



OSSETT ACADEMY RECRUITMENT PACK



OSSETT ACADEMY





DEAR APPLICANT

Thank you for your interest in Ossett Academy and Accord Sixth Form. We hope that the information contained within this pack will help you decide if you have the right qualities, skills and experience to apply for our vacancy.

The academy has gained a reputation for excellence that is best evidenced in the outcomes that pupils achieve across all aspects of academy life. Our strong tradition of success is built on a firm foundation of personalised pastoral care, ensuring a climate for learning that is calm, well ordered and secure. We recognise the hard work and efforts of pupils in their lessons and their learning and positive recognition of both staff and pupils is at the heart of our approach.

Academic success is only one part of our story, whilst at Ossett Academy we have an excellent track record of high levels of student achievement in the context of a broad and balanced curriculum, which we are incredibly proud of; we also offer and actively encourage our students to engage in a wide range of enrichment activities. There really is an extensive variety of extra-curricular opportunities at the academy.

Whilst supporting our students to be the very best learners is our primary focus, the development of our community is also an extremely important feature of our work. It is Ossett Academy's key priority to ensure that we have very positive relationships with parents and carers in order to fully support the learning of all young people.

We understand that partnership and collaboration is an important aspect to the on-going development of schools and academies and with this in mind, we continue to play a key role alongside our primary pyramid as a member of the Education Ossett Community Trust (EOCT), striving to provide world-class opportunities for the community of Ossett, and supporting young people aged 3 to 18 to develop a lifelong passion for learning, across a range of experiences.

Further to this partnership approach, we work alongside Horbury Academy, Horbury Primary Academy and Middlestown Primary Academy as part of the Accord Multi Academy Trust. We feel this is both exciting and enriching for the Academy and its staff and pupils. The vision of our partnership is that the Accord Multi Academy Trust will enhance both our practice and knowledge of learning across primary and secondary education, whilst also providing access for pupils and staff to an even better range of opportunities in order to achieve excellence.

I am extremely proud to lead Ossett Academy and to work alongside such a talented body of pupils and staff, who are fully committed to working as a team. If you feel that you have the vision, drive and energy to support and contribute to the Academy's further continued improvement, then we would love to hear from you.

Samantha Broome
Principal



WHY OSSETT?

- Ossett Academy is much larger than the average-sized secondary school and is heavily oversubscribed.
- The proportion of students supported through the pupil premium is below the national average.
- Well-below average proportions of students are from minority ethnic groups that speak English as an additional language.
- The proportion of disabled students and those who have special educational needs supported at school action is above average.
- The proportion supported at school action plus or with a statement of special educational needs is well below average.
- Ossett is a dynamic learning community that promotes enjoyment, opportunities and friendship.
- We aim to promote excellence by inspiring students to realise their full potential, achieve high standards and have the courage to accept new challenges.
- We are hugely committed body of staff, all working together to maintain a safe, caring and healthy environment for all which creates hopes, dreams and aspirations.
- We aspire for all our pupils to develop as life-long learners with the skills and determination to succeed in an ever changing technological world.
- We support all our pupils with the skills and learning opportunities to become responsible members of a local, national and international community who promote equality and respect and understand the value of our environment and its future.



ABOUT THE TRUST

The Accord Multi Academy Trust is an educational charity established in September 2016 that is currently made up of four academies who were the founding members of the Trust. In September 2016 Horbury Academy and Ossett Academy & Sixth Form College came together, moving away from their stand-alone Trust status and were joined in December 2016 by Horbury Primary Academy and Middlestown Primary Academy.

The overarching vision for the Trust is to work in one 'Accord – celebrating the differences of each academy through strong collaboration in order to inspire all members of our learning community to be the best that they can be.' Our academies work on the following key principles:

- Ambitious for our young people and staff;
- Creating a positive climate and an ethos for learning and success;
- Collaborative to secure the best possible learning experiences for young people and staff;
- Opening doors for parents, carers and the community and being fully inclusive;
- Resilient in order to develop in young people and staff a mind-set for success;
- Dynamic and reflective learning communities.

Our vision and key principles are underpinned by the highest expectations on what every child can achieve regardless of their context or starting point.

Having consolidated our position as a Multi Academy Trust, we are now at a point where we are looking to build on our existing central structures to sustain our improvement to date, but also to ensure that we have the strong educational capacity necessary to welcome more academies to join the Trust. This particular post is therefore a very important feature of our planned growth and development and aspiration to provide a world class education for all young people within our community.

WHY WORK FOR OSSETT ACADEMY AND ACCORD MAT

The Accord Multi Academy Trust is a Wakefield based Trust; all four academies in the Trust are closely located to one another which lends itself to many opportunities to work closely and collaboratively. All academies are within a three mile radius of one another and can be found a short drive off junction 40 of the M1.

At Accord we are committed to providing world class education for all young people within our community and as such we recognise the pivotal role that our staff play in this respect.

