



Deputy Site Manager

Application Pack

The Arbib Education Trust Slough, Berkshire



Contents

Thank you for your interest in the Deputy Site Manager position at The Arbib Education Trust.

This pack contains:

- Letter to candidates
- Details about the Sponsor and The Annabel Arbib Foundation
- Information about The Langley Academy Primary, The Langley Academy and The Langley Heritage Primary
- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions or would like to visit our site, please contact Kirstin Sutherland, HR Coordinator on 01753 214472 or kirstin.sutherland@arbibeducationtrust.org

You can also visit our Trust website at www.arbibeducationtrust.org

Please take the time to review our Child Protection Policy:
[www.arbibeducationtrust.org/documents/policies/2019_rev/ChildProtectionPolicy\(TAET\)\(December2019\).pdf](http://www.arbibeducationtrust.org/documents/policies/2019_rev/ChildProtectionPolicy(TAET)(December2019).pdf)

Dear applicant

I am delighted that you are showing an interest in the Deputy Site Manager position here at The Arbib Education Trust. It will primarily be based at The Langley Academy and the Langley Academy Primary site on Langley Road. I want to set out the reasons why we think it is so exciting. The Multi-Academy Trust (MAT) encompasses The Langley Academy Secondary, The Langley Academy Primary and The Langley Heritage Primary. Our vision is to ensure we provide an outstanding education for every child in the Trust through high aspirations and quality learning through curiosity, exploration and discovery. By 2021, when The Langley Academy Primary has a full complement of year groups, we will have approximately 2,500 students and 350 staff working in the Trust.

We are looking for someone who wishes to be part of this vision. The Trust is in its fifth year and therefore very much still in its infancy and the continued development of an appropriate infrastructure is vital if we are to meet our strategic objectives. The post holder for this position will provide robust, reflective, informed and high quality support to ensure we provide an outstanding education for every child across our Trust.

As a Trust we are always looking to maximise opportunities to support every child in the Trust and part of that strategy is to consider MAT growth. It may well be that we do grow as a Trust and this role would have every opportunity to develop alongside that growth which we believe is very exciting. We would be able to discuss this further at interview.

Both Primaries will be the main feeder schools with right of entry as part of the admissions policy. This means that the curriculum, assessment and pedagogy will be developed as a Trust to ensure our young people make rapid progress throughout.

One of the greatest qualities of the Trust is the Sponsors. Having worked with them since my appointment as Principal of The Langley Academy in April 2012, I cannot praise them highly enough. Annabel Nicoll as the Sponsor has boundless energy and enthusiasm all directed at giving youngsters a better life. As a result of her work, students here have quite simply been afforded opportunities that many young people elsewhere in the country just would not get. The successful applicant will be able to draw on this support and networking opportunity to develop their own career and importantly contribute towards bettering education for the young people across the Trust.

We are aspirational and want to be the best MAT in the country with each school rated outstanding as soon as possible. We believe the economies of scale, the cross-phase opportunities for students and staff development, the ability to respond to each other's needs quickly and the 'can do' approach to everything we do, will make the working environment extremely exciting. Please apply if you understand what we are trying to achieve and you would like to be a part of our journey.

Yours sincerely



Rhodri Bryant
Executive Principal

About the Sponsor and the Trust

The Annabel Arbib Foundation is a registered charity (number 296358) that supports the philanthropy of Sir Martyn Arbib and his daughter Annabel Nicoll. Sir Martyn set up the Henley-on-Thames based Perpetual Investment business in 1974 and established the Arbib Foundation in 1987. The Foundation has provided charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. Sir Martyn Arbib, and the Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames that opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

The principal beneficiary of the Annabel Arbib Foundation is The Arbib Education Trust in Slough. The Annabel Arbib Foundation is the sponsor of The Arbib Education Trust, which comprises The Langley Academy, The Langley Heritage Primary and The Langley Academy Primary. Annabel Nicoll is Sponsor at The Arbib Education Trust.

In 2015 Sir Martyn Arbib retired as Chairman of The Arbib Foundation and his daughter Annabel took up the Chair and uses the Foundation, which has been renamed The Annabel Arbib Foundation, to support her own philanthropy continuing the focus on The Arbib Education Trust.

