



APPLICATION PACK

ROLE: Academy Manager

START DATE: As soon as possible

SALARY: Grade 10 (SCP 27-30) £30,507

HOURS: Full Time

Moor End Academy

Dryclough Road

Crosland Moor

Huddersfield

HD4 5JA

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Principal: Mr Kash Rafiq

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'A word from the Principal'



Dear Applicant,

Firstly, thank you for your interest in working at Moor End Academy. If you are impressed by our work, understand our vision and want to be a part of our journey to world class, then we are keen to hear from you.

Moor End are partners in the highly regarded South Pennine Academies family, and we firmly believe in educating young people to be successful through strong leadership, high performing staff and through engaging communities. Our vision is to become a world class centre of educational excellence; an academy that provides the very best learning experiences as well as fostering a culture of aspiration, so that every student makes good progress and reaches their full potential regardless of their starting points. We passionately believe that, as educators, we have the power and responsibility to inspire our students to be the best they can be - to enable our learners to pursue their dreams and become the leaders of tomorrow.

To me, it's essential that all members of our school community put in the time and energy to bring the ethos to life. It's important to me that everyone who steps through our doors: staff, students and parents-are excited to be here! This attitude enables us to meet our goal of becoming a world class center of educational excellence in a positive, fun, and nurturing environment.

We want to expand our family of committed and skilled people, who will impact positively on the futures of our next generation. If you wish to discuss any of the opportunities we have on offer, please contact us at jharrison@edu.moorend.org or call 01484 222230.

Please enjoy reading further, and we look forward to hearing from you.

Yours sincerely,



Mr Kash Rafiq
Principal



Moor End Academy

Every Day: Respect | Ambition | Responsibility

Moor End is a converter academy that opened on 17th August 2011. We converted as an outstanding school. Prior to this we were a community school. Our CEO, Jane Acklam is a National Leader of Education. Under these designations we play a leading role in the training and professional development of teachers and contribute towards the raising of standards across the school system through school to school support. Moor End is an award winning academy and has continued to be recognised by Ofsted as 'outstanding'.

At Moor End we have the secondary resourced provision for students within Kirklees with visual impairment, with a capacity for 12 fixed-term places and 2 transitional places. Students within the provision attend mainstream lessons and are fully integrated in to academy life. In addition to these places, the team also supports over 80 students, across secondary schools in Kirklees, in an outreach capacity. The team consists of highly skilled teachers, technicians and educational teaching assistants who support the students' access to the curriculum. Students in the provision also access a personalised additional curriculum, which supports their independence, including - amongst others - mobility, braille and touch-typing.

We have a number of experienced and skilled educational teaching assistants who support students and classes that require enhanced input to access the curriculum. English and maths have their own dedicated teaching assistant whilst the other teaching assistants are managed, supported, trained and allocated through the special educational needs department.

We are an 11-16 mixed comprehensive academy with 1000 students on roll. In 2015, Woodside Pre School opened in the grounds of Moor End Academy. Woodside Pre School serves 2-4 year olds and has a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted, with the inspection report stating 'Children of all abilities make good progress from their different starting points. They are eager to take part and are well prepared for the next steps in their learning.'

Beaumont Primary Academy opened its doors for the first time in September 2016 and the staff and students moved into their fantastic new building which is on our Dryclough site on September 2018. For more information please see www.beaumontprimary.org.uk.

The academy draws the majority of its admissions from the local area. We are held in high regard locally and regionally. The academy's mission is for all young people at Moor End to ensure we can confidently say, "we gave every student his or her GCSE passport to success." We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and become the leaders of tomorrow.

We serve a highly deprived area of Huddersfield. Over 70% of our students come from ethnic minority backgrounds and we usually have around 10% of our cohort who are either new arrivals to the country, asylum seekers/refugees or other foreign nationals. 49.4% of our students have a first language that is not English. 38% of our students start education at Moor End Academy as lower attaining students, yet when they leave us, over two thirds make better than national average progress. The majority of our learners stay in education post 16 at the further education colleges within Huddersfield.



South Pennine Academies Trust has grown from strength to strength with eight primary and secondary schools that have a shared vision of:

- *Strong and effective leadership;*
- *High performing staff;*
- *Successful students;*
- *Engaged community.*

South Pennine Academies believe in school improvement through a partnership model; this brings expertise and capacity to the school improvement agenda. Whilst Moor End Academy retains its own characteristics and ethos, it benefits immensely from school partnership working. The shared working provides exceptional cross phase, subject to subject and leadership development opportunities to staff across the trust. You can expect the highest quality professional development at not only Moor End Academy, but also trust wide.

