



BRADFORD ACADEMY

BRADFORD, WEST YORKSHIRE



Application Pack

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Dear Applicant,

Thank you for your interest in working at Bradford Academy.

We are clear in our vision:



At Bradford Academy we believe that by developing responsibility, respect, and resilience we will become a shining light in our community. Our vision underpins everything we do and by living it together we are quickly becoming a school that makes a difference to those we serve.

When you visit us, you will see the impact our passionate and ambitious staff have on child from age 2 years old to 18.

As a Church of England Academy, we believe that a commitment to developing the faith and spirituality of our learners is of vital importance when working at the academy. Our moral purpose guides us to ensure that every learner can be the best they can be spiritually and personally as well as academically. We believe that we make a difference not only within but out in the local community.

We have two internal resourced provisions in our Secondary Phase; one for Physical Disability and one for Autism. We have a provision to support learners in need of additional SEMH support, RESET. We also have a local authority led SEMH provision on site. This reflects our passion for creating a truly inclusive school that reflects society and develops compassionate, understanding children and young people.

Staff who work at Bradford Academy benefit from support, challenge and investment. We understand how valuable our staff team are and strive to give them all the tools they need to excel in their chosen field. We value our staff's wellbeing and believe that Bradford Academy is an exciting and worthwhile place to work.

If you feel you share our vision for improving the lives of young people and have the tenacity, resilience and commitment to be a part of our journey then submit your application or contact us to arrange a visit. We would love to get to know you better.

Yours sincerely

Mrs Mel Saville
Executive Principal

Job Description: Facilities Supervisor**Job details**

Hours: 37 hours per week

Contract type: Full-time – permanent (6 Month Probationary Period)

Main purpose

The Facilities Supervisor will support the Site and Facilities Director ensuring the Academy is safe, operational and set-up to allow the highest standard of teaching and learning.

The Facilities Supervisor will demonstrate ability to apply professional knowledge, understanding skills and attributes, to bring about planned outcomes, in the following areas:

Duties and responsibilities

Duties and responsibilities include the following, but this list is not exhaustive:

- Ensure the safe maintenance and operation of Academy premises.
- Maintain the general school premises, building fabric, fixtures and fittings and report any issues to the Site and Facilities Director.
- Carry out small repairs and DIY projects.
- Arrange larger repairs and obtain quotes from contractors.
- Advise on site development projects and make recommendations on site use.
- Take the lead on all things Health and Safety throughout the Academy, ensuring compliance is always achieved.
- Take ownership of the visual standards of all classrooms, meeting rooms and related communal areas.
- Supervise the completion of Academy PPM's and site compliance checks across the whole site.
- Weekly report / meeting with Site & Facilities Director on Team progress and status.
- General labouring duties including portering, grounds upkeep, replacing carpet and ceiling tiles, fitting whiteboards, changing lamps and assisting contractors, Plumbing, Electrical works and minor project supervision etc.
- Use of Building Management Systems (BMS) to identify issues and control operations.
- Ensure the continuing availability of supplies, services and grounds maintenance.
- Monitor safe and efficient operation of school transport.

Health, safety and discipline

- To be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or omissions.
- As the Academy Health and Safety Advisor, produce and monitor H&S policy and report regularly to the Site and Facilities Director
- Manage risk and fire control, safe systems of work and medical aid
- Ensure Emergency Procedure documents are regularly updated
- Ensure the maximum level of security relative to the ethos of the Academy
- Act as a key holder to the premises for emergency purposes
- To co-operate with the Academy on all issues to do with Health, Safety & Welfare
- Ensure a safe working and learning environment in accordance with relevant legislation
- Carry out and record regular health and safety checks including on legionella risk, play equipment, safety equipment and any hazards on school premises; report any problems to the Site and Facilities Director
- Make sure all members of the team follow health and safety procedures
- Monitor the work of contractors, ensuring safe working practice, quality of work and compliant to be able to work in a school

Security

- Maintain the security of the school premises as one of the main key holders.
- Lock and unlock the premises as required, including out of hours when necessary.
- Set alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are carried out.

Professional development

To take responsibility for personal professional development, in conjunction with the line manager, keeping up-to-date with health and safety and operational training requirements.

Take part in further training and development in order to improve own development.

Communicate effectively with staff, pupils, parents and carers.

Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

Understand and act within the statutory frameworks setting out their professional duties and responsibilities.

Other areas of responsibility

The post holder will be able to display flexibility to undertake reviews of responsibilities and tasks and be adaptable.

The post holder will be required to work with and involve a wide cross-section of staff and therefore be able to work effectively within a team environment.

Please note, this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the postholder will carry out.

Person specification

criteria	qualities
Qualifications and training	Essential • Ability to work in accordance with good health & safety and manual handling practices. • Excellent customer service skills and the ability to meet deadlines. • Attention to detail, highly organised and efficient approach to tasks. • Respond effectively to reactive work requests. • Work on own initiative Desirable Previous experience of security, estates/facilities and front line customer service work. Health and Safety
Skills and knowledge	Intermediate Office Skills e.g. Word, Excel, Outlook Desirable Able to undertake maintenance work e.g. plumbing, plastering Willingness to undertake health and safety training including manual handling principles and practice. Health and Safety
Personal qualities	The role will involve significant manual handling activities from time to time. Solution focussed A good team member and supportive colleague. A passion for continuous improvement and new ways of working. Willingness to work flexibly to meet the requirements of the role. Ability to work independently without continuous supervision and to be able to report to the Site & Facilities Director on a regular basis with team updates and task progression etc. The successful candidate may be required to work outside of core hours to ensure the success of all Academy activities.

Notes:

This job description may be amended at any time in consultation with the postholder.

Information for Applicants

Safeguarding

Bradford Academy is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share in this commitment. All successful candidates will be expected to undergo an enhanced DBS check and any offer of employment will be subject to its return plus receiving satisfactory references, children's barred list check and section 128 check (where relevant). Please see our DBS Policy in the Academy Info/Policies area for our policy pertaining to the recruitment of ex-offenders.

It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

In accordance with Keeping Children Safe in Education the Academy will carry out an online search as part of due diligence on shortlisted applicants. This will be undertaken in accordance with Data Protection Act and the Equality Act.

Health and Safety

Your most important responsibilities as an employee are:

- to take reasonable care of your own health and safety
- to take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- to co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- not to interfere with or misuse anything that's been provided for your health, safety or welfare
- to report any injuries, strains or illnesses you suffer as a result of doing your job
- to tell your employer if something happens that might affect your ability to work

Mental Health and Wellbeing

As part of supporting the Bradford Academy Community, promote the mental health and wellbeing of others whilst performing your role.

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification

This specification sets out which criteria will be used to shortlist candidates for interview.

Visiting

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact recruitment@BradfordAcademy.co.uk to arrange an appointment.

Applying

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 2 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a **signed** copy of the form.

Please email to;

recruitment@BradfordAcademy.co.uk

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

Interviews

Shortlisted candidates will be contacted within two weeks of the closing date.