The Arbib Education Trust is a unique Trust that serves the young people of Langley, Slough and further afield. Our Trustees are a Board of interesting and experienced professionals who bring energy, enthusiasm and wisdom to their role. They share the ambitions of the Trust senior leaders to achieve the best possible outcomes for all children and students within the Trust.

The Langley Academy Primary is a three-form entry Free-School, sponsored by The Arbib Education Trust. It opened in September 2015 with 90 very excited Reception children and parents; the intake will grow year on year until it reaches capacity of 630 children in September 2021. There are currently 501 children on roll (including Nursery).

The Trust's strong vision, high aspirations and determination to succeed in providing an outstanding education for children in the community are clearly evident throughout The Langley Academy Primary's positive learning environment. Its supportive ethos, child-centred approach, rich curriculum based on first-hand experiences have ensured its children are confident, independent learners, displaying Curiosity, Exploration and Discovery.

From the outside TLAP received very positive feedback from DfE monitoring visit and the Local Authority Early Years Team. The visits confirmed the Trust's review of the school and highlighted that the likely judgment in any future Ofsted inspection would be outstanding. This was shown to be accurate, when, during the first Ofsted inspection in July 2018, we achieved an outstanding judgement in every area. The report summarised TLAP's provision by stating:

"There are four key factors that contribute towards making teaching outstanding at this school. Firstly, teachers know every pupil well as an individual. Secondly, teachers have the very highest expectations of what can be achieved. Thirdly, teachers understand how young pupils learn best and, finally, teachers have excellent subject knowledge."

Throughout its growth period, under the guidance of The Trust and by working closely with The Langley Heritage Primary, The Langley Academy Primary looks forward to continuing to shape a new 21st Century Educational Experience.

The Langley Heritage Primary is a popular school with recently modernised buildings that converted to a sponsored Academy within The Arbib Education Trust in September 2014.

The Langley Heritage Primary caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. Major works were undertaken to enlarge its buildings following an expansion to a three- form entry school in 2009. The school has 635 children on roll plus a part time 39 fte Nursery provision.

The pupils come from diverse ethnic backgrounds which is typical for Slough, with the major groups being White British, Indian and Pakistani. There are smaller proportions of pupils from a wide range of other minority ethnic groups including Eastern European as well as a small group of Traveller children. The proportion of pupils with learning difficulties and/or disabilities is average. Just over a third of pupils speak English as an additional language. The proportion of pupils known to be eligible for free school meals is average. There is a breakfast and an after-school club.

Every child who attends The Langley Heritage Primary is viewed as unique and treated as such. Children are encouraged to become independent thinkers with a love for life and learning. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Arbib Education Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at Secondary School and beyond.

The Langley Heritage Primary has developed holistically since it joined the Trust in September 2014. In December 2019 it was graded as a good school, with outstanding leadership and management. The curriculum has been honed to reflect the learning needs of the children and the strengths of the staff.

The wider curriculum is under review with both The Langley Academy Primary and The Langley Heritage Primary embarking on an exciting journey over the next six years to map a new Primary curriculum and educational direction for the children encompassing first hand experiences, based on a thematic approach to learning and linked to visits and journeys and encompassing Museum Learning.

The Langley Academy Secondary is housed in an iconic building, it specialises in science, pioneers the use of Museum Learning and aims to become a centre of excellence for sports, notably rowing and cricket. They recently won their first rowing competition on the water and have several National and European indoor champions. TLA are the only state school that runs an MCC Foundation Hub to spot cricket talent in Slough. At the heart of the vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. You will see this in the building. TLA aspire to instil traditional values and promote respect for other beliefs. TLA strives to be at the forefront of science education and has developed links with national and regional museums to add an external dimension to learning. Leaders are proud of what they and their students have achieved and are confident that they will continue to achieve high standards for all their students and the local community.

In its most recent Ofsted inspection, in November 2017, TLA were rated as good and improving. Highlights from the report include:

“Governors and leaders actively promote the vision through fostering a shared love of learning together with high aspirations for all pupils.”

As one parent commented: ‘My son and daughter have both made spectacular progress under the guidance of passionate teachers ...The leadership team, along with the staff, are an absolute asset to the school community and in helping shape the next generation of learners.’

