



Inspire Education Trust

Together we achieve, individually we grow

RECRUITMENT PACK

Site Services Officer





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WELCOME FROM OUR CEO



It is my pleasure to welcome you to Inspire Education Trust.

At Inspire Education Trust we are passionate about making a difference to the lives of our pupils. They are at the heart of everything we do, and we strive to inspire all learners, and want all our schools to be the best they can be and for each and every child, to discover the skills, abilities, talents and interests that lie within them.

We believe in working in partnership, enabling us to ensure all children and pupils achieve their full potential. Our schools know the impact that working collaboratively can bring.

Our schools have a desire to question, change and innovate to ensure that what they provide enables our children to become successful learners, confident individuals and responsible citizens.

At the same time, we recognise the importance for each school to retain and promote their individual identity. Every school has its own context and challenges. This is why we encourage our member schools to lead and manage in a way that preserves that individual identity and responds to the specific needs of their children and community.

The combination of autonomy and collaboration across key areas of leadership and management, underpinned by shared values and best practice is what makes our schools special.

Lois Whitehouse – CEO

Deputy CEO



We put the quality of education at the core of our vision. Our school improvement strategies provide an excellent framework to deliver a truly broad, balanced and inclusive curriculum with an emphasis on co-curricular activities such as Arts, Music and Sports from age 2 to 18. We believe that every child is a powerful learner.

We are a progressive Trust with an excellent track record of Primary school improvement across our portfolio of 8 schools, 7 of which are Primary schools.

We have strong models of Primary school improvement alongside high-quality implementation and delivery. We have proven able to deliver high standards of education, systematically, through excellent improvement practice that incorporates knowledge building, evidence-informed professional development, and the creation of communities of improvement.



As a successful Trust we deploy the expertise of specialist primary teachers and leaders across our schools to ensure maximum impact.

The goal is for every member of staff, in every classroom to be as **good as they can be** in what they teach (the curriculum) and how they teach (pedagogy), e.g., paired planning time with subject/ teaching expert to develop teacher confidence and pedagogy.

Coaching conversations with teachers/ leaders so that developments come directly from them to motivate and signpost independent improvements through self-study documents such as WALKTHRUS and external courses. This will allow capacity to be enhanced so that teachers can then improve each other and hone/ innovate practice. Once practice is embedded and impactful, we would look to develop leaders of these areas externally to innovate and lead future practice in their school and more widely across the Trust.

We are constantly refining the way we support, challenge, and improve our schools. At the heart of our approach is first-class teaching.

Rob Darling – Deputy CEO

ABOUT THE ROLE

Post Title	Site Service Officer
Salary Range	Grade 4, £25,989 - £29,540 per annum plus shift allowance
Reporting to	Senior Premises Manager/Headteacher
Status	Full time, Permanent, All Year Round
Flexibility	Flexible working available

Job Purpose

To be responsible through the day-to-day direction of the Head of Estates for all activities associated with Site Services Officer duties. Undertake work, as the nominated officer, and cleaning duties.

This post is based at Clifford Bridge Academy within the Inspire Education Multi Academy Trust, but the post holder would be expected to work at any of the academies under the Multi Academy Trust with further flexibility for sickness cover and for future growth and change



Main Duties and Responsibilities

- Responsible for ensuring the security of the building and grounds is properly maintained, including routine and non-routine opening of the premises and setting of alarms. Ensure access at designated times, key holder responsibility (including emergency call-outs). Liaise with Emergency Services Unit & police when required.
- Manage the site ensuring all grounds, buildings, fixtures and fittings are appropriately maintained in accordance with the agreed priorities.
- Ensure fire safety measures are in place and carry out weekly fire alarm checks.
- Ensure all compliance activities are completed as per the Planned Preventative Maintenance (PPM) schedule and all relevant documentation is retained and available.
- Ensure all electrical equipment is safe & lights are turned off.
- Maintain an up to date knowledge of Health & Safety regulations, fire safety regulations & emergency procedures.
- Ensure the whole site is kept free of all litter and rubbish, including fallen leaves and daily emptying of litterbins.
- Monitor site supplies e.g. toilet tissue, paper towels, cleaning products and general repairs materials
- Undertake ground maintenance duties, including setting up events, storing equipment etc.
- Keep paths, steps, walkways free of snow and ice using & ordering salt & grit as necessary.
- Ensure necessary steps and precautions are taken to allow access whilst preventing delivery and other vehicles being driven over paths, grass or other unauthorised areas. Where possible, preventing trespass and unauthorised parking.
- Responsible for reporting and arranging all repairs and maintenance needs outside this job description, progress chasing and reporting on delays to the Head Teacher and Trust Premises Manager on behalf of the Local Governing Committee. All purchasing to be approved by the Senior Premises Manager in advance of ordering, to ensure purchasing is in line with Audit requirements.
- Ensure that contractors on site do not cause a health and safety hazard or damage school property in any way and report any matters of concern or non-compliance with contract specification to the Senior Premises Manager.
- Responsible for signing job completion and customer satisfaction notes, as required by the Trust. Check that contractors vacate the site on completion and ensure the charges made are in accordance with agreed scheduled rates.
- Inspect all play areas and equipment and remove any dangerous materials or objects daily and, as necessary, to ensure the safety of users and report where action is needed. Check PE equipment and move equipment as directed when necessary.
- Deal with instructions received regarding lettings, preparing for these activities and cleaning up at the end of the letting.
- Take delivery of materials and equipment, ensuring correct distribution and storage within the school and the movement of furniture and equipment within the school, as required. Responsible for the operation of the Building Management System, heating



