



LIFE MULTI-ACADEMY TRUST CASUAL PREMISES OFFICER LEICESTER FOREST HUB SCHOOLS RECRUITMENT PACK

Casual Staff

Flexible hours

Grade 8 pay point 15

£15.34 per hour with rolled up-holiday pay (or £13.69 per hour with pro-rata holiday allowance)

Flexible shift pattern of up to 8 - 10 hours a day, including evenings and weekends.

Required **ASAP**



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Casual Premises Officer (Leicester Forest Hub)

Grade 8 pay point 15

£15.34 per hour with rolled up-holiday pay

(or £13.69 per hour with pro-rata holiday allowance)

Flexible shift pattern of up to 8 - 10 hours a day, including evenings and weekends

We require talented individuals who can help and support our facilities teams manage the internal and external bookings of LiFE MAT school facilities at our Leicester Forest Hub School sites. You will provide cover and additional capacity for our existing facilities teams to manage the day-to-day lettings operations that take place 49 weeks of the year, seven days a week. The casual Premise Officer role will cover evening and weekend shifts. The successful candidate will strive to provide a positive customer experience for everyone using LiFE MAT facilities. You will be a team player who can contribute to a friendly and supportive working environment.

You will be supported with a thorough induction and training programme to enable you to build an understanding of the day-to-day lettings that take place across all Leicester Forest Hub schools, with visits to each of the Trust schools to help with familiarisation of each school site, the job role and the staff that you will be working alongside.

As a Trust we believe that the staff we employ to work across our schools share the core value of 'Bringing Learning to LiFE'. Every member of staff, employed by the Trust, plays a pivotal part in its future success. The values and ethos of our Trust shines through each school's unique and individual culture.

Our Trust believes in working together to achieve better outcomes for our students and serving our local communities.

Application forms and further details can be downloaded from www.lifemultiacademytrust.org.uk or may be obtained from Chris Ripley, CRipley@lifemultiacademytrust.org.uk

The closing date for completed applications is midday Tuesday 7th May 2024

Interviews will be held on Friday 10th May 2024 at Bosworth Academy

"LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search."

Dear Applicant

Leicester Forest Hub Casual Premises Officer

Thank you for your interest in the above post.

The LiFE Multi-Academy Trust Leicester Forest Hub currently consists of Bosworth Academy, Countesthorpe Academy, The Winstanley School, Desford Primary School, Kingsway Primary School and Braunstone Frith Primary School. We are seeking to appoint a team of casual premises officers to work alongside our existing site teams to successfully manage the day to day daytime, evening and weekend use of the schools by both students and the local community. Successful candidates will have the opportunity to work flexible hours to assist our current site teams to fully open up our schools for community use at evenings and weekends whilst ensuring that the high quality day to day management of the school site during school hours is maintained. Currently, the vast majority of community use at evening and weekends is within our Secondary schools.

The successful candidate would preferably have experience in a site management role and the ability to work evening and weekend shifts. With growing use of the school sites at evenings and weekends, we want to ensure that we can cover the required opening hours without asking too much of any one individual. By having a team of casual Premises Officers who can work flexible hours as required we can ensure that our local communities can have use of our school facilities when they require them.

Each of our schools is a welcoming and friendly place to work. We encourage potential candidates to arrange a site(s) visit to see the site(s) and to find out more about the role, prior to applying. For more information about this role or to arrange a site(s) visit please contact Chris Ripley, LiFE MAT Facilities & Programmes Lead on 0116 3032352 or email CRipley@lifemultiacademytrust.org.uk

The following information is included in this pack:

- Job Profile and Personnel Specification
- An application form can be downloaded from: <https://www.lifemultiacademytrust.org.uk/vacancies/life-mat-vacancies/>

If you are interested in applying for our post, please complete the following:-

- Application form
- Covering letter (of no more than two sides of A4) outlining your experience

Your application should be sent to HR@lifemultiacademytrust.org.uk by midday on Tuesday 7th May 2024. We look forward to receiving your application.

Yours faithfully



Mr Chris Ripley

LiFE MAT Facilities & Programmes Lead

Job Profile

Academy	LiFE Multi-Academy Trust Central Team
Job Title	Casual Premises Officer (Leicester Forest Hub)
Salary/Grade	LG Grade 8 point 15
Hours/Weeks	Flexible Hours based on business need, including evenings and weekends.
Conditions of Service	Local Government conditions of service
Responsible to	Facilities Manager
Key relationships/ Liaison with:	Facilities Manager, Site Managers, Facilities & Programme Lead, Site Teams Facility Hire Administrator
Job Purpose:	To provide cover and additional capacity for our existing site teams to manage the day-to-day facility hire that take place 49 weeks of the year, seven days a week.
Main duties and responsibilities:	<ul style="list-style-type: none"> • To ensure the facility(s) required by the hirer are ready and open at the appropriate booking time and to be a point of contact for the hirer during their booking. • Ensure that the hirer has the appropriate equipment made available to them and deal with any issues that arise during the booking. • To ensure that any health and safety concerns are dealt with immediately. • To undertake general cleaning/site duties i.e. sweeping, mopping, refilling paper products etc. as required • To be the first aider on duty responding as required to incidents on site. • To liaise closely with the relevant site team to ensure continuity of information regarding each booking that you are supporting. • To promote positive customer relations with all facility user • Pool monitoring (internal training will be provided with regard to the pool monitoring). Must be able to swim. • Locking / unlocking and alarm setting at the beginning and / or at the end of a shift. • Light maintenance e.g. painting • To adhere to Trust health and safety policies • To be familiar with the requirements of the Data Protection and GDPR regulations. • Other duties related to the Premises Officer role as required.

