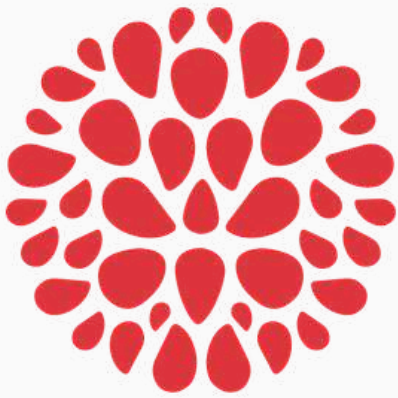




ADVANTAGE  
SCHOOLS



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.

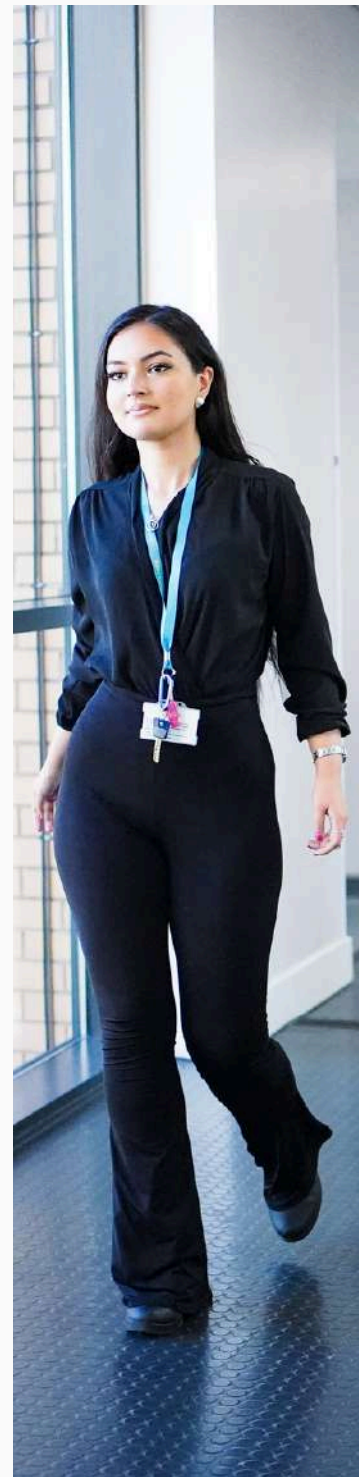
Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: [www.advantageschools.co.uk/join-us/work-for-us](http://www.advantageschools.co.uk/join-us/work-for-us)

## 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

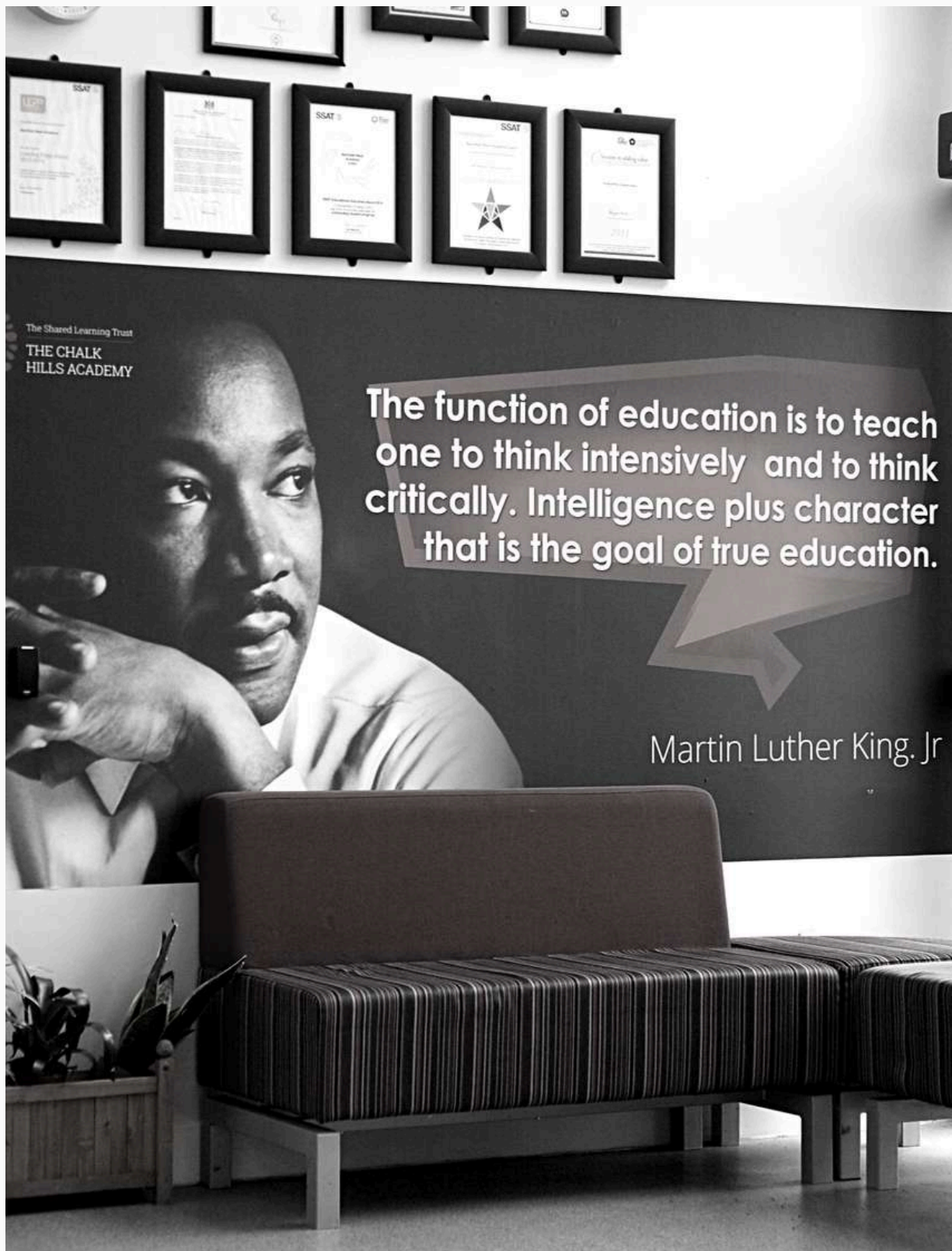
Perkbox also provides 24/7 access to GP appointments, confidential support and guidance through the Employee Assistance Programme.

