



Transforming Lives

EDUCATIONAL TRUST

**Senior Site Service  
Officer**

**Ashlawn School**

**Recruitment Pack January 2022**

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# About Transforming Lives Educational Trust

## Our History

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high-quality school places. The Trust is set to grow over the coming years and currently comprises of two secondary-phase academies, Ashlawn School and Houlton School, and two primary-phase academies, Henry Hinde Infant School and Henry Hinde Junior School. Currently we are responsible for approximately 2400 children and young people and, along with the Trust's Central team, 350 employees and £13m of public money annually.

## Our Vision

We believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential.

Our family of academies will be recognised as the most forward-thinking and innovative organisations within the communities they serve, providing a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

## Our Strapline

Transforming tomorrow, today.

## Our Standards

### One team, one goal

- ◆ We are totally united and committed to improve life chances.

### Best daily deal, everyday

- ◆ We have the highest expectations for all, in all, from all, always.

### No excuses

- ◆ We see it, own it, sort it.

### Community First

- ◆ If it's important to you, it's important to us – we care.

## Our Values

**T**end the team – *listening to, sharing with, and learning from others so that we nurture the potential of all (loyalty)*

**R**each for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

**U**tilise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

**S**eize success – *holding onto our vision and building on our achievements (tenacity)*

**T**hank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

## Our Academies



## Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

### Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

### Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

### Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust day in, day out.

## Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.
6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from harm.

## Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

### Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

### Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

### Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

### TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

## About the Role

Thank you for your interest in the position of Senior Site Service Officer at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

### So, who are we looking for?

We are looking to appoint a committed and skilled individual to manage our site team at Ashlawn School and work alongside our Business Operations and Estates Manager to maintain the building and site to a high level and ensure the highest standards of Health and Safety.

The role is to provide caretaking, cleaning, portering, routine building maintenance and security, ensuring high standards of cleanliness, operational effectiveness and compliance with health and safety requirements.

You will have previous management experience, be confident and organised and will take responsibility for the care and maintenance of the premises. You will be a key player in ensuring the high standards of compliance are maintained and that facilities are safe and the best that they can be. You will manage the site team, including our cleaning team and will work closely with the Principal to deliver a high quality and safe learning and teaching environment.

### Why work for Ashlawn School

- A large, outstanding bi-lateral school committed to supporting all members of the school community to succeed Ashlawn is an oversubscribed, outstanding school, well respected within the local community
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, including ResearchEd, Rugby, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community

### What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role based at Ashlawn School. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application.

## How to Visit & Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website [website \(www.tlet.org.uk\)](http://www.tlet.org.uk). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply you should include a supporting statement with your application form (either in the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.



## Job Description

<b>Location:</b>	Ashlawn School
<b>Job Title:</b>	Senior Site Service Officer
<b>Salary:</b>	NJC12, £22,183.00 – NJC17 £24,491.00
<b>Contract:</b>	Permanent Support Staff terms and conditions
<b>Start date:</b>	ASAP
<b>Responsible to:</b>	Business Operations and Estates Manager
<b>Responsible for:</b>	Site Service Team
<b>Key relationships:</b>	Students and staff at Ashlawn School
<b>Job purpose:</b>	The role is to provide caretaking, cleaning, portering, routine building maintenance and security, ensuring high standards of cleanliness, operational effectiveness and compliance with health and safety requirements.

### MAIN ROLE AND RESPONSIBILITIES:

#### Security:

- To be the one of the main key holders for the school site
- Unlock and lock the school site, which will include the unsetting and setting of alarms
- Carry out daily walk rounds to ensure the site is safe and secure before opening hours
- Responding to out of hours call outs
- Make changes to and monitor access control systems throughout site

#### Maintenance and site management:

- To undertake minor building repairs and maintenance work such as;
  - Carpentry – fitting white boards and notice boards, replacing door and window furniture, repairing damaged areas around the school site
  - Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets
  - General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings such as locks, assembly/repair of furniture and shelf fitting, fence and path repairs, temporary glazing repairs
- Minor grounds maintenance – trimming hedges and trees, removing site debris, collecting broken glass and clearing leaves and litter from gullies
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices

- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting)
- To organise usage of the school minibus ensuring school minibuses are fuelled up, maintained, clean and safe to drive
- Manage the booking and management of the school's main hall, including organising the setting up for events internally and externally
- Act reactively to any site emergencies, equipment faults or maintenance issues and report them to the Business, Operations and Estates Manager
- To monitor stock levels of consumable items such as grit, light bulbs/tubes, repair materials and tools and arrange to replenish supplies in accordance with current procedures
- Flexible to allow for the covering of shifts in time of staff absence or school events
- Liaise with contractors for quoting and repair purposes, ensuring good end delivery

**Health and Safety:**

- Assist with emergency procedures, such as fire evacuation, lock down and first aid emergencies
- Ensure contractors are properly inducted to site
- Ensure working areas are kept tidy and safe
- Carry out weekly testing procedures in line with compliance and ensure any faults are actioned
- To be on hand for school lettings and events outside of the school day
- To test alarm systems weekly
- Undertake risk assessments, DSE assessments and COSHH procedures as appropriate and to take an active role in the delivery of good health and safety procedures

**Cleaning:**

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- Ensure the emptying of external bins, collection of recycling, removal of graffiti and cleaning the school minibus
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, and the Art department
- To control the provision of cleaning items including requisition, storage and distribution of such items
- Ensure site is tidy and presentable at all times, this will include
  - Tidying of rooms and emptying of bins following after school activities and lettings
  - Regular litter picking to maintain a tidy and presentable school site
  - Removal of spillages and resultant stains from floors and other surfaces
  - Carrying out regular audits to ensure a high cleaning standard is maintained

**People management:**

Manage the Ashlawn School cleaning team and the Site Service team, this will include;

- Carrying out performance reviews with staff, identifying training needs and supporting staff development
- Delegate and assign jobs where appropriate, ensuring best quality is delivered and safe working practices are followed
- Enthuse a dynamic and reactive site team
- Manage and update calendars detailing works booked in as well as events in the school calendar to enable site teams to set up spaces where necessary

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.



## Person Specification

Job Title:	Senior Site Service Officer
Reports to:	Business Operations and Estates Manager

**The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.**

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Qualifications/ Training</b>	<p>Maths &amp; English GCSE (or equivalent) grade 4 or above</p> <p>A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook</p>	Health and safety training
<b>Experience</b>	Experience of working in a site security role, maintenance environment or a background in industry e.g. carpentry, plumbing or similar	<p>Experience of managing a team</p> <p>Experience of placing orders and/or some financial responsibility</p>
<b>Knowledge/Skills (Ability to)</b>	<p>Good level of written communication and interpersonal skills</p> <p>Attention to detail</p> <p>Ability to manage and promote good behaviour in others</p> <p>Ability to carry out minor repairs, maintenance works</p> <p>Use of initiative</p> <p>Good time management and ability to prioritise</p> <p>Ability to work independently and as part of a team</p> <p>To establish good working relationships at all levels</p>	

<b>Personal Qualities</b>	<p>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect</p> <p>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</p> <p>Communicates effectively and is approachable</p> <p>Reliable, flexible and trustworthy</p> <p>Is committed to the continuous development of self and others by encouraging new ideas and seeking new opportunities</p>	
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**All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).**