For more information visit <http://www.southpennineacademies.org/>

Dryclough Campus

Campus development at our Dryclough site continues to be exciting for staff, students and the local community, with Moor End Academy just one part of a vibrant campus, which includes;

Woodside Pre School - this serves 2–4 year olds and is a 36 place setting. In January 2016, it was rated as 'Good' by Ofsted. For more information please see <http://woodsideps.org.uk/>

Beaumont Primary Academy - the country's first Presumption Free School, opened its doors for the first time in September 2016. This primary provision currently accommodates up to 90 places this year. A new state of the art school building opened its doors in September 2018 with a capacity eventually for up to 630 children. For more information please see www.beaumontprimary.org.uk

Huddersfield Horizon School Centred Initial Teacher Training (SCITT) - "Huddersfield Horizon" teacher training base is situated on the Dryclough campus. For more information please see <https://huddersfieldhorizon.com/>

JOINING MOOR END ACADEMY

- Moor End Academy is committed to developing all staff within their roles and creating opportunities for further career progression.
- **Pension** – Every employee of Moor End Academy has access to the Teachers' Pension Scheme or West Yorkshire Pension Fund.
- **SAS** - The Academy uses School Advisory Service as our cover insurer and included in this is a number of wellbeing benefits for all members of staff. These benefits include a stress counselling service, physiotherapy service, cancer support service and a 24 hour GP Helpline.
- **Wellbeing Benefits** including annual flu vaccinations, fresh fruit for staff, staff exercise classes and much more!



LOCAL INFORMATION



Huddersfield is a large market town in the Metropolitan Borough of Kirklees, in West Yorkshire, England, halfway between Leeds and Manchester. It lies 190 miles north (310 km) of London, and 10.3 miles (16.6 km) south of Bradford, the nearest city.

Moor End Academy is easily reached from Barnsley (18 miles), Penistone (13 miles), Holmfirth (6 miles), Wakefield (15 Miles), Bradford (15 miles), Oldham (17 Miles), Rochdale (22 miles), Hebden Bridge (16 miles), Halifax (10 miles), and Leeds (20 miles). Moor End is just a few miles south of the town centre.



Huddersfield is near the confluence of the River Colne and the River Holme. Located within the historic county boundaries of the West Riding of Yorkshire, according to the 2001 Census it was the 10th largest town in the UK and with a total resident population of 146,234. The town is known for its role in the Industrial Revolution, for being the birthplace of rugby league and birthplace of the British Prime Minister, Harold Wilson.

Within our own catchment is the breathtaking Beaumont Park, which was bequeathed to the town in the 1880s, by the Henry Ralph Beaumont ('Beaumont's of Whitley' estate) and was opened on 13 October 1883, by Prince Leopold, fourth son of Queen Victoria, and his wife Princess Helena of Waldeck and Pymont (The Duke and Duchess of Albany). It is a fine example of a Victorian era public park with water cascades, bandstand and woodland. The academy has a working relationship with the Friends of Beaumont Park.



Huddersfield is a town known for sport, home to the rugby league team, Huddersfield Giants, founded in 1895 and Huddersfield Town F.C.- founded in 1908. Many of the staff are keen supporters. The town is also well known for excellent cycling facilities around the local area and many cycle lanes. Tour de France 2014 came to Huddersfield during the second stage, which was 125 miles long, including perhaps the most famous climb in British cycling - up Holme Moss, near Huddersfield. It also passed through Holmfirth, famous as the location of the long-running BBC comedy Last of the Summer Wine. The town is home to the University of Huddersfield and the sixth form colleges Greenhead College, Kirklees College and Huddersfield

New College Huddersfield is a town of Victorian architecture and beauty. Huddersfield railway station is a Grade I listed building described by John Betjeman as 'the most splendid station facade in England' second only to St Pancras, London. The station is less than 2 miles from the academy.