plant, maintaining required temperatures and the availability of an adequate supply of hot water. Report any deficiencies to the Premises Manager and appropriate authorities/departments. Take weekly meter readings for electricity and water.

- Engage with sustainability initiatives across your site, working with the Senior Premises Manager to reduce the use of natural resources and promote a sustainable environment, including monitoring and recording the use of utilities and natural resources.
- Order, move, light, refuel and arrange return of temporary heaters as necessary
- Carry out routine checks to identify faulty ancillary equipment reporting where further action is necessary.
- Ensure availability of adequate supplies of fuel and materials to undertake the duties of the post.
- Undertake site walks with the Senior Premises Manager for submittal to the H&S Committee.
- Be responsible for the development of systems and practices across your site to create a modern, smarter working environment and an efficient, effective, high quality premises service
- Carry out all training, professional development and performance reviews as necessary
- Assist in the supervision and training of volunteers, students, or other staff.

Other duties

Repairs & Maintenance Duties

- Undertake minor repairs and maintenance work including:
- Carpentry – refitting whiteboards and pin boards, replacing door and window furniture easing doors, etc.
- Painting – on going up keep & liaising with the Trust Premises Manager regarding a set programme for the internal & external decoration of the school.
- Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats. Clearing blocked toilets, ensuring drain channels and grease traps are kept clear.
- Electrical – basic electrical repairs (not including mains circuitry), eg. Fitting plugs to equipment, replacing fuses, fitting lamps, tubes and starters.
- General – minor plastering repairs, minor repairs to floor coverings, touch-up paintwork, removal of graffiti, replacing fixtures and fittings, eg. Toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and playgrounds and minor glazing repairs.
- Cleaning – cleaning of outside areas, internal & external windows/ glassed areas, halls, corridors, staff toilets and wherever else directed by the head teacher or Trust Premises Manager. Clean school signs, name boards and directional signs.
- Utilise, monitor and manage the Trusts Computer Aided Facilities Management (CAFM) system.



- Undertake limited grounds maintenance duties which are not included in the schools grounds maintenance contract specification, including the setting up of netball / football posts, taking equipment from, and returning it to, school stores as required.
- Ensure an adequate stock of essential items, eg. Nuts, bolts, washers, etc. and maintain these items.
- Assist the development and implementation of the Trusts minor works and Capital estate development programmes, including the procurement and implementation of sub-contracts with external specialist companies.

Monitoring

- Supervise the Trusts hard and soft FM contracts within your domain as appropriate, e.g. cleaning service and building maintenance etc. and ensure that their delivery is in-line with the Service Level Agreements and the expectations of the Trust.
- Supervise and direct all school cleaners as appropriate, making sure a good standard of cleaning is maintained, including completing relevant paper work, eg. Timesheets etc. Ensure that all cleaning equipment is good working order and fit for purpose e.g. clean all vacuum cleaners on a weekly basis.

Miscellaneous

- Carry out procedures in the event of emergencies and provide assistance in dealing with general enquiries relating to the use of the site.
- Undertake work during school holidays as defined by the Head Teacher and Senior Premises Manager
- Undertake all necessary training to ensure an up to date working knowledge
- Any other duties and responsibilities within the range of the salary grade

Safeguarding and Child Protection

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

Other

- Carries out any other duties as directed by Head of Estates that are within the scope, purpose and spirit of the role
- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