The Trust places at the heart of its development a commitment to high quality professional development for all staff who join the Trust. We understand that by investing in our staff we will create an organisation with a shared vision and values that will transform education for young people.

The Trust is strongly committed to fostering a positive and healthy working environment with wellbeing and workload management at the forefront of all decision making.

Across the Trust there are a number of opportunities for staff to come together outside of their normal working day in a social or other activity capacity. The Trust and individual academies organise regular staff social events, craft workshops, a staff choir; sporting groups currently include a running club, and weekly staff netball and football matches.

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“Joining Accord this academic year has given me a great opportunity to advance my career in a direction I am truly passionate about. Leaders are given the freedom to innovate and trusted to make decisions that will have a positive impact on pupils. I am certain joining Accord was the right choice for me and my career.”

Dan
Director of
Mathematics

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“Working for Accord provides opportunities to work closely with the wider Trust to develop skills and knowledge and build positive working relationships. I was a School Business Manager at Middlestown Primary when the school joined the Trust in 2016; the support and development opportunities available to me since then have enabled me to progress to a managerial role in the central team alongside completing professional qualifications.”

Jules
Finance
Manager

As a Trust we are committed to provide the following benefits for employees:

- An opportunity to collaborate with colleagues across academies and within the central Trust teams, with other academies and Multi Academy Trust's on a local or regional basis.
- Formal opportunities arising from collaboration provide:
- Structured and informal opportunities to share best practice that affords colleagues the opportunity to develop their own skills;
- Efficiencies of scale and a joint up approach to working and developing initiatives, agendas and changes to practise.
- Opportunities to lead on developments as a stepping stone to further career opportunities.
- The opportunity to work in a forward thinking and fast paced environment alongside a range of professionals with a proven track record of success in transforming education for young people.
- A specific career stage pathway of professional development with a commitment to support engagement in nationally recognised professional qualifications (NPQ's).
- The Trust maintains nationally agreed terms and conditions in relation to pay and conditions for teaching and associate staff, and continues to subscribe to local holiday patterns within the local authority of each academy.
- All employees have the opportunity to access a pension scheme.
- All employees have access to discounted rates for self and family members for a range of local and national companies and services, reviewed annually.
- All employees have access to the Fitness Suite at one of the academies in the Trust free of charge.

“I have been a member of staff at Ossett Academy since 2006. I have held a number of roles during that time. The level of support and guidance that I have received to progress through my career has been of the highest quality, internal courses such as Aspiring Middle/Senior Leader have been invaluable. I thoroughly enjoy my time at Ossett and can see myself working here for years to come.”

Kieran

Associate Assistant Principal/Teacher of Business

“I’ve been involved with staff well-being for a number of years. I lead the Academy’s Workload Group; it’s aim being to give staff a voice on matters relating to workload and a forum within which the academy can consider and respond to matters raised. I also lead a fantastic weekly running club, and have worked with departments to run after school fun staff workshops, Christmas crafts, staff and students choir, second hand swap shops to name a few!”

Lyndele

Curriculum Leader Art, Design & Technology

ADVERT



Premises Assistant

Scale 3 - £18,795 to £19,171 per annum

Full Time /Full Year /Permanent
Required for September 2020

Ossett Academy are seeking to appoint a Premises Assistant to join the Premises Team to assist in provision of a pleasant, safe and secure environment for pupils and staff.

The successful applicant will have some experience in a relevant field and demonstrable skills applicable for a caretaking and premises role.

Successful candidates will be on a 2 week alternating rota, 6.00am – 2.00pm and 11.00am to 7.00pm (with a willingness to be flexible regarding shift patterns as required to suit the needs of the Academy). There may also be requirement to provide support and cover at our other academies within the Trust.

For further details about the role please contact the Accord HR Department on hr@accordmat.org.

Closing date for applications is Friday 07 August 2020 at 12.00pm.

Interviews are expected to take place week commencing 10 August 2020.

The Application Form can be downloaded from the Academy website www.ossett.accordmat.org/recruitment and applications should be returned to the HR Department at the Accord Multi Academy trust by email to hr@accordmat.org.

Ossett Academy and Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Ossett Academy and Sixth Form College is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment.

POST TITLE: PREMISES ASSISTANT

REPORTING TO: BUSINESS OPERATIONS MANAGER

GRADE: Scale 3

LOCATION: Ossett Academy

WORKING HOURS: 37 hours per week, all year round

2 week alternating shift rota -

(6.00am to 2.00pm and 11.00am to 7.00pm)

The ability to work flexibly including weekend overtime as required is essential. The job holder may also be required to work flexibly at other academies and sites within the Trust.

OVERALL PURPOSE OF THE POST:

To assist with and contribute to the effective provision of a Premises Service, using knowledge and skills to preserve and improve a pleasant and safe environment for students and staff.

To uphold and promote the Academy's child protection and safeguarding policies and procedures and ensure they are adhered to by all staff.