Banks and shopping

Many of the national banks and building societies have branches not only in the town centre but also in many of the outlying village areas. And.... finally shopping! The town hosts a range of shopping experiences including a haven for independent shopping, the Byram Arcade which is the town's oldest Victorian arcade and a great place to visit. It is spread over three floors, in the heart of the town centre and is home to specialist shops selling fashion, vintage, arts, crafts, and gifts, plus several cafés. We also have the Kingsgate Centre, an undercover shopping facility with all the expected high street brands. The full range of supermarkets and a market are also available in the town.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post of **Academy Manager** at Moor End Academy, then you should:

- Follow the link to complete the online application form;
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees with one being your current employer (with email addresses if possible). Do not enclose additional CVs;
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of Moor End;
- Submit your application by 9 am **Monday 13th July 2020** . *Late applications will not be considered.*

Time table for the selection process

- Closing date for applications: Monday 13th July 2020
- References requested: Following successful shortlisting
- Interview Date: **TBC**

Please note: Visiting the Academy

To ensure a fair process we will not be offering tours or visits to the academy prior to short listing. The opportunity to tour the academy etc. will form part of the interview process.

If you have not been contacted within the timescales outlined above, we regret that you will not have been offered an interview on this occasion and feedback from paper applications is not provided.

Successful applicants will be required to undertake a Criminal Record Check via the DBS. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

WHY JOIN THE ACADEMY CAMPUS TEAM?

Moor End Academy has been a beacon of good practice for a number of years. The Campus in which MEA sits centrally, has had significant investment in recent years, transforming the entire school site. As part of South Pennine Academies Trust, the team at MEA have been able to work with Trust partners to support a number of significant building projects which have had a positive impact throughout the local community.

In 2018, the Beaumont Primary Academy project was completed; a new Primary school within the MEA foot print. In the same Year, a large new staff car park was also completed, as was the fantastic 3G floodlit football facility. The facilities are used frequently by community groups, and are widely envied by other educational providers and establishments.

The Campus team work effectively to ensure all aspects of compliancy in relation to H&S, receiving excellent support and guidance from the Senior Leadership Team. MEA has an excellent track record in all aspects of H&S, and the well organised, professional team currently in place have contributed significantly towards the Academy's Capital Plan for refurbishment and development.

The Principal has clear vision, and drive to continue to invest in the site, providing a first class learning environment for staff, students and community partners. All stakeholders respect the school environment, upholding the MEA core values every day. MEA is a PFI school, and is held in every high regard within Kirklees, working collaboratively to meet the Academy's goals and objectives laid out by the Principal.

Job Description

Moor End Academy

POST TITLE: Academy Manager

GRADE: 10

PURPOSE OF POST

We require a passionate and inspirational individual with leadership qualities who will support the Principal and Senior Leadership Team in the smooth running of the Academy day. This role requires you to be a highly visible, consistent and supportive presence in and around the academy to lead, manage and build an effective and highly impactful business support team within the Academy.

KEY AREAS

1. **Business Support Management:** Ensure the Business support team provides an effective and efficient service to the Academy
2. **Facility and Property Management:** Working with other provider's onsite, support facility and property management, and health and safety across the campus.
3. **Health and Safety:** Be responsible for administration management, facility and property management, and health and safety management at the Academy.
4. **PFI contract management:** To manage the PFI contract, ensuring value for money is achieved within the constraints of the contract.
5. **General:** As a member of the Senior Leadership Team to communicate and implement the aims, policies and ethos of the school and to manage the smooth running of the academy day.

DUTIES AND RESPONSIBILITIES

1. Business Support Management

- Ensure the Business support team provides an effective and efficient service to the Academy whilst giving value for money.
- Review structures and make recommendations to the Principals
- Lead Business Support team meetings
- Provide training for Business support team
- Lead meetings between key staff, including Finance Manager, HR Manager and other relevant staff to ensure a cohesive service is offered to the Academy.
- Support the Principal to create an ethos within which all staff are motivated and supported to develop their own skills and subject knowledge, and to support each other.
- Hold all staff to account for their professional conduct and practice.
- Participate in the Academies appraisal procedures
- Oversee the Risk Protection Arrangement (RPA) and ensure insurance certificate is displayed every year

2. Facility and Property Management

- Take an active role in compiling and implementing a premises development plan
- To implement repairs and maintenance programme as agreed with the Principal