PERSON SPECIFICATION – Site Service Officer

		Essential	Desirable
Education and Qualifications	Basic literacy & numeracy ability	✓	
Experience	Background of industrial or school environment which highlights craftsman, machinist, maintenance, labouring or similar level.	✓	
	Full clean driving licence	✓	
Skills and Knowledge	Repairs and Maintenance work / duties as detailed in the job description.	✓	
	General knowledge of cleaning activities, janitorial/security duties and basic handyperson skills	✓	
	Health and Safety & ability to support Risk Management procedures	✓	
	To be approachable, friendly & able to communicate effectively as a member of Walsgrave CofE Academy staff with all stakeholders.	✓	
	Be able to work on own initiative, subject to general & specific direction of the Head Teacher, Trust Premises Manager, Head of Estates	✓	
	Ability to undertake daily, weekly & monthly premises checks and maintain the building management records file and CAFM system	✓	
	Able to use the telephone to process queries/complaints, pass on and receive information, in a friendly manner, to and from other departments.	✓	
	Able to follow recognised and agreed procedures and regulations in respect of duties to be performed regarding ordering stores, lettings, heating, cleaning.	✓	
	Able to move equipment/objects, clear sites, and undertake general manual tasks.	✓	
	Able to undertake general tasks not requiring skilled trade qualifications, eg. Plumbing, basic electrics, building, plastering, painting, gardening, carpentry and glazing.	✓	
	Able to identify areas where repairs/cleaning is required and is not to the standard expected.	✓	
	Able to work with the cleaning team to ensure that cleaning standard is maintained and equipment is maintained and stores appropriately.	✓	
	Able to assimilate information re equipment and the need to operate it, such as cleaning equipment.	✓	



Personal Qualities	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
	Must be willing to be flexible.	✓	
	Must be willing to become involved in the life of the school.	✓	
	Must be willing to attend on alarm call outs.	✓	
	Must be willing to work in a multi-cultural setting.	✓	
	Must be willing to recognise the importance of confidentiality.	✓	
	Must be sympathetic to the community use of premises.	✓	
	Must be willing to lift/move objects or undertake hygiene tasks such as cleaning.	✓	
Safeguarding and Child Protection	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	
	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
Professional Development	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓



ABOUT CLIFFORD BRIDGE ACADEMY



Clifford Bridge
Academy

FACTS AT A GLANCE

2-FORM ENTRY

NUMBER OF PUPILS: 450

NUMBER OF STAFF: 57

BASED IN: BINLEY, COVENTRY

WELCOME FROM HEADTEACHER



We are a vibrant and happy two-form entry school, with a two-year-old provision as well as a wraparound facility. We were graded as 'Good' by Ofsted in October 2019, with three of the five areas being graded as 'Outstanding'. The report stated, "Pupils at Clifford Bridge Academy love to learn and teachers expect the best...Pupils are a credit to the school and are excellent ambassadors. They are right to be proud of their school. Parents say that Clifford Bridge is a very special place."

As part of the Inspire Education Trust, we work in close partnership with Arley Primary Academy, Blue Coat C of E School, Fredrick Bird Academy, Hearsall Community Academy, Stockingford Academy, Walsgrave C of E Academy and Whittle Academy. The links between the schools are both stimulating and supportive, enabling us to share best practices through collaborative working.

You will find our Clifford Bridge family warm and welcoming as our children, parents, carers, staff, and friends of our school are at the heart of everything we do. We are passionate about every child reaching for the stars; shining brightly in their talents and





working hard to achieve their hopes and dreams. As their teachers, we promise to guide them on their journey and to always make decisions that have them at the core.

Our exciting, ambitious curriculum is relevant and memorable as we develop children's knowledge and skills across a broad and balanced range of subjects. Our academy values are the golden thread woven throughout all we do where we foster curiosity, integrity, joy, kindness, nurture, and resilience.

I encourage you to come and see Clifford Bridge Academy to help you get the 'feel' of our school so please get in touch.

Madaleine Turner – Headteacher

OUR SCHOOL VALUES

Nurture

When your seed is planted in our pot, we promise to give you everything that you need to grow. We don't know what you will grow into yet but we will notice and encourage your uniqueness. Our broad and balanced curriculum will provide the water that will quench your thirst for learning, our staff will provide the nutrients that you need to thrive and our warmth and care will turn your face towards the sunshine. We promise to nurture your passions and celebrate your growth, in your own space and time.



Curiosity

Curiosity is the helicopter that takes our thoughts higher and higher. The view beneath us gets bigger and bigger with every question that we ask. Like the propellers, as our curiosity builds, new avenues open up for us to explore. At Clifford Bridge, we push boundaries; we believe that if you never try, you'll never know.



Integrity

At Clifford Bridge, our decisions and behaviours start with integrity. This allows us to be brave enough to stand up for what we believe in and challenge ideas that fall outside of our own moral compass. Much like a house, all the windows at Clifford Bridge, big or small, are transparent and strong. Like a window to a bright future, our integrity drives everything that we do.



Joy



Joy is at the heart of everything we do at Clifford Bridge. Like a warm fire in a cold room, joy is a focal point that radiates warmth and draws people near. Each flicker of pride that we feel for our own achievements and those of others, enables the fire to grow and burn brighter. We aspire to ignite joy in every pupil at Clifford Bridge; through exciting learning experiences, opportunities to excel and lots of fun.



