



Job Application Pack

Springfield Academy Site Manager/ Caretaker

Hours – Full time, All year round

Salary: £20,931 - £22,883 per annum

Point 29-34 on the Djanogly Primary Support Staff pay scale

Closing Date: 12 noon Tuesday 2nd November 2021

Interview Date: Friday 5th November 2021



Welcome from the Chief Exec



Dear Candidate

Thank you for showing an interest in joining our team at Djanogly Learning Trust. We have a simple shared mission here at Djanogly – to make a difference to the lives of our children and their families.

Children at our established academies are leaving well prepared for the next stage in their learning. End of key stage achievements are in line, above or rapidly catching up with national averages. Children make great progress in our academies, both in terms of academic achievement and in their development as future citizens. Our children are engaged and keen to learn, they are polite and supportive towards each other. Visitors to our academies always comment on the warm welcome and the calm atmosphere.

Where newer academies have joined our Djanogly family it's because they share our commitment to our children and communities as well as our drive to be the best we can be.

As professionals, we know that this doesn't happen by accident. We are committed to providing high quality support to all our staff, whatever their role. Our continuous professional development strategy is called 'Journey to Excellence' and through this, we ensure that everyone has opportunities that are unique to them.

A recent Ofsted at one of our primary schools states:

"The journey to excellence ethos permeates all aspects of the school...Staff are extremely positive about this approach and said that it helped them to improve"

This is a tremendous opportunity to make a difference and to be part of a dynamic and innovative staff team. We look forward to receiving your application and working with you on your own professional journey to excellence.

Best regards



Liz Anderson
CEO
Djanogly Learning Trust

Letter from the Head of School

Springfield Academy is an ambitious school where children are valued and placed firmly at the heart of everything we do. Everyone is committed to making a difference for the children and families in our community.

Making a difference at Springfield Academy really does mean just that. Our children are fantastic and the job satisfaction that you have from working with them and being part of our community is enormous. We have a constant drive to improve so that everyone, children and adults alike, can succeed.

People ask me why they should work at Springfield. My message is clear: at the end of each day you know that you can go home, having worked hard, but really know that you have had a big impact on the lives of our children and their families. You have made a real difference.

We set high expectations of ourselves and our team but your career development and professional worth is huge and much greater at Springfield than in other schools. In addition, being part of a growing group of academies brings many more opportunities for professional growth.

We serve a diverse community in Nottingham, many of our children live in deprived households yet we ensure that they all achieve their potential.

We recognise that this takes everyone working as a team, united in striving to give our children the best possible education.

If you are considering joining us then please take the time to come and visit us to see for yourself why we think Djanogly primary academies are the best.

I look forward to reviewing your application form and possibly meeting you in the near future.

Kind regards

J B Francis
Head of School

Application Details

Application details

We are looking for a full time permanent Site Manager to be based at our Djanogly Springfield Academy Site. This role will be to work as part of the site team to ensure the building, including offices, provision for primary education and grounds are maintained to a high standard.

We are seeking an efficient and committed individual who can maintain high standards and flexibility to support a busy environment.

The right candidate will provide a flexible approach to work as part of a wider team to support site maintenance, cleanliness and health and safety awareness for our staff and pupils on site. We know a sense of humour helps too.

Further details of this post and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Springfield Academy, which clearly demonstrates your suitability for this role. Applications can be submitted via email to b.clark@springfield.djanogly.org with 'Site Manager' in the subject line, or by post, for the attention of Belinda Clark, to the following address:

Belinda Clark, C/O Springfield Academy, Lawton Drive, Bulwell Hall Estate, Bulwell, Nottingham
NG7 7AR

Application forms

Application forms can be found electronically at <https://www.djanogly.org/working-for-us/>. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application form arrives by 12 noon Tuesday 2nd November 2021

Interview

Interview for the role will be held on – Friday 5th November 2021

General Data Protection Regulation

Our privacy notice can be found at www.djanogly.org/privacy-notice.

Safeguarding and Child Protection

Djanogly Learning Trust is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. All new staff with the Trust will be subject to an enhanced DBS check and all other safeguarding requirements in accordance with DfE legislation.

Senior leaders are all accredited Designated Safeguarding Leads who staff should refer any safeguarding concerns to straight away. All members of staff will receive training in line with our Safeguarding and Child Protection Policy.

Equal Opportunities

Djanogly Learning Trust welcomes enquiries from everyone and values diversity in our workplace. A commitment to promoting diversity and developing a workplace environment where all staff are treated with dignity and respect is central to our recruitment process.