- To deploy premises and cleaning staff appropriately and/or liaise with contractors regarding work requirements. Ensure that work carried out by staff and contractors is completed to specified high standards, meets deadlines and complies with safe working practice
- To be responsible for ensuring that statutory compliance checks are undertaken across the Academy, and are recorded in accordance with Trust procedures. To act promptly and accordingly on any issues/actions arising from statutory compliance checks
- To record breakages, repairs and maintenance work that has been carried out and to record and monitor the quality of work carried out by directly employed staff, service providers and contractors
- Check contractors' Risk Assessment and Method statements (RAMS) and issue Permits to Work
- To ensure the asbestos registers across the Campus are up to date, read, signed and adhered to
- To deal with and participate in ad hoc requirements for repairs and maintenance work
- To arrange for the grounds maintenance and ensure works are completed to a specified standard and that safe working practices are adhered to. Liaise with contractors as necessary
- To undertake project work as directed by the Principal
- To lead the review of policies and procedures related to the premises functions for approval by the Principal and Local Academy Board
- To arrange inspection of electrical fittings and for contractors to deal with any defects
- Lead and to promote the academy's activities and facilities with the objective of maximising letting income and maintain the academy's reputation within the community

3. Health & Safety

- To be responsible for the day to day management of all facilities to make sure they are available for safe and secure use by all users over the course of the day, complying with H&S legislation, academy policies and good H&S working practices
- To ensure Trust H&S policies are shared with and understood by all staff
- To ensure Trust monitoring procedures are adhered to
- To undertake checks of the site for H&S compliance and to be vigilant for any health and safety hazards, mitigating risk immediately and appropriately, and reporting as necessary
- To ensure that all seasonal H&S related processes are adhered to, reducing risk of injury and closure across the campus
- To provide regular update of H&S matters to the Principal/SLT. To meet with the designated governor to discuss annual H&S inspections. To note and report, as necessary, on matters affecting the H&S of persons on the site
- To be responsible for signage around the campus and to ensure the H&S Notice Boards are up to date, and keeping staff informed on H&S matters
- To support the Principal with the closure of deficiencies identified on the General risk assessment and Fire Risk Assessment
- To ensure each Academy holds a termly H&S Committee meeting
- To be responsible for delivering staff H&S Induction and training as required

- To ensure the staff H&S training tracker is updated, ensuring that relevant training has been undertaken and copies of certificates are filed accordingly
- To undertake H&S Inspections and to follow up any actions arising
- To be responsible for taking any actions required from reported Near Miss forms
- To ensure all external contractors comply with internal H&S requirements
- To ensure that premises equipment, i.e. mechanical aids, steps are in safe condition
- To supervise termly fire drills, lock down drills and log findings
- To ensure the weekly fire alarm testing, emergency lights testing, inspection of fire extinguishers, and regular inspection of fire exits have been carried out and recorded
- To ensure the Fire folders are up to date and accurate
- To support the Principal and SLT with the implementation of the actions arising from the EW H&S action plan
- To address H and S related actions and communicate effectively with the Trust and SLT

4. PFI Contract Management

- Have a strong understanding of the strengths and limitations of the PPP contract and ensure the campus and premises are well maintained and managed
- Responsible for the oversight of the SPIE contract, monitoring contract performance and the quality of the grounds, cleaning and maintenance service at Moor End Academy
- To act as the main contact for SPIE staff and the Moor End Academy caretakers
- To monitor the work of the cleaning staff and deal with day to day work related issues, relating to premises and cleaning staff (e.g. absence cover, quality/quantity of work, working methods/use of new equipment/materials)
- To be responsible for the update of the SPIE Community use spreadsheet
- To attend half termly SPIE Property meetings, raise any issues and follow up any actions required
- To ensure SPIE life cycle works are identified and carried out for Moor End Academy
- To complete and submit unavailability forms/NADs as required for Moor End Academy
- To oversee variations process
- To ensure the SPIE asbestos register for Moor End Academy is read, signed and followed
- Ensure the schools conditions report actions from the DFE are acted upon within Spies lifecycle plan
- Challenge underperformance at all levels with effective corrective action.

5. General

To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the postholder's supervisor from time to time, in consultation with the postholder.

To support the CEO of the Multi Academy Trust with MAT wide developments as required.

The postholder's duties must at all times be carried out in compliance with the Academy's Equal Opportunities Policy and other policies designed to protect employees from harassment.