Kindness

Kindness is the base on which Clifford Bridge is built; it is the cement that binds our school's foundations and makes it solid as a rock. It is respect, care and above all, love. Every day we sprinkle kindness wherever we go.



Resilience

We want to give everyone the best gift of all. We want to teach you to love challenges, be intrigued by mistakes, enjoy effort, and keep on learning. That way you will have a lifelong way to build and repair your own confidence.

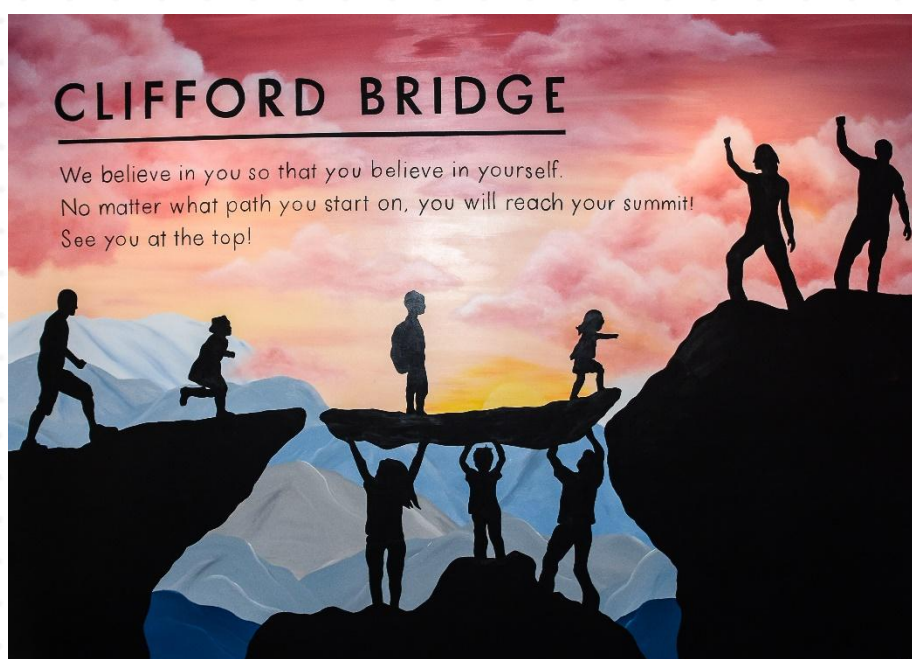


MISSION AND ETHOS

We believe in you so that you believe in yourself. No matter what path you start on, you will reach your summit. See you at the top.

Mission

Create a culture which values each individual and prioritises knowing and understanding all members of the school community.



Motto

See you at the top.



ABOUT INSPIRE EDUCATION TRUST

Inspire Education Trust is an Multi Academy Trust that grew from a shared belief that children deserve a first-class education, so that each child and student understands what they are capable of, and what talents they have, and strives for excellence in themselves to succeed in the next stage of their education and the world of work.

We understand that every member of our staff is here for the best interest of our children. With them, we want to ensure that every child is valued and that the unique identity of each of our schools is protected, celebrated, and recognised for the contribution it makes to ensuring our pupils have the best education and experiences.

Inspire Education Trust is made up of 8 schools.

Arley Primary School, New Arley, Warwickshire (2024)

Blue Coat Church of England School & Music College, Stoke, Coventry (2020)

Clifford Bridge Academy, Binley, Coventry (2015)

Frederick Bird Primary School, Hillfields, Coventry (2024)

Hearsall Community Academy, Earlsdon, Coventry (2017)

Stockingford Academy, Nuneaton, Warwickshire (2019)

Walsgrave Church of England Academy, Walsgrave, Coventry (2015)

Whittle Academy, Walsgrave, Coventry (2015)

Our Trust Motto encapsulates the beliefs and ideals of our family of schools.

"Together we achieve, individually we grow"



