



ORMISTON
SIX VILLAGES
ACADEMY

[OAT]
Ormiston Academies Trust
AN OAT ACADEMY

Lettings Officer

Candidate Pack

Principal: Mr Paul Slaughter

LIME AVENUE • WESTERGATE • CHICHESTER • WEST SUSSEX • PO20 3UE

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“Leaders and staff set high expectations for pupils’ learning, including those pupils with special educational needs and/or disabilities (SEND)...the school is a calm, orderly place... there is a strong sense of community in this friendly and inclusive school...pupils learn to become responsible, respectful citizens”

Ofsted, November 2022

Lime Avenue, Westergate, Chichester,
West Sussex PO20 3UE
Tel: 01243 546800

Contents

3	Letter from the Principal
4	Job Description
5	Person Specification
6	Vision
7	CPD
8-9	Our Sponsor
10-11	Our Community



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WE BELIEVE IN EXCELLENCE FOR ALL
BECAUSE THERE IS EXCELLENCE IN ALL

Ormiston Six Villages Academy



We believe in the limitless potential of every young person we serve...

As Principal of Ormiston Six Villages Academy, I would like to extend a very warm welcome to you. This is a fantastic time to join our small, vibrant and caring learning community at Six Villages. We provide students with a safe, positive environment to explore, learn, investigate and develop into confident young adults who are ready to enter an ever changing and competitive world. In September 2017, Ofsted granted Six Villages a rating of 'Good' in all categories and the Ofsted November 2022 inspection confirmed our academy is consistently good in all categories.



This outcome is a testament to the hard work and belief of our staff body, the commitment and partnership of our families, the unfailing support from our sponsor, Ormiston Academies Trust, the challenge and constant encouragement of the Governing Body and, most importantly, our wonderful student body who are the epitome of excellence and endeavour. The strong alignment amongst stakeholders makes this academy a great place to work and take your career on to the next level.

I have enormous pride in being the Principal of such a wonderful academy. We know that academic achievement of the highest order is within our reach and we strive to become a truly outstanding academy. With this in mind we are looking for exceptional professionals to join our staff body who demonstrate the ability to achieve outstanding student outcomes, and make a significant difference to the lives of the young people at Six Villages.

We are seeking to recruit a reliable **Lettings Officer** who takes pride in their work. This role has responsibility for preparing for and overseeing evening lettings and responsibility for locking up site, setting up and taking down equipment and ensuring the area is clean and safe. Ensure the areas are clean and ready for learning the next day.

The successful applicant will undertake a range of sports centre duties, maintaining a clean and inviting environment to ensure the delivery of high-quality sport and leisure facilities to our lettings customers. You will have strong customer service skills and you will work well with others. Full training will be provided.

Key responsibilities include:

- Prepare spaces as required for lettings in line with the lettings schedule
- Meet and greet all hirers
- Be a keyholder and lock up site when lettings finish at 9pm
- Complete checklists to say work has been completed
- Undertake cleaning duties before leaving site which may include dusting, emptying bins, picking up litter, sweeping, toilet cleaning, to ensure the areas are left clean and ready for school the next day
- Restock facilities e.g. soap, paper towels. Report when stocks are low.
- Store all equipment and chemicals used in the appropriate manner.
- Be flexible with hours of work when required

The post will suit a conscientious and committed individual, committed to providing a clean and safe environment for staff, students and lettings customers. It is a hands on role that requires energy and passion for a spotless environment. You will also be dedicated to the security of our site, performing all necessary checks prior to locking up site.

To further your insight into our academy, please take a tour of our website at **www.ormistonsixvillagesacademy.co.uk** and read the September 2017 Ofsted report via the link which can be found on the website under Key Information/Ofsted.

If you have any further queries or wish to arrange a tour of the academy, then please do not hesitate to contact Mrs Canadas, Administration Manager, on 01243 546802 or by email ccs@ormistonsixvillages.org.uk.

I look forward to receiving your application.

A handwritten signature in blue ink, appearing to read 'Paul Slaughter'.

Paul Slaughter
Principal

The Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

“Leaders are ambitious for the school and its pupils. They have created a positive and warm environment for learning. Higher expectations have helped pupils to make faster progress...”

Ofsted, September 2017

Job Description

Location	Ormiston Six Villages Academy	Area	Site
Role	Lettings Officer		
Pay	Grade 3, Points 6-10 39 weeks (term time + 5 INSETS) FTE pay £25,989—£27,694 Actual salary: £9,062.62-£9,657.17	Working hours: 15 hours Monday-Friday 18.00-21.00 <i>Can be flexible with timings if we don't have lettings until 9pm on a given day</i>	
Reporting to	Premises Manager	Line manages	N/A

The Role

This is a role with responsibility for preparing for and overseeing evening lettings and locking up site. The postholder will undertake a range of sports centre duties, maintaining a clean and inviting environment to ensure the delivery of high-quality sport and leisure facilities to lettings customers.