- a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.
- b) Co-operate with management of the Academy as far as is necessary to enable the responsibilities placed upon the Academy under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

Generic Support Staff Requirements

- Model the highest professional standards to staff and students in all aspects of the role, maintaining a visible presence around the Academy, leading by example.
- Have personal authority, communication and organisational skills to lead and manage effectively and with impact
- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community.
- Adhere to the principles expressed in the aims of the Academy.
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply Academy policies in all aspects of the role.
- Keep up to date with all aspects of the safeguarding children policy as it applies to the post.
- To submit written reports for full governor meetings and other relevant meetings as required.
- Take the role of Performance Manager for personnel within the Academy performance management structure.
- Be prepared to work 'across the piece' being flexible and interested in other senior leadership areas.
- Have high expectations of students and staff and to celebrate successes at every opportunity

RESPONSIBLE TO: The Principal

RESPONSIBLE FOR: Business support team and Assistant Campus Manager

Employee Specification

Moor End Academy
POST TITLE: Academy Manager
GRADE: 10

E = Essential / D = Desirable

	ATTRIBUTES		RELEVANT CRITERIA	HOW IDENTIFIED	RANK
1.	RELEVANT EXPERIENCE	1.1	Extensive experience and knowledge of Premises/Facilities Management and building maintenance programmes	Application Form / Selection Process	E
		1.2	Evidence of being an effective member of a school/establishment leadership team		D
		1.3	Experience of managing the training, development and supervision of staff		E
		1.4	Evidence of Finance, Business or HR related experience		E
		1.5	Experience with health and safety and Risk Assessment		E
		1.6	Experience of managing PFI Contracts		E
		1.7	Experience of managing school facilities maintenance and premises contracts		E
		1.8	Experience of project management		E
		1.9	Previous experience of working in an educational setting		D
		1.10	Experience of improving and implementing new systems, procedures and controls.		E
2.	EDUCATION AND TRAINING ATTAINMENTS	2.1	Hold a recognised training/qualifications associated with premises/building/facilities management AND/OR significant experience in field.	Application Form / Selection Process	E

		2.2	Qualifications relevant to post		D
		2.3	First Aid trained, or willing to undertake First Aid Training		E
		2.4	Up to date training - fire safety, ladder training, working with asbestos, working at heights and manual handling		D
3.	GENERAL AND SPECIAL KNOWLEDGE	3.1	Working knowledge of health & safety legislation and procedures.	Application Form / Selection Process	E
		3.2	The ability to understand and apply regulations such as health & safety, manual handling, COSHH, ladder regulations, legionella, lone working procedures and responsibilities, First Aid, hygiene, etc.		E
		3.3	Strong knowledge of maintenance and security systems		E
		3.4	Awareness and understanding of data protection and GDPR		E
		3.5	Understanding and commitment to the Academy's Equal Opportunities Policy and how it relates to the duties of this post		E
		3.6	Display commitment to the protection and safeguarding of all children and young people and undertake annual training		E
		3.7	Sound Understanding of Finance/HR and business support related functions		D
4.	SKILLS AND ABILITIES	4.1	Ability to manage and lead a team of staff and monitor their performance and provide appropriate support and training	Application Form / Selection Process	E
		4.2	Able to follow direction and work in collaboration with leadership team		E
		4.3	Ability to work constructively as part of a team, understanding Academy roles and responsibilities including own		E
		4.4	Sound ICT, Literacy and numeracy skills		E

		4.5 Highly developed planning and organisation skills with the ability to prioritise		E
		4.6 Excellent standard of written and oral communication		E
		4.6 Excellent interpersonal skills to build positive and sustained relationships with a wide range of stakeholders.		E
		4.8 Ability to monitor budgets in line with academy finance procedures, and procurement		E
		4.9 Ability to deal with challenging situations in a confident, fair and consistent manner		E
5.	ANY ADDITIONAL FACTORS	5.1 Promotes personal commitment to safeguarding and promoting the rights and welfare of young people.	Application Form / Selection Process	E
		5.2 Commitment to promoting the health, safety and welfare of the academy		E
		5.3 Commitment to ongoing personal training and development		E
		5.4 To have a flexible approach to accommodate the changing needs of the academy.		E
		5.5 Willingness to work outside of normal hours when required.		E
		5.6 Ability to deal with emergencies occurring outside normal working hours		E
		5.7 Appreciation of and the need to maintain strictest confidentiality about all matters concerning the campus		E