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](http://WWW.ADVANTAGESCHOOLS.CO.UK)



## Site Agent

The Chalk Hills Academy are seeking a proactive and hands-on Site Agent 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-humoured facilities department to help keep our Academy safe, clean and in a good state of repair. We are seeking a committed Site Agent 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

- Grounds maintenance
- Building maintenance
- Simple plumbing, electrical, joinery and decoration work
- Security of premises
- Ensure the school is secure out of working hours, following correct procedures for alarm systems
- Portering
- Health & Safety
- Heating and lighting
- Cleaning

### The successful candidate will

- Have experience of site agent duties in a general capacity.
- Have basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.
- Be able to communicate politely and tactfully with school premise users
- Strong IT skills
- Ability to problem solve and use own initiative
- Have substantial knowledge of Health and Safety, including COSH.
- An understanding of safeguarding
- Be willing to undertake relevant training.

### Job specifics

**Start date:** asap

**Salary:** AS 6-8 £26,298-£27,133 dependent on experience

**Job Role:** Full time, Permanent, 52 weeks per year, 37 hours per week, 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**

### **VISION AND PURPOSE**

Responsible to the Facilities Lead, Principal or Estates Manager, the postholder will be responsible for the day-to-day functioning of the school, particularly in the areas of:

- Security of premises;
- Porterage;
- Grounds maintenance;
- Heating and lighting;
- Driving and vehicle maintenance;
- Health & Safety;
- Cleaning; and
- Building maintenance.

### **ACCOUNTABLE FOR**

#### **1. Security of Premises**

Ensuring the school is secure out of working hours;

Following the correct procedures for alarm systems;

Patrolling school premises and property on foot with a view to ensuring the security of areas and providing a visible security presence.

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 school is open for students each school day and to persons who have hired the premises for public or private use.

Monitoring, recording and reporting all infringements of school policies to relevant staff.

Monitoring the school CCTV systems in line with data protection procedures and to respond to any incidents, as required. To report any problems or defects with equipment and liaise with the Police as required.

#### **2. Porterage**

Providing a porterage service between and to school departments/areas. Ensuring that parcels are signed for upon receipt and then are correctly delivered to relevant departments/locations. Also ensuring that all other items are moved in a safe and timely manner as directed.

Actioning Site requests as instructed.

Completing any office/classroom moves as required.



Emptying all recycling and waste bins as required.

Setting up rooms as required for school activities e.g. Open Days, exams, parent meetings etc.

### **3. Grounds maintenance**

Keeping all hard landscaped areas, paths, playgrounds and car parks within the premises boundaries free from litter.

Undertaking general grounds maintenance tasks where required, including grass-cutting, hedge trimming etc.

Ensuring safe movements around the school; to clear entrances and pathways of any form of obstruction and during adverse weather conditions clear and treat walkways in the event of ice, snow or any other safety hazard.

### **4. Heating and lighting**

Ensuring that the temperature within the school 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.

### **5. Driving and vehicle maintenance**

Driving school vehicles as required (including minibus trips for students), abiding by the Schools insurance and registration requirements for use.

Being responsible for arranging MOT's, road tax and regular services of school vehicles, ensuring, where possible, normal school functions are not impacted.

Keeping a daily mileage record and assist in taking and retrieving vehicles from the service garage, if necessary.

Reporting any vehicle defects, faults, incidents and accidents to the Facilities Lead as soon as discovered.

Being responsible for the cleanliness of the vehicles inside and out.