KEY FACTS AT A GLANCE

7 PRIMARIES & 1 SECONDARY

MIXED MAT – 2 CHURCH OF ENGLAND SCHOOLS

5,000 PUPILS AS OF JAN 2024

709 STAFF

OPERATING OVER 2 LOCAL AUTHORITIES

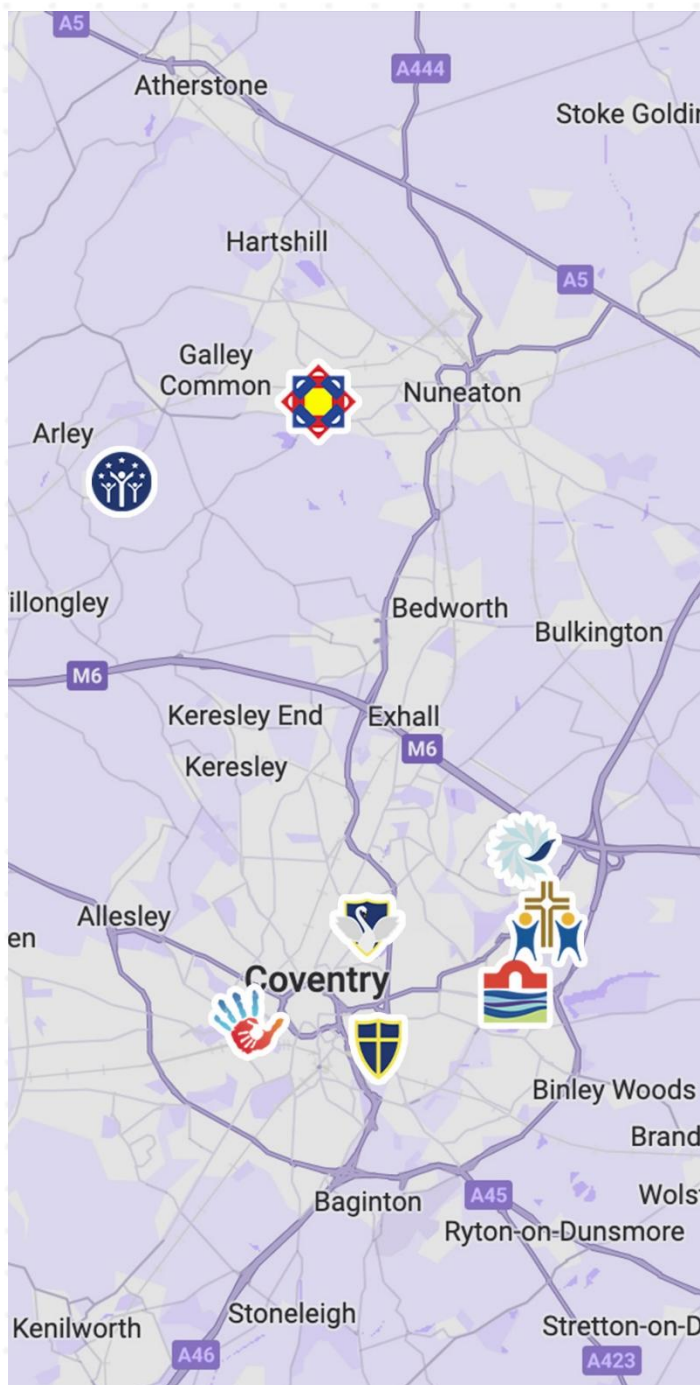


The mission statement for our Trust is “Together we achieve, individually we grow’. We aim to ensure that our academies will provide an **environment which is welcoming, caring and purposeful**, where we will encourage our pupils to be the best they can be, whilst supporting them pastorally and helping them develop socially. We want our children to enjoy school, have fun and develop a love of learning.

We have a **Board of Directors** and **Members** who hold the schools to account and work closely with the Local Governing Bodies of each school who support and challenge the outcomes and quality of teaching and learning. We have **strong links** with the **Coventry Diocesan Board of Education** reflecting the church status of our faith schools, Blue Coat School and Music College and Walsgrave Church of England Academy.

As schools, we are committed to sharing the good practice that exists in all the schools and we have numerous opportunities for **joint training days** and **shared professional development** for support and teaching staff across the Trust. Staff have welcomed this collaboration and we have retained quality staff and promoted from within.

We strive to maintain academies which will retain their **own independent culture and ethos** whilst operating within a strategic partnership to improve quality, share best practices and operate effectively and efficiently. We firmly believe that “**Expectations Shape Outcomes**” and we expect the very best for all members of our school’s communities.





OUR VISION

To be the educator and employer of choice, with a first-class education that empowers pupils to flourish, grow and achieve. Where pupils matter to us as much as their academic success and with staff who are valued, supported, and developed. Together, we will live life in all its fullness.

This Vision sets the aspiration for everything we do.

For Our Pupils and Students

- ✓ where all Pupils are valued, respected and experience success
- ✓ where who they are matters as much as their academic achievement
- ✓ where children are encouraged to reach their potential, both academically and socially
- ✓ where we provide a wide range of opportunities / something for everyone
- ✓ where learning is fun
- ✓ where they experience care with high expectations

For Our Staff

an organisation:

- ✓ which prides itself in high quality CPD
- ✓ where staff receive every support to be the best they can be
- ✓ where we endeavour to promote from within, with cross MAT appointments
- ✓ where we try to support staff in achieving a work life balance
- ✓ where all staff are valued, respected and can experience success
- ✓ where people feel supported and want to work
- ✓ where they experience care with high expectations

For Our Parents and Communities

schools where:

- ✓ they are made to feel welcome
- ✓ their ideas are valued
- ✓ we work in partnership
- ✓ they are involved in their children's education
- ✓ where they receive care with high expectations

All our academies have their distinctive vision celebrating the communities they serve.