SPECIAL FACTORS: Subject to the duration of the need, the special conditions given below apply:

- (a) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (b) Expenses will be paid in accordance with the Local Conditions of Service.
- (c) This post is subject to a check being carried out at an Enhanced level by the DBS regarding any previous criminal record.

This job description sets out the duties and responsibilities of the post at the time when 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.

Personnel Specification

	Essential	Desirable
Qualifications		First Aid Pool plant operator
Experience		Experience of site management Experience of working in a school or similar setting
Knowledge & Skills	Ability to undertake basic ICT tasks i.e. email and facility booking system. Must be able to swim. Understanding of health & safety legislation to ensure working methods comply with regulations and recognised good practice	Awareness of Safeguarding and Child Protection policies and procedures.
Personal competencies and qualities	Self-motivated. Ability to work with a wide range of internal and external stakeholders. Ability to build positive working relationships. Ability to work across multiple sites, supported by excellent communication skills. Ability to calmly manage challenging situations that may arise from facilities hire. Must be able to perform all duties with reasonable adjustment in accordance with the provisions of the Disability Discriminations Act 1995	The ability to work flexibly to meet the needs of the role and the organisation.

The Application Process

Completed application forms should be returned to HR@lifemultiacademytrust.org.uk by **midday on Tuesday 7th May 2024**. They should be marked for the attention of Mr Chris Ripley, LiFE MAT Facilities & Programmes Lead.

or by post to

F.A.O. Mr C Ripley

LiFE MAT Facilities & Programmes Lead

c/o Bosworth Academy

Leicester Lane

Desford

Leicestershire

LE9 9JL

Queries

If you have any queries on any aspect of the application or need additional information, please contact Mr Chris Ripley at CRipley@lifemultiacademytrust.org.uk

There is more information available on the following websites: -

<https://www.lifemultiacademytrust.org.uk>

Thank you

Please note that we will only consider applications from candidates if they have completed the Trust application form, CV's will not be considered.

Vision, Values and Ethos

LiFE Multi Academy Trust

Bringing Learning to LiFE

Vision:

We have a compelling desire to provide high quality, personalised and rounded education for everyone, right in the heart of our local community. We believe that no school can be deemed successful unless all those around it are also successful, popular and flourishing. Hence, we believe that dynamic, mutually accountable collaboration and challenge between local schools as members of the LiFE MAT is the cornerstone of our future success.

Each of our schools needs to be seen as a leader of, and vital to, its local community; each school is regarded as fundamental to the identity of its surrounding community. In this capacity we will relentlessly promote the values of inclusion and the celebration of diversity, alongside personal responsibility and respect.

Values:

- Ensuring that every student achieves positive, life changing outcomes
- Providing a whole education: academic excellence co-existing with an exceptional commitment to activity beyond the school gate
- **The relentless pursuit of excellence by;** expecting this of every person, every day; recognising and celebrating behaviours that lead to great progress and promoting and celebrating elite performance inside school and in the wider world
- Valuing and promoting the celebration and understanding of diversity and qualities of our staff and students
- Ensuring that all students and staff feel known, appreciated and supported
- Committing whole-heartedly to collaboration within, between and beyond our academies
- Ensuring our curricula are agents for the promotion of our values

Our Trust consists of

The LiFE Multi Academy Trust currently consists of 10 Schools. Our lead school is Bosworth Academy with the other schools in the Trust being Ashby School, Braunstone Frith Academy, Countesthorpe Academy, Desford Community Primary School, Dovebank Primary School, Kingsway Primary School, Ibstock Community College, Ivanhoe School and the The Winstanley School.

Our offer for all staff joining the LiFE Multi-Academy Trust and our schools

Professional Capital: *'we believe in getting the right people, getting them to work together and getting them to stay'*