### **6. Health & Safety**

Carrying out all necessary Health & Safety/compliance checks. Ensuring all appropriate records and documentation are kept in accordance with regulations and as directed by Facilities Lead, Principal or Estates Manager.

Monitoring and maintaining fire safety equipment and ensure that they are fully functional at all times.

Conducting a weekly fire alarm check and provide support and assistance during fire evacuation procedures ensuring that these are in line with current fire regulations and Trust/School policy.

Assisting the Facilities Lead with ensuring that Trust/School Health and Safety policies and procedures are followed in line with legislation, including carrying out statutory checks and recording any findings.

Assisting with risk assessments as required.

Overseeing fire, intruder and bomb evacuations as directed.



## **Cleaning**

Ensuring that standards of cleanliness are maintained within the school including monitoring work of cleaning employees as required and providing cleaning cover for any accidental spillages which may constitute a health hazard or as directed by the Facilities Lead, Principal or Estates Manager.

Ensuring that adequate stocks of cleaning materials are maintained and that they are stored and used in accordance with Health and Safety (COSHH) regulations.

Cleaning the school washroom facilities as required.

Ensuring all equipment used in cleaning tasks is maintained to required standards.

Keeping all school areas free from litter, including external areas.

Removing graffiti from all areas of the schools using appropriate cleaning methods and materials.

## **Building maintenance**

Carrying out minor building repairs and works. Indicative examples (non-exhaustive list) below:

### **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 drain down, where appropriate, water, switch off gas and electrical installations following emergency incidents.

Ensuring that stocks of site consumables, such as light bulbs and batteries are kept at a good level and accurate records are kept.

Co-ordinating emergency and planned repairs, liaising with external contractors and ensuring they are all fully briefed on Health and Safety before completing any maintenance work; issuing site access cards/keys or their equivalent, if required, and maintaining daily contact with them. Overseeing building works and building/maintenance contractors, ensuring they comply with Health and Safety regulations as directed.

Identifying and reporting any repairs and maintenance work required.

### **Other duties**

Supporting the Site Lead in respect of all matters related to lettings and community use of the School.

This may include, but is not limited to, maintaining a diary of usage, taking and receipting payment, setting up and putting away equipment and showing potential users facilities available.

Providing cover at weekends as required meeting the needs of the schools and to assist with the security around rental of the property by external organisations.

Completing tasks and complete accurate recording on the Trust facilities management software.

Using the School ICT systems as required to fulfil the role.

Assisting at other Advantage Schools sites, within a reasonable distance, as directed.



Undertaking any other associated duties as appropriate from time to time assigned by the Facilities Lead, Principal or Estates Manager.

**Other statutory duties**

- Safeguarding

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

- Equality and Diversity:

To be responsible for promoting equality and diversity in line with School procedures.

- Training and development:

To participate proactively in training and development including qualification development required in the job role.

- GDPR – Data Protection

To be responsible for following GDPR requirements in line with School policies and procedures.

Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the Site Assistant will carry out.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Facilities Lead, Principal or Estates Manager.



## 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

### Note to candidate

Please make sure, when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	Measured	Desirable	Measured
Experience	Demonstrable experience of site assistant duties in a general capacity.	1,2	Experience working in a busy, pressurised school/other environment.	1,2
	Proven ability to work through problems without seeking further guidance.	1,2	Demonstrable experience of supervising others.	1,2
Skills/Abilities	Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.	1,2	Ability to work at height.	1,5
	Able to work without supervision. Contribute positively to the work of the team.	1,2		1,2,4
	Follow instructions and procedures.	1,2		
	Able to communicate politely and tactfully with school premise users.	1,2		
	Able to plan and organise workloads to meet conflicting work demands and deadlines.	1,2		
	Able to write straight forward reports and read and comprehend complex written information.	1,2		



	IT Literate  Able to work on own initiative within school policy and procedure.	1,2  1, 2		
Equality issues	Able to identify some types of discrimination that commonly exist.	1,2		
Specialist knowledge	Knowledge of the service provided and expected of a modern facilities management team.  Substantial knowledge of Health and Safety, including COSHH.	1,2		
Education and training	A good standard of education including literacy and numeracy.  Willingness to undertake relevant training.	1,2  1,2	First aid Qualification.  Maths and English to GCSE grade C or equivalent.	1,2,4  1,4
Other requirements	Able to adapt to changing operational demands in terms of tasks undertaken.  Must be a resilient character with a flexible approach to work including role, hours, and place to work.  Reliable and punctual with a strong and proven work ethic.  Ability to provide cover at weekends as required.  Ability to be contacted by telephone occasionally at short notice.  Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns.  Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	1,2  1,2  1,2  1,2  1,2  1,2	Current valid full driving licence preferable with either D1/D1 extension.	1,2,4



	Willingness continuously to update skills and knowledge.			
	Willingness to work at all locations where Advantage Schools operate within a reasonable distance.	1,2		
	Willingness to be a fire warden or first aider.	1,2		
		1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)