OUR SCHOOL'S VISION

ARLEY PRIMARY ACADEMY	BLUE COAT SCHOOL	CLIFFORD BRIDGE ACADEMY	FREDERICK BIRD ACADEMY	HEARSALL COMMUNITY ACADEMY	STOCKINGFORD ACADEMY	WALSgrave ACADEMY	WHITTLE ACADEMY
New beginnings, endless possibilities	Living life in all it's fullness.	See you at the top	Aspire and achieve	Reach your true potential	Nuturing hearts, Inspiring Minds, Shaping Futures.	Together we thrive	Soaring Beyond What We Imagine Possible



OUR VALUES

Our values drive our behaviours, decision making and ambitions:

Inclusive: We celebrate diversity and difference. All are valued as members of our community knowing they belong.

Nurture: We promote positive wellbeing, so all feel safe, cared for and enabled to thrive.

Servanthood: We considerately put the needs of others before our own, recognising that in serving each other we serve all.

Partnership: We work collaboratively, recognising we achieve more together than on our own.

Integrity: We are open, honest and have strong moral principles which we use to guide us.

Respect: We show care, consideration, and courtesy for ourselves and all around us.

Excellence: We always strive to be better in order to become first class in all we do





Inspire Education Trust

Together we achieve, individually we grow

STAFF WELLBEING & SUPPORT 'THE LITTLE THINGS'

At Inspire Education Trust, we are committed to working towards the best balance of hard work, commitment and wellbeing as well as avoiding the burden of unnecessary tasks. Our trust leaders aspire that all colleagues are fit, well and content at work. Some of the little but important things we give back to staff are listed below; new ideas are always welcome.



External coffee van visits site for staff use



Support for new staff starters who join Inspire Education Trust (e.g buddy pairing)



Calendars regularly reviewed with staff workload in mind



No Student or class data collected for data's sake



Prayer and worship time across our CofE schools



8 free external counselling sessions for all staff



PPA time designed to promote a healthy work life balance



Dedicated classroom wherever possible for all teaching staff



Free Wellbeing App Subscription



Time off for staff wellbeing



Staff wellbeing integral to the appraisal process.



Enhanced paternity leave for all staff - 1 week at full pay and 1 week at Statutory Paternity Pay



Gym and fitness membership discount through CV-Life (based in Coventry)



Flexible and generous approach to family appointments, children's events, nativities, sports days etc



Opportunities for staff to get involved in sport and physical activity



Opportunities for career development always considered



Measured approach to lesson drop-ins



Staff marking & workload group to guide and develop policy



Communications protocol which promotes a healthy work life balance



Cycle to work scheme



Approachable Senior Leadership Teams



Staff social events (e.g time to talk)



Staff wellbeing champion network of support



EAP (Employee Assistance Programme) - Health Assured



Employer pension contributions of 23% + for teaching and support staff.



Generous holiday allowance for all year-round support staff (28 days annual leave, plus 8 bank holidays. Increasing to 33 days after 5 years of service)



Access to trained Mental Health First-Aiders for all Staff



MAKING AN APPLICATION

Applications for this post will only be accepted using the electronic application form on the My New Term sit using the URL: <https://www.ietrust.org/vacancies/>

The closing date for applications is Friday 24th August 2026

Interested candidates are encouraged to contact Catherine Alexander-Gamble.

Applicants are advised to contact Emma.Cafferty@cliffordbridgeacademy.org Office Manager if they wish to organise a visit to the schools.

Shortlisted candidates will need to be available for interview on the week commencing TBC

If you have any questions relating to the application process, see the FAQ's page and if you still have a question - please do let us know by contacting Catherine Alexander-Gamble – HR & Payroll Coordinator Catherine.alexander@ietrust.org

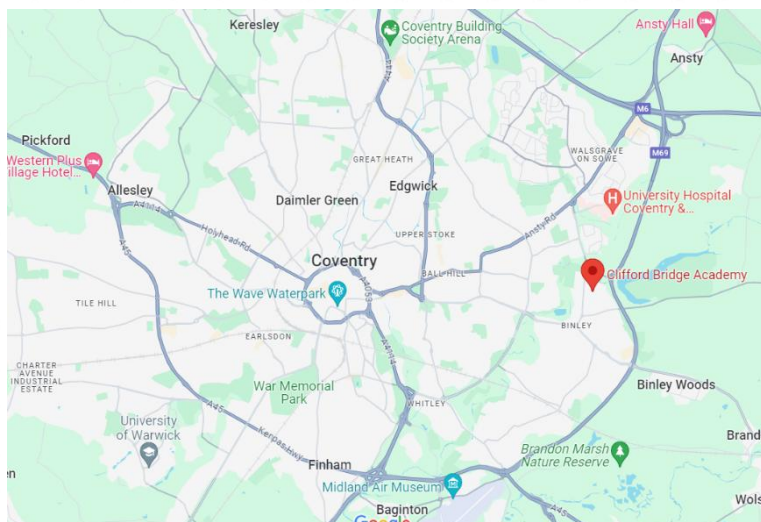
We look forward to hearing from you.