To promote the safety and wellbeing of students.

Knowledge, skills and experience requirements for the post:

KNOWLEDGE & SKILLS

ESSENTIAL

Awareness of relevant Health and Safety guidelines, including COSHH, H&S at Work Act, Asbestos regulations etc.

Awareness of moving and handling procedures

Demonstrable DIY skills

Good organisational skills

Ability to prioritise tasks on a daily basis

Willingness to be flexible

Ability to contribute to effective team working

Ability to remain calm under pressure

Ability to work under own initiative when required

ICT skills and the ability to use an IT database and emails

Full driving licence for car and ability and willingness to achieve minibus licence within six months' of commencement if required

GCSE English and Maths to Grade c or above

Some experience of working in a relevant field and application of caretaking, premises, health and safety tasks.

DESIRABLE

Working knowledge of building and alarm systems

Experience of swimming pool plant management and water testing

Experience of working within an educational environment

QUALIFICATIONS

EXPERIENCE

RESPONSIBILITIES AND ACCOUNTABILITIES:

To assist with the effective provision of a Premises Service to the Academy, using knowledge and skills to preserve and improve a pleasant and safe environment for students and staff including the following;

Cleaning and Health and Safety

- To ensure that the building and grounds are kept in a clean and tidy state with particular responsibility for litter picking, sweeping, graffiti removal and pool hygiene.
- Attend to emergencies such as floods, broken glass, etc. as a priority.
- Clear snow and treat external areas with salt and sand in freezing conditions, paying particular attention to steps, slopes, paths, roadways and zebra crossings.
- Be aware of all relevant Health and Safety Regulations, including COSHH and report any breaches accordingly.
- Cleaning of halls (buff, mop etc.) both daily and during Academy holiday periods (strip and re-polish)

Security

- Ensure the security of all grounds, buildings and contents and deal with any breaches accordingly
- Ensure that the premises are fully secured and that the burglar alarm and CCTV systems are armed when the Academy is not in use or in partial use.

Lettings

- Liaise with letting companies to ensure efficient handover and continuity of service, reporting any issues as soon as possible to appropriate senior staff.

Swimming Pool Duties

- Attend to the pool plant and building as necessary, following necessary training.
- Undertake water testing and temperature monitoring three times per day and carry out additional periodic checks, ensure the pool and changing rooms are kept clean and tidy.

Portable Electrical Appliance Testing

- Perform ad-hoc tests as required by the Premises Manager

Maintenance and Repairs

- Repairs and maintenance as required including joinery, painting, basic plumbing (including rodding and plunging of waste pipes and drains) and other basic maintenance as directed
- Change fuses, bulbs, fluorescent tubes etc. where accessible and report electrical faults or broken sockets and switches, the smell of gas or other hazards to the Premises Manager immediately.

- Use of Chemicals is only permitted following appropriate training

Administration

- To work within the Academy system for prioritisation of workload and tasks assigned to the Premises Team under the direction of the Premises Manager. (Some of this will be ICT based).
- Identification and ordering of material needs, in liaison with the Premises Manager.

General

- To undertake such other duties and responsibilities of an equivalent nature, as may be determined by the Premises Manager from time to time, in consultation with the post-holder
- To participate in continual professional development and annual reviews of personal performance, undertaking necessary training as required
- The post-holder's duties must, at all times, be carried out in accordance with Ossett 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 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

Development/Other

- Occasional driving of college vehicles
- Commitment to ongoing personal training and development

Responsibility for resources

People

No line management responsibility

Budgets

No direct responsibility for budgets; however post holders should ensure all work is carried out within budget and cost effectively.

Physical resources

To use and maintain equipment / resources as described in the main tasks and responsibilities in a safe and effective manner.

Characteristics of the post: (e.g. non standard working arrangements and/or conditions, physical requirements such as lifting, mobility etc.)

The post is 37 hours per week, working on a 2 week alternating rota. Working pattern 6.00am to 2.00pm and 11.00am to 7.00pm, with an unpaid half hour lunch break per day.

There may be requirements to work flexibly and on different shift patterns to suit the needs of the Academy and Premises Team i.e. the Premises Assistant will be required to be flexible to ensure continuation of cover from 06.00 to 22.00 daily through periods of staff absence due to sickness, holidays etc. This will be mutually arranged so that overtime payments and late working are shared in a fair manner across the Premises Team.

This is a physical role involving manual handling to be carried out on a regular basis; e.g. lifting and carrying of equipment, pushing and pulling of items, etc. This will increase at peak times such as during examination periods and Academy closures. The job involves some exposure to disagreeable, unpleasant or hazardous working conditions.

Up to 15 days annual leave to be taken during Academy closure, the rest to be taken during term time. All holidays to be fitted around the needs of the Academy.

Employment checks required of this post:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications – see page 2 of this specification
- Two satisfactory references
- An Enhanced DBS Check.
- Confirmation of medical fitness for employment

Date: September 2019