Djanogly Learning Trust Job Description

Djanogly Learning Trust Vision

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Job title	Caretaker/Site manager – Primary (small school)
Hours and weeks	37 hours per week – working a split shift pattern that supports site cover from 7am to 6pm Monday to Thursday and 7am – 5.30pm Fridays Whole year round/52 week role

Djanogly Values

Employees who demonstrate a commitment to our core values of Excellence, Resilience and Innovation will:

- Embody the belief that every child has the right to an excellent education and constantly strive to give every child the best opportunity to succeed and prosper through their contribution to the Trust
- Recognise and demonstrate the importance of working hard, showing resilience and paying close attention to detail to ensure every child achieves their best.
- Strive for excellence by demonstrating a commitment to innovation, engaging in CPD and constantly striving to improve provision and outcomes for pupils.

Djanogly Behaviours

Employees will demonstrate their professionalism and promote a positive culture by:

- Behaving in a professional manner at all times
- Developing professional working relationships with all colleagues and stakeholders, showing understanding and mutual respect in all aspects of their role
- Taking personal responsibility by paying attention to the small things to intercept issues before they become a larger problem
- Resolving any issues in a professional, calm manner, seeking support where necessary and always demonstrating kindness and respect for others
- Starting and ending the day with the same emotional constancy with every interaction.

Job Purpose:

To work closely with the office manager in :

- ensuring delivery of an effective and efficient site caretaking service including maintenance of site, and application of best practice security and safety processes
- working closely with the senior leadership team and other support staff (in particular office manager or heads PA) to ensure Academy premises and support needs are met
- ensuring a safe place and an environment which provides the best possible support for teaching and learning activity

Job Responsibilities:

Responsibility for ensuring an effective and efficient caretaking service is delivered for a designated primary campus/buildings, and under direction from the office manager as necessary to:

Ensure the security of premises and grounds including opening and locking up, responding to alarms and making the building secure if necessary in emergency situations out of hours.

Ensuring the ongoing maintenance of plant and equipment, and the buildings on site including:

- Heating, air management and other key systems, and ensuring boilers and other key related equipment is serviced and maintained in accordance with regulations. (Annual contracts will ordinarily be put in place in agreement with the office manager)
- Carrying out and recording regular checks on water outlets, and other key infrastructure, as per best practice and formal Risk Assessment
- Carrying out and recording regular checks on fire equipment as per best practice and the fire risk assessment
- Ensuring external grounds are kept clean, tidy and safe including emptying litter bins, cleaning drains, salting hard surfaces and moving snow as required
- Completing, or as appropriate overseeing minor building works, including obtaining quotes where needed, agreeing budget with line manager and monitoring contractors to ensure safe implementation including compliance with H&S and safeguarding requirements
- Planning and delivery as agreed with line manager of proactive and reactive maintenance supporting repair, renewal and improvement of premises with line manager, review and then work within scope of H&S risk assessments, ensure safe working by self and contractors on site, and ensure the safety of others who may be affected by activities carried out on the site
- To be responsible for arranging testing, and maintaining records to meet statutory regulations including Portable Appliance Testing, legionella, asbestos and fire checks
- Ensure supplies maintained on site are correctly stored storage and used – eg COSHH complied with
- Carry out caretaking and manual handling duties as required to ensure the needs of the school are met, e.g. moving furniture, equipment, setting out of spaces around campus, etc.

- Undertake cleaning duties including glass and windows; removing graffiti; supporting the cleaning supervisor as needed (where services are outsourced) to ensure that all areas, including classrooms, toilets, corridors and halls are clean and tidy at all times. (For some roles this could be between 30 and 50% the role)
- Procurement of services as agreed with line manager, including maintenance contracts and small works, ensuring best value and compliance with financial regulations
- Part of a wider team of site staff covering a range of properties - e.g. may be asked to provide call out, open and close and essential health and safety checks as part of a pan trust approach to support for other schools.
- Comply with the policies and procedures of the organisation and undertake regular training as required by the senior leadership team.
- Available to attend in the evenings or weekends when necessary for extra-school activities/to ensure safety and security of site.
- Comply with the policies and procedures of the organisation regarding safeguarding and welfare of children.

Djanogly Learning Trust General Requirements:

Policies and procedures

You will comply with all policies and procedures at all times which include:

- ensuring the safeguarding of young people by adherence to the child protection and safeguarding policies.
- ensuring all equality, diversity and health and safety requirements are upheld in the performance of your duties.
- ensuring you comply with the Trust's Staff Behaviour policy, including outside of work where applicable.

Professional Development

- You are required to undertake professional development as part of your job description. This includes contributing to regular 'check ins' and Journey to Excellence reviews with your J2E reviewer, proactively seeking professional development to improve your performance.
- This job description is not a complete description of the role, as you are required to undertake any other reasonable duties as directed by the academy leader and the leadership team.

Djanogly Learning Trust Person Specification

In order to be considered for interview all essential criteria must be met.