HOW TO FIND US

If you arrange a visit or are successfully shortlisted for an interview, then you will need to visit our school. Please see the below for guidance and directions on how to find Clifford Bridge Academy.



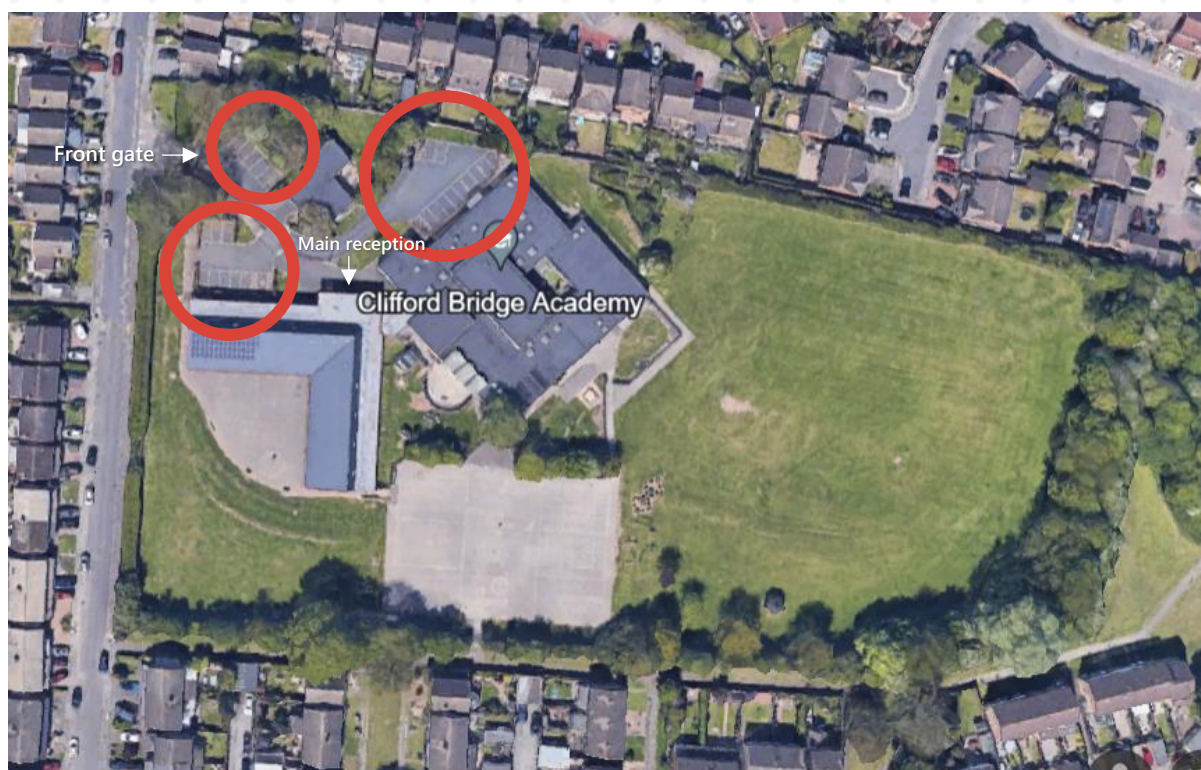
ADDRESS

Clifford Bridge Academy
Coombe Park Rd
Coventry
CV3 2PD

*A 5-minute drive from
University Hospital Coventry,
and a 15-minute drive from
Coventry city centre.*

PARKING

As you arrive at the front gate, you can drive in and there are 3 car park areas that you can park in. See the circled below for parking locations.





FREQUENTLY ASKED QUESTIONS?



How do I apply for a vacancy at Inspire?

All applications must be received electronically via our My New Term page. CVs may be accepted but will not replace the application form.

Top tips for writing my application for Inspire?

Complete the application form as thoroughly as possible, providing comprehensive information about your past employment, training, and any gaps in employment, from leaving school, until the present day. Emphasize your alignment with the Person Specification criteria in your supporting statement, elaborating on why you believe you are the best candidate for the job.

How does shortlisting work?

