSON SPECIFICATION

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Attributes	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Demonstrable experience of site agent duties in a general capacity. • Demonstrable experience of supervising others. 	<ul style="list-style-type: none"> • Experience working in a busy, pressurised school/other environment. • Proven ability to work through problems without seeking further guidance.
Skills/Abilities	<ul style="list-style-type: none"> • Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work. • Able to work without supervision. Contribute positively to the work of the team. • Follow instructions and procedures e.g. security systems and procedures. • Able to communicate politely and tactfully with school premise users. • Able to plan and organise workloads to meet conflicting work demands and deadlines. • Able to write straight forward reports and read and comprehend complex written information. • Able to work on own initiative within school policy and procedure. 	<ul style="list-style-type: none"> • Ability to use Microsoft Office suite.
Equality Issues	<ul style="list-style-type: none"> • Able to identify some types of discrimination that commonly exist. 	
Specialist Knowledge	<ul style="list-style-type: none"> • Substantial knowledge of Health and Safety, including COSH. 	
Education and Training	<ul style="list-style-type: none"> • Willingness to undertake relevant training. 	First aid Qualification
Other Requirements	<ul style="list-style-type: none"> • Able to adapt to changing operational demands in terms of tasks undertaken. 	

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.