



Job Application Pack Site Officer Apprentice

Fixed Term for duration of qualification, (37 hours per week), All Year Round

Salary: National Apprenticeship Wage

*Additional Information: Successful candidates required to undertake NVQ
studies alongside employment*

Uniform provided

Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

S. Hampton

About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. The Trust comprises of Bluecoat Aspley Academy which includes the Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy and Bluecoat Primary Academy and more recently the Trust are pleased to have had The Nottingham Emmanuel School join.

Our aim as a Trust is to be recognised nationally and internationally as we develop our innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.



Bluecoat Aspley Academy



Bluecoat Beechdale Academy



Bluecoat Primary Academy



Bluecoat Wollaton Academy



Nottingham Emmanuel School

Bluecoat Aspley Academy

Bluecoat Aspley Academy has over 1500 students, including over 550 in the Sixth Form. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust). The Academy is both distinctively Christian and inclusive with all students being part of the large, diverse and multi ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy holds a strong and positive reputation within the city benefitting from its long history, success and prominent position.



Bluecoat Aspley
believe in yourself, in others, in God



Bluecoat Wollaton
believe in yourself, in others, in God

Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has over 780 learners aged 11-16 and is both distinctively Christian and inclusive with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its recent Ofsted inspection in 2018 and has a strong pastoral and academic reputation across the city. It is also pioneering some new approaches to curriculum and the celebration of knowledge at the heart of that. The school's outcomes place it in the top 10% in the country and visitors frequently comment on how the children are polite and keen to learn.

Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale
Academy**
Believe, Belong, Achieve



Bluecoat Primary
believe in yourself, in others, in God

Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located nearer our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and this new accommodation will be home to 420 primary aged children; 26 three year olds and like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.



**Bluecoat SCITT Alliance
Nottingham**

Bluecoat SCITT

Based at Sherwood Rise, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training OUTSTANDING teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

Apprenticeships at Archway Learning Trust

Archway Learning Trust offers a range of apprenticeships including apprenticeships in Catering, Administration, ICT, Finance, Estates, HR and Teaching Assistants. We provide an excellent quality of education to our students across the Trust and strive to ensure that we support our staff in the same way.

We have great experience of working with apprentices to offer valuable work experience and to enable apprentices to achieve recognised qualifications in their chosen field. We work closely with Central College Nottingham to ensure that we provide all necessary support to our apprentices whilst completing their qualifications. As a growing Trust we also have opportunities for continued professional development with some apprentices securing permanent positions and promotions across the Trust.



Emily Pateman
Apprentice Finance

My Apprenticeship with the Trust has opened many doors for me, it has allowed me not only to pick up a whole new set of skills to set me on a strong career path but it has also allowed me to interact and learn in a creative and supportive environment. For anyone contemplating doing an apprenticeship with the Trust I would definitely recommend it. The experience and supportive team around me has made this a very rewarding and enjoyable. I know for me I definitely made the right choice by saying YES!

I was 24 when I started my apprenticeship and it was daunting going back at the age I was as a mum. But my advice to people would be to just go for it! I had thought it would just help me get back to work quicker, but now I've got a qualification and a permanent job out of it!

Everyone at work is really nice and I've had lots of people working with me to show me things and make my job easier.

Doing the apprenticeship and getting a qualification meant I could apply for a job as a catering assistant. I applied and got an interview and was told that day that I'd got a job.



Jade Russell
Apprentice Catering
Assistant

The Vacancy

The Trust is seeking to appoint committed and enthusiastic Site Apprentices for our site teams. You would be joining high achieving, successful and forward-looking teams of staff who can support you during your studies.

The post holder will work under the supervision of the Site Manager to ensure that the Trust sites are well maintained, safe and secure environment for students, staff, visitors and external hirers.

When applying, candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

Whilst each role will be based at one of the Trust's Academies, the post holder may at any time be required to support or work at any of the sites within Archway Learning Trust.



Applications

For more information about Archway Learning Trust, please visit www.archwaytrust.co.uk. To apply for the role please download the 'Apprentice Application Form' from the 'Vacancies' section on our website and submit to recruitment@archwaytrust.co.uk clearly demonstrating your suitability for the role.

Vision & Ethos

The vision statement of the Trust demonstrates its Christian ethos and faith foundation.

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.

