



QUEEN'S PARK  
ACADEMY

# WHY WORK FOR QUEEN'S PARK ACADEMY

## ABOUT US

At Queen's Park Academy, we speak over 25 different languages, creating a vibrant, multicultural environment. This linguistic richness reflects the wide range of backgrounds and cultures present in the school, fostering inclusivity and global awareness from a young age. Teachers embrace this diversity by promoting cross-cultural learning, ensuring that pupils and families not only feel welcomed but also gain an appreciation for the world's many languages and traditions. This unique atmosphere prepares children to be open-minded and ready for the future.

## SAFEGUARDING

"We believe in the safeguarding and welfare of children and expect all staff to share this view."

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding.

Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

## WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on:

[www.advantageschools.co.uk/join-us/work-for-us](http://www.advantageschools.co.uk/join-us/work-for-us)

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or [jpowell@advantageschools.co.uk](mailto:jpowell@advantageschools.co.uk)

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



# MEET OUR LEADERSHIP

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Dear Applicant,

I would like to thank you for your interest in the vacancy at Queen's Park Academy. Within this recruitment pack you should be able to find all the information you need to assist you in your application. It will also provide you a little more information about our extraordinary school. I would be delighted to show you around the school and speak with you prior to/during your application.

Here at Queen's Park Academy we believe that given the right circumstances, all children are capable of extraordinary things. We live by this statement, focusing unreservedly on the detail to ensure that the very best is provided. Further details of the role can be found in this pack, the job description and the personal specification.

I have been the Principal at Queen's Park Academy since 2019. The school is a very special place to work. The staff, children and families are a community that will capture your heart, provide you with professional challenges and offer you a place where you can develop your skills and knowledge professionally. We are passionate about teacher development and our teachers are skilled, knowledgeable practitioners, who are continually developed by our excellent professional development offer.

We are keen to appoint someone who can continue to build and enhance on recent improvements. The pupils, the staff and the families need you to be kind, ambitious, honest and willing to join a school where professional learning will not stop. It is important that you lead by example and have exceptionally high standards.

The school has a variety of challenges ahead, but it is a brilliant and wonderful place to work. The children (and their families) need you to be the best. They need you to be driven and determined to ensure that they learn as much as possible so that the attainment gap between them and their national peers is narrowed, diminished, and reversed over the course of their time with us.

I look forward to meeting with you to explore this exciting role further.

**With very best wishes,**

**Emma Bolton**  
**Principal | Queen's Park Academy**





# VALUES



## INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

### INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

### AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

### EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

# ABOUT QUEEN'S PARK ACADEMY

## OUR APPROACH TO EDUCATION

We believe that the quality of education in the United Kingdom can be significantly better and are determined to show how.

We emphasise the importance of kindness, civility, and inclusivity in a text-rich, teacher-led learning environment. We want our pupils to leave our schools equipped for success in the next stage of their educational journey, and to achieve this we teach an academic curriculum enhanced by an entitlement to enrichment for all. We prioritise the teaching of powerful knowledge (Michael Young) in our curriculum; knowledge that is transformational, taking children and young people beyond learning that can be easily acquired through their everyday experience, and providing them with the tools they need to make sense of and navigate the world around them as educated citizens.

This means ensuring pupils develop a solid foundation of knowledge and skills that they can build on throughout their education. We place a strong emphasis on securing the fundamentals of literacy and numeracy and focus on developing an understanding of distinct subject disciplines in the wider curriculum. We believe this knowledge is fascinating, beautiful and worthy in its own right, and use the knowledge itself to foster curiosity and creativity in our pupils.

Because powerful knowledge is not easily acquired through everyday experience, we know our pupils are novices in much of this learning, and that novices learn best through explicit and direct instruction rather than inquiry based or discovery learning. In our experience, this promotes the motivation of success, and enables high levels of pupil interest, inclusivity, participation and thought.