Key Responsibilities

- Prepare spaces as required for lettings in line with the lettings schedule
- Meet and greet all hirers
- Be a keyholder and lock up site when lettings finish at 9pm
- Complete checklists to say work has been completed
- Ensure the areas are left clean ready for school the next day: undertake cleaning duties which may include dusting, emptying bins, picking up litter, sweeping, toilet cleaning
- Restock facilities e.g. soap, paper towels. Report when stocks are low
- Store all equipment and chemicals used in the appropriate manner
- Work to ensure and maintain safety and security of the building and those within it
- Escalate any safety issues to the line manager
- Work to expected standards and complete work within required timescales
- Report any faults with materials and/or equipment as necessary
- Be flexible with hours of work when required

Academy culture

- To demonstrate a commitment to equality of opportunity for all members of the academy's community
- To actively promote the academy at all times
- To be active in issues of student welfare and support

Other

- To be aware of and comply with policies and procedures relating to Child Protection, Health & Safety, security, confidentiality and data protection, reporting all concerns to the Principal
- To undertake other various responsibilities as directed by Line Manager or Principal
- To meet the expectations of all staff as laid out in the Staff Code of Conduct
- To uphold all academy policies with consistency and diligence.
- To actively promote the academy at all times

This job description only contains the main accountabilities relating to the post and does not describe in detail all of the duties required to carry them out

Person Specification

Qualifications criteria	Essential/ Desirable	Assessed through
Level 2 English and Maths qualification	E	Application/certificates
Eligible to work in the UK	E	Application/certificates
Knowledge & Skills		
Knowledge and compliance with policies and procedures, eg. Health and Safety, Child Protection, GDPR	E	Application/interview
Experience		
Experience of cleaning	D	Application/interview/ references
Experience of working in a secondary school environment	D	Application/interview/ references
Experience of working on own initiative	E	Application/interview
Behaviours		
Ability and willingness to undertake all necessary training	E	Interview
Ability to maintain a professional manner at all times	E	Application/interview
Excellent communication and organisational skills	E	Application/interview
Able to follow instructions accurately but make good judgement and lead when required	E	Application/interview
Demonstrates resilience, motivation and resourcefulness	E	Application/interview
Helpful, positive, calm and caring nature	E	Application/interview
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	E	Application/interview
Act as a role model to staff and students	E	Interview
A team player who can work effectively as part of a team and alone	E	Application/interview

Vision

All staff at the academy are employed to support and promote our key aim: To enable the children who join us to leave as happy, healthy, well-adjusted young adults, who are well-prepared to take the next steps in their education and careers.

All staff are required to support, model and, where appropriate, teach or promote, the Trust's core values:

Anyone can excel
Enjoy the challenge
Share what is best
Be inclusive

All staff have a statutory responsibility for the safeguarding of children and the promotion of their welfare. This means that at all times, staff must consider what is in the best interests of our children and young people. In order to fulfil this responsibility effectively, all staff are required to:

- Ensure that they are aware of the academy policy and procedures for child protection and safeguarding.
- To become aware, by attendance at relevant training, of the signs and symptoms of abuse.
- To attend annual refresher training as required and to have completed the online Level 2 Safeguarding and Prevent training.
- To report all causes for concern to the Designated Safeguarding Lead
- To ensure the safety of all pupils in the school learning environment both indoor and outdoor.
- To carry out or contribute to risk assessments as required.

All staff are required to adhere to the spirit and letter of the academy's Equality Policy, to respect all aspects of diversity, to ensure no conscious discrimination and to challenge potential unconscious discrimination on the grounds of any protected characteristics.

All staff are part of a wider academy team. Each individual, therefore, is required to support the values/ethos of the academy and the academy priorities as defined in the Academy Improvement Plan. This will mean being responsive to the needs of colleagues, parents and pupils and being flexible in a demanding environment. On occasions the post holder may be expected to carry out reasonable duties or roles or additional tasks, as requested by the Principal and Governors, which are not specifically detailed in this job description.

All staff in the academy work subject to statute and academy policies and procedures. The post holder will be expected to become familiar with these and work in accordance with them and to notify their line manager in writing if they require additional training or support.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure and Barring System check to be undertaken. It is essential that post holders disclose whether they have any pending charges, convictions, bind-overs or cautions and if so, for which offences. Any failure to disclose such convictions will result in dismissal or disciplinary action by the academy.