JOB TITLE	Caretaker/Site manager – Primary (small school)
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Requirements	Essential	Desirable	Short listing criteria
Qualifications			
Good standard of education	X		
Experience			
2 years experience of a similar role			X
Experience of supervising other staff		X	
Practical skills – hands on maintenance skills			X
Experience of working with young people/children	X		
Skills			
IT skills are essential, the successful candidate will need to work with a building management system, and communicate effectively using e mail	X		X
Sufficient understanding of buildings systems and maintenance requirements to ensure a 'safe place' for pupils, staff and visitors	X		
Ability to undertake manual handling tasks and to work at height both safely and within regulations	X		X
Ability to undertake repairs, painting and decorating tasks to a good standard	X		X
Understanding of and ability to work with Health and Safety regulations and best practice - ability to undertake simple H&S risk assessments and manage H&S risks	X		
Qualities			
Customer focussed	X		
Good communication skills, able to engage with senior leaders and other staff effectively	X		
Cheerful, enthusiastic and willing to help others	X		
Practical skills with ability to solve problems	X		
Able to work in a team, and where needed supervise others to deliver results - effectively prioritising the work of themselves/others to meet Academy needs	X		

Able to work undirected within guidelines and use initiative	X		
Willingness to take on and develop new skills to support performance in the role	X		
Personal Qualities			
Belief in the values and behaviours of DLT	X		
Evidence of continuing professional development	X		
Commitment to equal opportunities and diversity in the performance of duties	X		

What is it like to work at Djanogly Learning Trust?

The best way for us to know what it is like to work for the Trust is to seek staff opinion. This is very important to us and we use a variety of methods to gather feedback. For example we undertake an annual staff survey. **In 2019, 88% of our staff said that they feel proud to work for the Trust and 84% would recommend others to work for us.**

Our values are at the heart of everything we do and we are very proud that **91% of staff say that there is a clear and consistent set of values that we use on a daily basis. Even better, 93% say that our actions are in line with our Trust values to put children first.**

As part of our journey to excellence and our commitment to active employee engagement, we have an **employee voice forum and a wellbeing committee.** Both of these are attended by staff from across the Trust at all levels to feedback to the CEO and HR about areas for development.

We hold an annual Trust INSET event which all staff attend. This year we asked staff to use words to describe their overriding feelings about working in the Trust. We are so proud to share their thoughts below.



Overview of the Trust

Djanogly Learning Trust is a dynamic Multi Academy Trust based in the East Midlands. Our Trust group is committed to providing high quality education for all our children, regardless of their backgrounds. Our track record demonstrates our ability to deliver on our core purpose; achievement for every child. Our portfolio of schools serve a range of communities, all have their challenges but all are fully inclusive and firmly believe that where a child starts out in life should not determine what they can achieve in their lives.

Our values are central to the strong, positive ethos that we share throughout our family of schools. This approach focusses on securing success for all our learners and providing them with the very best life opportunities. We believe nothing is more important than making a difference for our children.

We are proud to bear the name of our founding sponsor Sir Harry Djanogly. Sir Harry is a great supporter of education and the arts, his textile business was based in the East Midlands and he remains committed to the region despite now living in the capital.

Our Vision and Ethos

We believe that every child has the right to an education that gives them the best opportunity to succeed and prosper. We know that this takes great people, hard work and attention to detail. This is a considerable responsibility and we take it very seriously. Everyone within our trust is fully committed to learning. Our ethos is to be innovative in order to improve, to develop resilience in order to face challenges, and to strive for excellence in everything we do.

Innovation

We believe it's vital to look for new and creative approaches in order to maintain our ongoing commitment to improving our teaching and learning provision. We strive tirelessly to achieve the best, are not afraid to take risks and are never complacent. All of our staff are actively encouraged to look for improved ways of working and to promote an atmosphere of trust.

Resilience

We believe it's crucial for both children and adults to develop a strong sense of self in order to succeed in challenging times. Our mission is to ensure that our children and staff have the independence to work things out for themselves, the confidence to ask for help when they need it and the courage to never give up.

Excellence

We believe that everyone deserves to experience excellence. Our organisation is ambitious and we endeavour to support all our children and staff to reach their full potential. We commit to delivering high quality professional support at all levels as part of our journey to excellence. By providing this excellence in teaching and learning, we ensure that all our children have the necessary knowledge and skills to succeed.

Achievement

Learning is at the very heart of everything we do. We believe that academic success provides the foundation that allows all children the opportunities to make the most of their lives and the opportunities available to them.

Exciting, engaging and inspiring lessons lie at the centre of our curriculum and we constantly strive to provide every child with the very best educational experiences.

Should a child require additional support, a range of services are available to ensure every child's success, whatever their individual educational needs.

Djanogly City Academy



Originally one of the first City Technology Colleges in the country, DCA is a 7-form entry secondary school in Nottingham. It is based across two sites 5 minutes apart; Sherwood Rise site for years 7-8 and Gregory Boulevard site in Hyson Green for years 9-10-11. Judged 'Good' by Ofsted in 2018 it has been in the top 10% for Progress 8 scores for the last 3 years.