‘Morale is high and staff recognise that the school is improving. Pupils and sixth formers confidently welcome visitors and are proud to share their work and enjoy working with their teachers. There is a sense of pride, both in The Langley Academy and in the outcomes pupils achieve, that is shared between staff, governors, trustees and pupils.’

Results are strong. At Key stage 4 students achieved 63% good passes (4+) in English and Maths with a Progress 8 score of +.23. KS5 results dipped last year but leaders anticipate a return to previous high standards this summer. A growing number of TLA leavers move on to university and all staff and students were very proud to have the first student take a place at Oxford this academic year.

Deputy Site Manager

The Arbib Education Trust

Job Description

Purpose of the job: To work on any site activities required by the Trust under the direction of the Site Manager

To ensure that the site buildings/grounds are safe, clean and secure and that it is maintained to an excellent standard

Salary/Grade Level 4 £20,895 – £22,252 depending on experience

Hours 06.30 to 15.30 Monday to Thursday and 06.30 to 12.00 Friday

Full time, 52 weeks of the year

30 days holiday (to be taken in school holidays)

37 hours per week

There may be possibility of 33 hours and finishing at 14.30 Monday to Thursday

Reporting to Site Manager

Key functions:

- To assist the Site Manager in ensuring the maintenance of all site buildings, grounds and utilities, operating an agreed programme of planned preventative maintenance and making sure that any repairs are properly and promptly carried out
- To assist the Site Manager in keeping all site buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly
- To assist the Site Manager in ensuring that the building and site are a safe place in which to study and work and that all relevant health and safety regulations and codes of practice and with due regard for the health, safety and welfare of all premises users and visitors including contractors

The main responsibilities of the post are:

- To stand in for the Site Manager as and when needed
- The post holder must be willing to work and travel across the Trust if required.

Line management Responsibilities

- Manage the two site assistants allocated to each school on site, under direction from the Site Manager
- Participate in and support the performance management policy

Cleaning

- In liaison with the Site Manager monitor, at The Langley Academy, the provision of services by an appointed cleaning contractor in accordance with agreed procedures; ensuring that contract specifications are adhered to meticulously, issuing default notices, informing contractors of changes in the building or its use, submitting reports on cleaning to the contractor/Academy as required, etc
- Personally, undertaking agreed cleaning tasks as directed
- Ensure a litter free environment, picking up litter on a daily basis
- Arrange for emergency cleaning and removal of graffiti

Budgets

- Maintain stocks of materials, protective clothing and equipment as required
- Place orders for materials required by the site team as agreed and certify goods received

Internal School Events

- Undertake daily gate duties for The Langley Academy Primary
- Daily safety checks of primary grounds
- Undertake/arrange for the safe storing and moving of items of furniture, equipment and provisions as required, including setting up of chairs for assemblies and desks and chairs for examinations alongside site team

Health & Safety and Compliance

- Ensure that safety hazards are removed
- Ensure that fire exits are accessible and that firefighting equipment is correctly positioned and serviced
- Ensure that first aid equipment and supplies are correctly maintained and readily available
- Keep the Health and Safety file updated whenever maintenance or refurbishment take place
- Assist in annual testing of electrical equipment in the schools is undertaken
- Be familiar with and to adhere to relevant parts of the Trust's Health & Safety policy

Mechanical, Electrical and Building Management Systems

- Maintain a location plan of all turn valves or switches for utilities, ensuring clear access and good working order

Estate Maintenance and Projects

- Assist the Site Manager in the operation of an agreed programme of planned preventative maintenance
- Replace fluorescent tubes, starters, diffusers, light bulbs and shades
- Personally, undertake minor repairs and maintenance tasks which are within the post holder's competence and identified as such within the maintenance specification and agreed with the Site Manager, arranging for other repairs to be carried out under the building maintenance contract, organising emergency response to vandalism damage
- Arrange and overseeing any alterations, redecoration, building and maintenance works and specialised repair work and report back to Site Manager
- Ensure drains and gullies are free flowing and clean
- Remove snow and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand

Security and Key System

- Prevent unauthorised/unsafe parking on the site
- Act as a key-holder and controlling site keys, routine and non-routine opening
- Liaise with security officer and undertake Security Guard duties at the front gate as and when required
- Report as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
- Lock and unlock internal and external doors as required, activating, de-activating and testing automated alarm and bell systems