We believe:

- That a Christian ethos underpins and informs all that we do
- That the focus of the Trust is to promote collaboration between schools within a strategic locality in order to secure mutual improvement
- That through managed collaboration between academies there will be increased and improved opportunities for the development of all staff, students/children, parents and community
- In the development of a broad and balanced curriculum that supports young people's personal development and preparation for life
- That the family of academies within the Trust, working together, will secure continuity and progression for all
- That there should be high expectation for all children/students and young people whatever their circumstances or starting point and addressing disadvantage
- That, through its structures and work, the Trust can create and support effective Governance for all members
- That, through the Trust's work across its academies, expertise and capacity will be developed so that they can be supported with their development needs and economies of scale achieved

Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)

Job Description

POST TITLE:	APPRENTICE SITE OFFICER
GRADE:	APPRENTICESHIP
SALARY:	National Apprentice Wage, £3.90 per hour
RESPONSIBLE TO:	Site Manager

JOB PURPOSE

The post holder will work under the supervision of the Site Manager to ensure that the Trust sites are well maintained, safe and secure environment for students, staff, visitors and external hirers.

Whilst the post may be primarily based at a particular Trust campus, there will be a requirement for the post holder to work across any of the sites that comprise Archway Learning Trust in accordance with the needs of the business.

GENERAL RESPONSIBILITIES

- Support the overall Christian ethos of the Trust.
- Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Extremism & Radicalisation Policy
 - Health, Safety and Security Policy & Guidance
 - Keeping Children Safe in Education (Part 1) Guidance
 - Safeguarding Policy and Training Slides
 - Whistleblowing Policy
 - IT Pack including Acceptable Use Statement
 - Health, Wellbeing and Benefits Policy
 - Finance Policy
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall aims of the Trust and Academy Improvement Plans
- To develop and implement own professional development and skills
- To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
- To demonstrate an excellent record of attendance and punctuality.
- Work cooperatively as part of the Trust wide staff team
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES

- Conduct routine inspections of the buildings, fittings, furniture, premises and grounds to assess for minor work or repairs required, ensuring a high level of customer service to the Trust's various users.
- Maintain good Health, Safety and Security procedures to ensure compliance with legislation.
- Carry out health and safety checks such as legionella temperature control, fire alarm tests, fire call point testing and similar.
- Carry out tasks assigned on the helpdesk, update the helpdesk with individual task progress and input any new tasks requested by staff onto the helpdesk.
- Conduct the locking and unlocking of Trust buildings and those of partner schools as required.

- Assist Site Officers with regular security checks to identify security risks. Monitoring fire safety equipment ordering replacements or refills as required.
- Assist with the monitoring of CCTV equipment where appropriate.
- Under the direction of the Senior Site Officer to undertake appropriate maintenance, painting, decoration and repairs as required including improvement work.
- Collect and assemble waste for collection.
- Carry out cleaning/litter-picking duties as required.
- Co-ordinate deliveries to the Trust.
- Greet and manage the needs of visitors hiring the Trust's facilities.
- Set up for exams, training, events and other functions as directed.
- Process orders using the Trust's ordering system.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post defined.

STAFF CONDUCT

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

DRESS CODE

- The Trust provide Site staff with Uniform and appropriate clothing for the duties that are being undertaken.

PERSON SPECIFICATION – SITE OFFICER APPRENTICE

	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
GCSE C Grade or above in five or more subjects.		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
EXPERIENCE		
A DIY enthusiast		*
Providing support to users.	*	
PROFESSIONAL SKILLS		
Being able to work as part of a team.	*	
Good communication and interpersonal skills.	*	
Having a high attention to detail.	*	
Being able to work under pressure dealing with conflicting demands.	*	
Possessing a customer service focus	*	
An understanding of the Trust business and the impact the Site Team Helpdesk requests have on the effective running of the Trust	*	
Manages own tasks and work time effectively.	*	
PERSONAL QUALITIES		
Willingness to learn.	*	
Confidence and independence.	*	
Ability to work unsupervised and independently understanding the Trust roles and responsibilities in relation to your own. Ability to seek support and assistance where appropriate.	*	
Build and maintain effective relationships with colleagues and stakeholders.	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school	*	
SUITABILITY TO WORK WITH CHILDREN		
Archway Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff and volunteers are therefore expected to behave in such a way that supports this commitment and will be subject to an enhanced DBS Check (previously CRB).	Undertaken on appointment	