“If we can create a culture where every teacher needs to improve, not because they are not good enough, but because they can be even better, there is no limit to what we can achieve..”

Dylan William

Your CPD

High quality Continuing Professional Development is at the heart of Ormiston Six Villages Academy where staff feel nurtured, developed and can contribute to the development journey at the Academy.

We aim to develop our staff professionally and personally and our CPD is highly tailored to developing or enhancing the skills, knowledge and professional practice of each individual member of staff. A dedicated senior leader tracks the CPD and evaluates its impact to ensure that the needs of colleagues are met.

We believe that staff should have access to supportive and nurturing CPD at every stage of their professional career that adds value to the individual and their contribution to the academy. We actively promote and encourage all staff to pursue:

- research engaged learning and development opportunities
- peer to peer networking with local teaching alliances
- studying for a qualification or accreditation - we are committed to life long learning as adults and support staff with further enhanced study, for example, diplomas, Masters' programmes, NPQML, NPQSL, NPQH. We also believe in contributing to CPD that leads to qualifications such as these, subject to mutually agreed criteria.
- online courses, for example webinars and podcasts
- observations - we highly encourage an open door culture where best practice is shared through a collaborative team approach
- Attending conferences and representing the Principal/Academy: OAT CPD meetings; ASCL briefings; local, national and international opportunities
- Regular teaching and learning training sessions and workshops which are highly engaging and tailored to the needs of the teaching body; staff are also encouraged to lead sessions.
- Supportive and thorough induction for ECTs and all new staff ensuring a smooth transition into Six Villages



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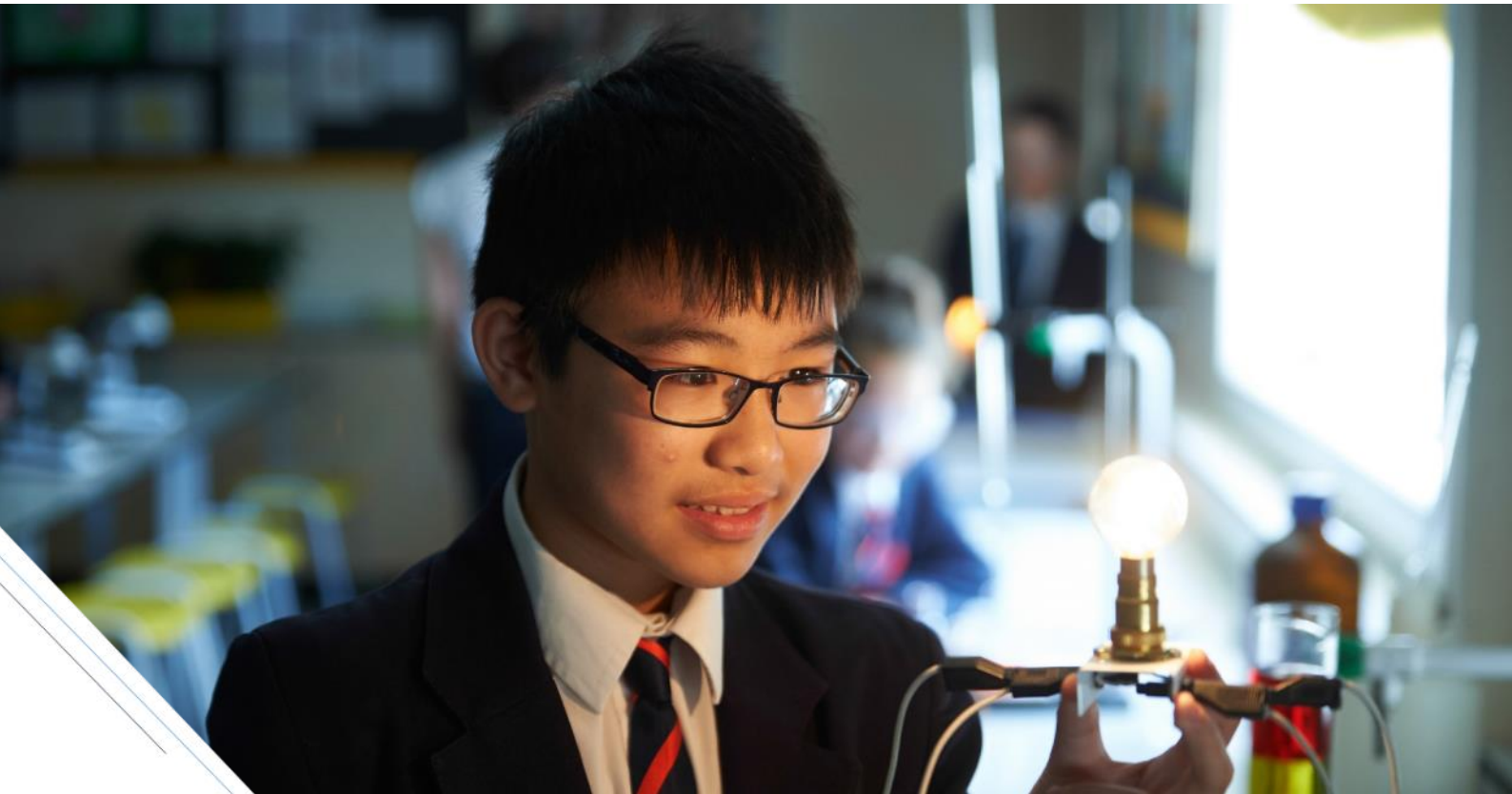
Ormiston Six Villages Academy