Other

- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

Person Specification

The Arbib Education Trust is committed to safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a Deputy Site Manager, The Arbib Education Trust will be looking for a candidate who closely matches the following:

Qualifications and experience	Essential	Desirable
Good communication skills – written and verbal	✓	
A craft skill e.g. plumbing or electrics or carpentry	✓	
Comply with control of Substances Hazardous to Health (COSHH) regulations	✓	
Able to develop knowledge and experience of the appropriate use of cleaning materials and equipment	✓	
Full, clean driving Licence and a willingness to drive the school minibus	✓	
Previous experience of working in an educational establishment		✓
Previous experience in a caretaking/site role including repairs and maintenance		✓
Line management responsibilities		✓
Professional Knowledge & Understanding	Essential	Desirable
Understanding of Health and Safety and security issues including: use of ladders, working at height, security checks	✓	
Understanding of manual handling guidance	✓	
BMS Systems		✓
CCTV		✓
Able to operate cleaning equipment safely		✓
Personal Qualities and Skills	Essential	Desirable
Able to communicate with our students aged 3 to 19	✓	
Able to manage others	✓	
Is flexible in their approach to support the needs of the Trust by working in any of our three schools	✓	
Able to follow instructions	✓	
Able to communicate effectively with colleagues	✓	
Able to maintain an orderly and safe working environment	✓	
Able to work independently and as part of a team	✓	
Physically fit	✓	
Able to effectively manage more than one task at the same time working in a systematic manner	✓	
Cleaning skills	✓	
Able to show initiative	✓	
Willing to embrace our Museum Learning ethos	✓	
Ability to maintain confidentiality	✓	
Is a good role model for students	✓	
IT Literate		✓

Safeguarding	Essential	Desirable
<p>Staff uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school by:</p> <ul style="list-style-type: none"> • treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries • having regard to the need to safeguard students' well-being, in accordance with statutory provisions • showing tolerance of and respect for the rights of others • not undermining fundamental British Values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs • ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law 	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Staff must have a proper and professional regard for the ethos, policies and practice of the academy and maintain high standards in their own attendance and punctuality	✓	
Staff must have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities	✓	
Health and Safety	Essential	Desirable
Be familiar with and adhere to relevant parts of the School's Health and Safety policy	✓	
Promote and safeguard the welfare of children and young people you are responsible for or come into contact with	✓	
Knowledge of legal building responsibilities		✓
Be familiar with fire risk management		✓

Benefits of working across the Trust

- We have a Wellbeing Group who meet on a regular basis. The group consists of teaching and non-teaching staff. Staff Wellbeing is very important to us.
- Access to a wide range of discounts and savings through a partnership with Sodexo. This entitles you to discounts available at cinemas, days out, holidays, 6 major supermarkets, 100+ high street chains, DIY stores, 26 restaurant chains and 42 entertainment venues. You will have access to instant offers, reloadable cards and e-vouchers.
- Benenden Healthcare at a reduced rate with a Trust contribution. This complements the NHS by offering you speedy access to private healthcare when you're facing a wait. If waiting lists are over three weeks for diagnostic tests or five weeks for treatment/surgery then you have access to private facilities. There is also 24/7 GP access over the telephone and through eConsultations.
- A subsidised Christmas Party is offered to all staff across the Trust.
- Flu vaccinations are offered every autumn to all staff across the Trust.
- A very strong Behaviour for Learning Policy in place supports staff. Poor behaviour is not tolerated.
- Free car parking.
- Working in a very modern environment.

How to apply

Please complete the online application form which can be found at:

www.langleycademyprimary.org

References will be sought when we shortlist. Your application will be treated in the strictest confidence.

Closing Date: Friday 6th March at 12 noon

Completed application forms should be emailed to kirstin.sutherland@arbibeducationtrust.org

If you have any queries about the role or would like to arrange a visit to the school sites, please do not hesitate to contact Kirstin Sutherland, HR Coordinator on 01753 214472 or via email kirstin.sutherland@arbibeducationtrust.org

The Annabel Arbib Foundation and The Arbib Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to Funding Agreement and subject to pre-employment checks. Successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. TAET is an equal opportunities employer.