STRATEGY	DESCRIPTION
Putting Your Trust in Our Trust	We believe in your development. Everything we do is about creating a team of committed professionals who share our ambition for young people. If you believe in this too, we are committed to providing an exciting, enjoyable and rewarding working environment.
Coaching	Coaching is integral to our success. We support colleagues through coaching; enabling deep reflection, which has allowed us to build a bold, creative and aspirational culture, where collaboration with peers and new approaches to practice are encouraged.
Personal Improvement Plan versus Performance Management	Instead of the usual performance management, we encourage our staff to identify aspirational targets through our 'Personal Improvement Plan' (PIP) process. With your coach, you will look to make significant progress in a critical area of your practice; we believe in valuing the process of improvement not pass or fail numerical targets.
Health and Wellbeing Strategies	<p>Having happy and healthy staff is key to a successful organisation. The Trust is committed to:</p> <ul style="list-style-type: none"> providing employees with a safe, healthy and supportive environment in which to work recognising that the health and wellbeing of our employees is important providing a supportive workplace culture where individuals healthy lifestyle choices are valued and encouraged <p>We are committed to supporting colleagues to overcome the stigma and discrimination of mental health issues within the work place. To show our commitment to this we have publicly signed up to 'Mindful Employer' and the 'Charter for Employers who are Positive about Mental Health'.</p> <p>We believe it is important that we are role models to our students of how to be a healthy adult. We actively promote the importance of a work life balance, offering support to staff on managing stress and workload, as well as a physical activity programme. Access to coaching, counselling and supervision is also available to all staff.</p>
Equality and Equal Opportunities	Our Trust and its schools are committed to ensuring equality of opportunity in line with the Equality Act 2010. The Trust seeks to reduce disadvantages,



	<p>discrimination and inequalities of opportunity, and promote diversity in terms of its students, workforce and our wider communities we serve.</p>
<p>Presumed Professionalism</p>	<p>We have a 'Presumed Professionalism' ethos across the Trust. Our staff are professional educators and we recognise the need to support staff to enable a healthy work life balance to allow maximum impact whilst working with our young people and each other. We achieve this by allowing staff to sign out during their free periods, as long as professional duties are not affected. See our policy for further details.</p>
<p>Development of Professional Capital and Excellence</p>	<p>As a Trust we always look to invest in our staff and pride ourselves on our 'home grown talent'. We pride ourselves on this and believe this has the biggest impact on how our staff understand their communities and make a difference to the lives of our young people.</p> <p>Quite simply, our aim is to employ people who match our ethos and values and enable them to truly collaborate with colleagues across the Trust so that they are satisfied professionally. We provide outstanding training pathways which draw on excellence both within and outside of our Trust to enable you to build your professional capital.</p> <p>Examples of the many opportunities we encourage staff to take up externally include:</p> <ul style="list-style-type: none"> The National Professional Qualification for Senior Leadership (NPQSL) The National Professional Qualification for Headship (NPQH) The National Professional Qualification for Middle Leadership (NPQML) The Outstanding Teacher Programme (OTP) Initial Teacher Training (ITT) <p>Pathways are available at apprenticeship level, NQT, aspiring middle leader, Lead Practitioner and aspiring senior leader level. Some of these courses are lead by staff within the Trust and others are externally accredited. In addition, the Trust provides the opportunity of becoming an associate SLT member, enabling middle leaders to gain insight and experience of leadership at the highest level within a school.</p> <p>Support staff have their own Personal Improvement Plan that they use as a tool to create a bespoke professional development plan. All support staff also receive Coaching and training opportunities, in order to help them feel empowered and in charge of their own development.</p> <p>Across the Trust we pride ourselves on equal opportunities for all staff, irrespective of background, gender, disability, religion, sexual orientation or age.</p>



inspiration innovation integrity

Great Access to Progression and Leadership Responsibility	Further evidence of our investment in 'home grown talent' is that 86% of our TLR holders have been internal appointments. We have clear professional progression pathways within the CPD offered throughout the year at all levels within the Trust.
Collaboration Across all Schools	We are developing relationships across our Trust to enable collaboration to support learning and teaching outcomes. In addition, we are able to offer a joint CPD programme to draw upon expertise across the Trust. Staff work and meet regularly in teams across schools in the Trust and we hold an annual Strategic Planning Day, where each member of the Trust work together.
Sabbatical and Flexible Working Policies	<p>We have developed a unique sabbatical policy to support staff to develop their interests. For some, this has been to develop professionally, whilst others have taken this time to experience travel with their family. See our policy for further details.</p> <p>Flexible working arrangements are also promoted across the Trust where possible, to enable our staff to manage their work life and family commitments.</p>
Strong Induction Process	It is important to us that every member of staff has the right start to working in our Trust. The importance of a good induction is invaluable for new starters irrespective of previous experience. To support this, we have a New Staff Induction Day before the start of term, which enables colleagues to get a real understanding of what the school is about and what it means to be part of the Trust. This day also prepares new staff for our training (conference) days at the beginning of the Autumn term. In addition to this ALL staff are invited to visit a series of lessons across the school year.
ECT Support	Where possible we try to ensure that ECTs have reduced teaching loads to allow them more opportunities for CPD throughout the school week. This also allows for peer to peer observations and additional coaching to take place to develop their practice.
3D Networks	3D Networks are an opportunity for faculties to share good practice and new ideas with colleagues across the school, based on our unique 3D Learning and Teaching model.
Attendance of Staff	Our staff are committed to their roles and ensure that students are supported to maximise their outcomes. Levels of attendance are exceptionally high across all staff and well above national averages in the education sector and beyond.

We are always looking for highly quality teachers and support staff who buy into our values across the LiFE Multi Academy Trust and our schools