

# 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.



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.



conversation with our Head of Academy, Lisa Macey.

## Job

# Description

## Campus Manager

### Key Responsibilities:

The following are the principle duties of the post. They are meant to provide a working framework within which the post holder should exercise initiative, flexibility and accountability.

- **Ensure seamless Facilities Management service:** Meet every day needs and requirements without disruption.
- **Deliver high-level service:** Proactively manage Facilities Management functions on site, anticipating and adapting to the changing needs of the Academy.
- **Operational management:** Oversee day-to-day operations of FM services, ensuring a high-quality service through a collaborative 'one team approach' where services complement and support each other.
- **Health and Safety:** Act as the Academy's health and safety officer and fire officer, ensuring compliance with all health and safety legislation, policies, and procedures.
- **Exceed service expectations:** Ensure the service not only meets but exceeds the specified needs of the Academy.

### Wider Contribution as a Member of the Academy:

- **Lead by example:** Consistently embody the high expectations set out by ATT and academy policies.
- **Safeguarding and welfare:** Contribute to the effective safeguarding of students, promote student welfare, and collaborate with the SLT to ensure the safety of students and staff.
- **Build relationships:** Foster positive and strong relationships with students, value their opinions, and encourage the development of ATT traits.

- **Promote inclusion and diversity:** Ensure inclusion, equality of opportunity, and diversity in all aspects of your work.
- **Support development:** Aid in the spiritual, moral, social, and cultural development of students
- **Operational support:** Assist in the day-to-day operational running of the academy.
- **Professional development:** Actively participate in your own professional development and contribute to the improvement of the academy.
- **Recognise staff contributions:** Value and acknowledge the work of all staff within the academy.

## Main Activities and Responsibilities:

- **Direction and Coordination:** Oversee and coordinate all Facilities Management services delivered to site users.
- **Operation and Development:** Ensure the operation and development of a consistent and seamless FM service, working closely with colleagues and maintaining a high level of customer focus.
- **Continuous Improvement:** Support and assist in promoting continuous improvement in Facilities Management Services, including contributions to service and corporate-wide initiatives/projects.
- **Security and Safety:** Take overall responsibility for the security and safety of office accommodation, including security training for staff (e.g., alarm systems) and supervision of contractors.
- **Risk Assessments:** Ensure all statutory and non-statutory risk assessments are in place across the academy, including those in curriculum areas.
- **Health and Safety Reviews:** Participate in regular health and safety risk assessment visits and reviews.
- **Training Arrangements:** Organise appropriate health and safety training sessions.
- **Compliance Training:** Undertake necessary training to ensure the academy meets statutory and Trust requirements.
- **Liaison:** Maintain communication with the regional estates team.
- **Staffing Levels:** Monitor staffing levels to ensure efficient and effective service delivery. Proactively plan and direct staff, including arranging cover for planned and unplanned absences and sickness.
- **Fire Safety:** Collaborate with the Principal to ensure and record fire safety and evacuation drills are conducted as required to meet statutory requirements.
- **Budget Management:** Manage the site budget, monitoring financial performance regularly and taking corrective action to achieve financial targets.
- **Service Standards:** Ensure maintained standards of service delivery across the site.
- **Health and Safety Procedures:** Implement and monitor health and safety procedures for stakeholders within all areas of the organisation.
- **Financial Management:** Manage site finances within the pre-determined budget, monitoring financial performance regularly and taking action to rectify any issues to achieve financial targets.
- **Operational Services Management:** Manage operational services within ATT guidelines and all financial and HR procedures, including verification and certification of staff claims, compliance with tendering procedures, verification and certification of supplies ordering and payment, recruitment and selection, probation, conduct and capability procedures, performance development reviews.
- **Daily Operations:** Oversee day-to-day operations of all services, including catering, cleaning, courier & postal, receptions, FM, and security.
- **Line Management:** Responsible for the direct line management of site staff.
- **Sustainability Initiatives:** Promote and implement sustainability initiatives within Facilities Management to reduce environmental impact.
- **Energy Management:** Responsible for ensuring the efficient use of gas and electricity, including monitoring usage, adjusting settings for seasonality and site use.

- **Stakeholder Engagement:** Engage with stakeholders to gather feedback and improve FM services.
- **Emergency Preparedness:** Develop and maintain emergency preparedness plans and procedures.

## Safeguarding:

- Individuals have a responsibility for promoting and safeguarding the welfare of children.
- To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the academy.

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 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

## Campus Manager

	Essential	Desirable	How will this be demonstrated
Professional Qualifications and learning	<ul style="list-style-type: none"> <li>Relevant qualifications in Facilities Management or a related field.</li> <li>Health and Safety certification (e.g., NEBOSH, IOSH).</li> </ul>	<ul style="list-style-type: none"> <li>Advanced qualifications in Facilities Management or a related field.</li> <li>Additional certifications in project management or related areas.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form/Checking and Original Copy evidence</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Proven experience in managing facilities within an educational or similar environment.</li> <li>Experience in health and safety management and compliance.</li> <li>Experience in budget management and financial planning.</li> <li>Experience in managing a team and coordinating multiple services.</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a similar role within an educational setting.</li> <li>Experience with continuous improvement initiatives in Facilities Management.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
Knowledge that supports the role	<ul style="list-style-type: none"> <li>Strong leadership and management skills.</li> <li>Excellent communication and interpersonal skills.</li> <li>Ability to plan, prioritise, and manage multiple tasks effectively.</li> <li>Proactive and solution-oriented approach.</li> <li>Strong organisational and time management skills.</li> </ul>	<ul style="list-style-type: none"> <li>Familiarity with the ATT reporting system or similar tools.</li> <li>Knowledge of statutory and non-statutory risk assessments.</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
Values	<ul style="list-style-type: none"> <li>Commitment to promoting inclusion, equality of opportunity, and diversity.</li> <li>Dedication to safeguarding and promoting the welfare of students.</li> <li>Alignment with the academy's values and ethos.</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrated commitment to professional development and continuous learning.</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>

	<b>Essential</b>	<b>Desirable</b>	<b>How will this be demonstrated</b>
Other requirements	<ul style="list-style-type: none"> <li>• Flexibility to adapt to changing needs and priorities.</li> <li>• Ability to work under pressure and meet deadlines.</li> <li>• Strong problem-solving skills.</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to build positive relationships with students and staff.</li> <li>• Experience in managing operational services such as catering, cleaning, and security.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>
Equal Opportunities and Safeguarding		<ul style="list-style-type: none"> <li>• Understanding of and commitment to equal opportunities and safeguarding policies.</li> <li>• Worked in a regulated environment with children or adults</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• References</li> </ul>



## 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 your 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

### Campus Manager

Applying:

Please apply by visiting  
[www.academytransformationtrust.co.uk/vaca](http://www.academytransformationtrust.co.uk/vaca)



Status: Permanent

37 hours per week  
52 weeks per year

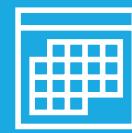
Salary:

NJC Pt: 20 - 24  
Actual Salary: £32,597 - £35,412



Closing Date:

Thursday 05 February 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.



# Academy Transformation Trust

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