Djanogly Northgate Academy

Northgate is a 2-form entry primary school in New Basford, Nottingham and a founding member of Djanogly Learning Trust in 2011. A popular and over-subscribed school where everyone is valued, they have been judged consistently 'Good' since 2009.



Djanogly Strelley Academy



Strelley is a 2-form entry primary based to the north of Nottingham. It has gained a strong reputation locally for its support for some of our most vulnerable children and their families. It was judged 'Good' in 2017 and strives to be a school where everyone is recognised, welcomed and respected.

Djanogly Sherwood Academy

Sherwood shares our Sherwood Rise site with DCA. It is a 2-form entry primary with provision for children from 2 to 11 years. It was established in 2014 to provide high quality education provision for the growing local community. Judged 'Good' in 2018 it has strong support from its diverse community where everyone belongs.



Springfield Academy



Springfield is a single form entry primary in Bulwell, north Nottingham. The school moved to a fantastic new building in 2017, with improved resources and environment for all the children and particularly the youngest. Springfield knows that success comes through cooperation; we do better working together.

Langley Mill Academy

Langley Mill is a 3-form entry junior school in Langley Mill, Derbyshire. It has recently expanded from 2-form entry to cope with a rising demand for places at this popular community school. Langley Mill's motto is 'Live Laugh Learn' and they do plenty of all three.



Laceyfields Academy



Laceyfields is a small infant school in Langley Mill, catering children from 3 to 7 years. They joined the Trust in 2019 to ensure that their children could benefit from being part of something bigger. This has helped them to provide an even broader range of opportunities to achieve their ambition to 'Help Little Minds Grow'.

Kensington Junior Academy

Kensington is a 2-form entry junior school in Ilkeston, Derbyshire. They actively promote a culture where children care for themselves and each other, for their school and their community, and where they can develop as happy, responsible and self-disciplined members of society.



OUR Curriculum at Springfield Academy

We know that children learn in different ways and at Springfield Academy we provide a rich and varied curriculum that allows children to develop to their full potential. Our curriculum is carefully planned to meet the needs of our children and our community whilst still covering the knowledge, skills and understanding set out in the National Curriculum.

Our Early Years Foundation Stage curriculum is based on the 7 areas of learning:

- Personal, Social and Emotional Development
- Communication and Language
- Physical Development
- Literacy
- Maths
- Understanding the World
- Expressive Arts and Design

At Springfield we have designed an interesting, engaging and relevant curriculum using a topic approach for many of our lessons. Our topics cover many different subject areas, for example, our Year 3/4 topic called 'How do we see, how do we hear?' includes Science, Art, Music & DT. Our topics are changed every half term. Classes work in teams so that two year groups do the same topics. The topics are set on a two year cycle so nobody repeats the same topic.

As one of our school values is **aspiration**, we want our children to know as much as possible about the world around them both here in Bulwell and Nottingham and beyond... We believe our children need to understand more about people and places so that they can make more informed choices about their own future. To do this we plan regular trips and visits including three different residential camping experiences. We also invite visitors into school like the local vet and members of different religions to enrich the learning experience.

To help our children to learn best by developing their **co-operation** and **determination** we teach additional skills alongside our topics and English and maths. We call these skills 'Core Learning Skills' and we believe they give children the power to learn well. We teach one skill a term starting with 'Learning with Others' in September so that the children can quickly settle into their new classes. Other skills include 'Thinking Skills' which the children love as they get to really unpick how, why and what if? More information on our 'Core Learning Skills' can be found on a special page! We believe in providing equal opportunities for our children and work hard to ensure access for all.

We teach **respect** for others by ensuring every child understand British Values and have timetabled lessons on this in addition to our other topics.

If you would like to know more about the curriculum at Springfield, please speak to the children or any of the staff in school. We are always happy to talk about the learning taking place here at Springfield and would be delighted to show you the children's work. We are proud of the achievements and progress our children make during their time with us.

About the Academy

Situate in the community of Bulwell, we are aspirational for the community we serve, ensuring every child has the best access to education.

Springfield Academy moved into a brand new, purpose built school in the autumn 2016. Our site not only has been designed for our community but is situated on an extensive land which we are in the process of developing to extend learning outside the classroom.

Springfield Academy became part of the Djanogly Learning Trust family of schools in April 2017.

In return we offer you:

- a professional and supportive team intent on continued improvement for all
- a positive working environment where everyone is valued
- a purposeful environment where good behaviour and good manners are a priority
- high quality professional support and development
- a full day for planning and assessment every week for all class teachers
- no additional charges to park your car at work
- a 2 year programme of support if you are an NQT
- real commitment to work-life balance – we remember we are human beings first and teachers second!