“The school works closely and harmoniously with members of the Ormiston Academies Trust. This collaborative relationship is having a marked impact on raising standards.”

Ofsted, September 2017

Our Sponsor



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“[Achieving ‘Ofsted Good’] is a brilliant outcome for Ormiston Six Villages Academy. The staff and students have put in an incredible amount of hard work and I am delighted to see Ofsted recognising how far the Academy has come, as a result of the hard work and dedication. We look forward to continuing to work closely with the academy as it continues on its upward trajectory.”

**Nick Hudson, Interim Chief Executive
at Ormiston Academies Trust (OAT)**

Ormiston Academies Trust (OAT) is a not-for-profit academy trust, sponsoring primary and secondary academies since 2008.

Our vision is for all young people to have the highest academic, social and practical skills to allow them to lead a fulfilling life. We are determined to become the Trust that makes the biggest difference. OAT academies share the Ormiston Academies Trust ethos of ensuring every child reaches their full potential; being aspirational and committed to academic excellence and being supportive yet courageous in our approach. The principles that lead to our academies’ success are not complicated:

- **Courage** – addressing the challenge where it’s not being addressed.
- **Aspiration** – no ‘can’t’ or ‘won’t’. There’s no place for excuses when a child’s future is at stake.
- **Culture** – insistence on the highest standards of performance and behaviour, without exception. That goes for teachers and students.
- Great leadership and finding the best teachers.

OAT is part of **Ormiston Trust**, which was set up by the Murray family in the name of Fiona Ormiston Murray—a young woman with her whole life ahead of her. She and her new husband were tragically killed in a car crash on their honeymoon in 1969.

Ormiston’s programmes now support thousands of children, young people and their families all over the UK, helping to improve their life-chances so they can fulfil their potential and lead happy and productive adult lives.

Ormiston’s programme of opening new academies continues with further expansion planned in the south of England, making future career opportunities with the Trust in this area within reach.

For more information on all Ormiston Academies please visit



www.ormistonacademiestrust.co.uk



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**Ormiston
Six Villages Academy**



“Pupils’ wider skills are very well developed through an exciting range of extra-curricular activities...”

Ofsted, September 2017

Our Community



There is no impossible dream or limit on ambition...

Ormiston Six Villages Academy is located in Westergate, between Chichester and Arundel, at the foot of the South Downs National Park.

On entering the Academy, students become a member of one of three communities, Wiston, Petworth or Goodwood—named after 3 prominent Sussex estates, reflecting our local heritage and our setting at the foot of the South Downs.

The Academy serves the predominantly rural communities between Chichester to the west, Arundel to the east and Bognor Regis to the south. Many of our students come from the surrounding area known as the 'Six Villages' - Aldingbourne, Westergate, Eastergate, Barnham, Walberton and Yapton - in the district of Arun.

Together, the villages provide a range of shops and services, and good road links together with Barnham's mainline railway station ensure good connections to London and the major South Coast hubs of Worthing, Brighton, Portsmouth and Southampton. There are enviable leisure facilities within easy reach—such as the internationally-renowned Chichester Festival Theatre, the spectacular draw of the Goodwood Estate and its world-class motoring events such as the Festival of Speed and the Revival meeting, as well as its racecourse. The surrounding countryside of the South Downs National Park and plentiful beaches, harbours and marinas provide ample opportunity for outdoor pursuits.

There is good availability of quality housing both in Arun and its neighbouring district, Chichester.

More information about Arun and Chichester districts, their amenities, leisure facilities and housing can be found at:

www.arun.gov.uk

www.chichester.gov.uk

www.sussexbythesea.com

www.visitchichester.org

www.zoopla.co.uk



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