Our teachers break down learning, planning backwards from clearly defined curricular goals. We value formative assessment and responsive teaching, whereby we actively diagnose and act to address gaps, errors or misconceptions in pupils learning in a timely manner. We ensure learning is revisited regularly to help pupils remember. We know that doing this well requires strong subject knowledge, not just of the current unit but of the coherent picture of the wider curriculum in each subject area, so we ensure we have detailed curriculum plans and resourcing in place and invest time in subject specific professional learning.

We believe in supporting pupils to successfully achieve high standards of conduct, resulting in very high expectations, and a calm and consistent learning environment where pupils feel safe, valued and can thrive. We think this makes for a warm and happy school, but moreover enables us to give pupils the foundations they need to lead happy and fulfilling lives.

Therefore, these are the aspects of our schools we prioritise enacting well and focus on through professional development.

Our staff work together to ensure we deliver on our promise to local families – that high expectations, superb behaviour and great teaching will be hallmarks of our school. You will benefit from our strong systems, processes and standards which will enable you to focus on the job you love – teaching. Our staff are supportive of pupils and one another, which ensures our schools offer families a genuine choice of an excellent education for their child, including:

- Rigorous and effective safeguarding practice
- High quality wrap-around care
- A disciplined “can do” culture that allows every student to be known, feel safe, and be cared for
- An intensive focus on the basics of reading, writing and maths
- An academic, knowledge-rich curriculum that values distinct subject disciplines
- Excellent quality, evidence-based classroom practice
- High quality PSHE provision
- Plentiful enrichment opportunities, including trips, visits, after-school clubs and sporting fixtures
- A focus on preparing every single pupil to be prepared for success in their education

# STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

## CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at Advantage Schools.

To continue our support for all our colleagues we offer the opportunity of professional development by studying for NPQs which are all completely funded and offer tailored middle leader training for those who are eligible.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



## EMPLOYEE ASSISTANCE PROGRAMME

All colleagues have access to our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.



# RECRUITMENT BOOKLET



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**SEE MORE AT**

[WWW.ADVANTAGESCHOOLS.CO.UK](http://WWW.ADVANTAGESCHOOLS.CO.UK)



## Site Lead

Queen's Park Academy are seeking a proactive and hands-on Site Lead to join our dedicated Site Team. The ideal candidate for this physically demanding job will be an individual with good handy-person skills and eagerness to carry out the work in an efficient manner. The Site Lead will oversee a small team and carry out general repairs and maintenance, liaise with contractors and suppliers and ensure our School maintains a high level of health and safety.

At our School, you will find supportive and encouraging colleagues within school leadership and throughout the school. It is incredibly important to us here at Queen's Park Academy all our staff feel valued, listened to, mentored, challenged and given adequate opportunities to develop. If you want to grow and develop in a varied and interesting role, come and join us.

### Key Duties

- Managing the school site team
- Security of premises
- Portering
- Grounds maintenance
- Heating and lighting
- Driving and vehicle maintenance
- Health & Safety & compliance management
- Cleaning
- Support and oversight of lettings with the Trust Estates Manager
- Contract management
- Building maintenance
- Responsible first key holder for the site and available for call outs

### The successful candidate will have

- Experience of site duties and responsibilities
- Strong IT skills
- Excellent communication skills
- Ability to problem solve and use own initiative
- Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work
- Substantial knowledge of Health and Safety, including COSHH
- An understanding of safeguarding and willingness to undertake training relevant to the role

### Job Specifics

**Start date:** 17<sup>th</sup> March (TBC)

**Salary:** AS 15-25 £29,393 - £35,535 (52 weeks, 25 days holiday, plus 3 days holiday between Christmas & New Year)

**Working Pattern:** The working hours are 37 hrs per week - Rota shift between 7am – 6pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.





## **Site Lead**

### **Job description**

#### **VISION AND PURPOSE**

Responsible to the Principal and Trust Estates Manager, the postholder will be responsible for the day-to-day functioning of the school, particularly in the areas of:

- School site team management;
- Security of premises;
- Porterage;
- Grounds maintenance;
- Heating and lighting;
- Driving and vehicle maintenance;
- Health & Safety & compliance management;
- Cleaning;
- Lettings;
- Contract management;
- Building maintenance; and
- Key holding and call outs.