'Blind' shortlisting is carried out by a panel of staff who will judge the applications based on how closely they match the criteria from the person specification. By 'blind' we do not divulge to the shortlisting panel, certain sensitive information about candidates' protected characteristics.

When will my referees be contacted?

Following KCSIE guidance, we will seek to obtain references for all shortlisted candidates, before the interview. This allows any concerns raised to be explored further with the referee and taken up with the candidate at the interview. With effect of 1st September 2022, following further guidance from KCSIE, there will also be an online search as an additional pre employment check at this stage. Referees will not be contacted if candidates have not given permission.

How will I be contacted if I am successful?

Successful candidates will be contacted by email after the closing date to invite them to interview with the date, time, and location of the interview. At this stage, you will also be asked to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children.



Whilst we endeavour to inform all candidates of their application outcome, If you have not heard from us within 2 weeks of the closing date, please assume you have not been successful on this occasion.

What is involved in the interview process?

All of our interviews consist of formal, competency-based questions. Additionally, for teaching roles, there will be a lesson observation, and for other key roles, there may be an assessment task (e.g. a presentation, administrative task, data analysis task etc). You will receive information on your invite to interview email which will detail the specifics of the task and what we would like you to prepare in advance.

You will also be asked to bring in proof of identity documents to satisfy a DBS check and qualification certificates, relevant to the role.

Candidates who have a disability or any other needs will be given the opportunity to highlight this prior to any selection activities in order that reasonable adjustments may be made to the selection process.

Is there an onboarding process?

We have an extensive onboarding and induction program which will take you through exactly what to expect before you start your new role, by the end of your first day, by the end of your first week, and by the end of your first month. You will also find important information to online safeguarding training sessions you will be required to complete during your induction.

Is there a probation period?

Yes, there is a probation period of 6 months for support staff. This provides an opportunity for us to put in place a structured plan of CPD and support for new colleagues.



STAFF TESTIMONIALS

Taken from our 2023 staff wellbeing survey

"I work with a wonderful team of colleagues who are supportive and will make themselves available when needed to debrief etc. I feel very blessed that my line manager in particular is very supportive and understanding and takes into consideration any presenting factors which could potentially impact on my wellbeing and workload."



"I find that generally my wellbeing and work-life balance is good. I find that SLT are very supportive of my department and I can talk to other people I work with about any issues. I appreciate that any time there are parents evenings, there is not CPD on a Monday evening. I also like that we have been given other training days as days off, such as September 1st."

"I feel well supported in my role. In particular with regard to flexible working and ad-hoc childcare needs which used to be a big cause of anxiety for me."



"Employee support program is good and helpful to manage life inside and outside school."

"I think the school and Trust does a lot to support wellbeing and workload."

"Wellbeing champions and their supportive work of the staff has been excellent and would continue to help the continual wellbeing of staff. The coffee van is also an excellent little pick-me-up when it's on site."

"The work of the wellbeing champions. It is much appreciated!"

"Deputy head actively shows support, always makes sure we feel seen and heard and checks in regularly to make sure everything is going OK. "





"My Head has been incredibly supportive of my wellbeing and is always willing to stop and listen when I am in need of someone to talk to if things become overwhelming. They have supported with helping to make my workload manageable so I can have a better work life balance. I am really grateful for that. It makes a huge difference."

"I feel our SLT are really approachable and understanding. I think they do a great job at just listening and supporting where needed."

"I feel always cared for by school. It is a really lovely nurturing caring place to work."

"I am very happy at work, I look forward to coming in and the things put in place by the trust after the last survey such as the coffee van visits have made a massive improvement to the enjoyment we collectively have at work."

"I am very happy in my place of work. I feel issues are listened to and management support them as best they can. Thank you."

"I love working at my school! Although it's crazy busy we always work together as a team to support each other. I am always thanked by my direct leadership at the end of each day."





RECRUITMENT PRIVACY NOTICE INSPIRE EDUCATION TRUST



Inspire Education Trust

Together we achieve, individually we grow

Who is collecting your data?

Inspire Education Trust is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the Trust. If we make an offer of employment, the Trust will provide a fully informed privacy notice to employees.

Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010

What is being collected?

The information you provide us within submitted forms is collected to enable us to consider your suitability for the vacancy. This includes:

- Name and contact details (phone number, email and address).
- Previous work history and experience
- Education, training and qualifications
- Referee contact details

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues

We ensure we keep our records up to date by logging these on the TES platform in which you made your application. If you are successful in your application, we will provide you with further details about how we will process your personal data.

Do we share your data?

Information on application forms and notes made during the interview process are not shared if an offer of employment is not made. If an application is successful, a workforce privacy notice will be provided to you, detailing how we will use your personal data.

Your Rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters>

Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

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