#### **ACCOUNTABLE FOR**

##### **1. School Site Team management**

Responsible for overseeing the site team at Queen's Park Academy, including but not limited to allocation of work and line management responsibilities.

##### **2. Security of Premises**

Ensuring the school is secure out of working hours.

Following the correct procedures for alarm systems.

Patrolling school premises and property on foot with a view to ensuring the security of areas and providing a visible security presence.

Ensuring all doors and windows are secured and all lights and heaters are switched off after use.

Ensuring the school is open for students each school day and to persons who have hired the premises for public or private use.



Monitoring, recording and reporting all infringements of school policies to relevant staff.

Monitoring the school CCTV systems in line with data protection procedures and to respond to any incidents, as required. To report any problems or defects with equipment and liaise with the Police as required.

### **3. Portering**

Providing a portering service between and to school departments/areas. Ensuring that parcels are signed for upon receipt and then are correctly delivered to relevant departments/locations. Also ensuring that all other items are moved in a safe and timely manner as directed.

Actioning Site requests as instructed.

Completing any office/classroom moves as required.

Emptying all recycling and waste bins as required.

Setting up rooms as required for school activities e.g. Open Days, exams, parent meetings etc.

### **4. Grounds maintenance**

Keeping all hard landscaped areas, paths, playgrounds and car parks within the premises boundaries free from litter.

Undertaking general grounds maintenance tasks where required, including grass-cutting, hedge trimming etc.

Ensuring safe movements around the school; to clear entrances and pathways of any form of obstruction and during adverse weather conditions clear and treat walkways in the event of ice, snow or any other safety hazard.

### **5. Heating and lighting**

Ensuring that the temperature within the school is maintained at appropriate levels and that all heating and lighting equipment operates efficiently, is regularly maintained with due consideration to energy efficiency. Where appropriate, ensuring adequate supplies of fuel are available to enable continuity of heating.

### **6. Driving and vehicle maintenance**

Driving school vehicles as required (including minibus trips for students), abiding by the Schools insurance and registration requirements for use.

Being responsible for arranging MOT's, road tax and regular services of school vehicles, ensuring, where possible, normal school functions are not impacted.

Keeping a daily mileage record and assist in taking and retrieving vehicles from the service garage, if necessary.

Reporting any vehicle defects, faults, incidents and accidents to the Trust Estates Manager as soon as discovered.

Being responsible for the cleanliness of the vehicles inside and out.



## **7. Health & Safety & compliance management**

Carrying out all necessary Health & Safety/compliance checks. Ensuring all appropriate records and documentation are kept in accordance with regulations and as directed by the Principal or Trust Estates Manager.

Completing tasks and completing accurate recording on the Trust facilities management software.

Monitoring and maintaining fire safety equipment and ensuring that they are fully functional at all times.

Conducting a weekly fire alarm check and provide support and assistance during fire evacuation procedures ensuring that these are in line with current fire regulations and Trust/School policy.

Responsible for ensuring that Trust/School Health and Safety policies and procedures are followed in line with legislation, including carrying out statutory checks and recording any findings.

Assisting with risk assessments as required.

Overseeing fire, intruder and bomb evacuations as required.

## **8. Cleaning**

Ensuring that standards of cleanliness are maintained within the school including monitoring work of cleaning employees as required and providing cleaning cover for any accidental spillages which may constitute a health hazard or as directed by the Principal or Trust Estates Manager.

Ensuring that adequate stocks of cleaning materials are maintained and that they are stored and used in accordance with Health and Safety (COSHH) regulations.

Cleaning the school washroom facilities as required.

Ensuring all equipment used in cleaning tasks is maintained to required standards.

Keeping all school areas free from litter, including external areas.

Removing graffiti from all areas of the schools using appropriate cleaning methods and materials.

## **9. Lettings**

Supporting the Principal/Trust Estates Manager in respect of all matters related to lettings and community use of the School. This may include, but is not limited to, use of related IT systems, ensuring the school is open for persons who have hired the premises for public or private use, maintaining a diary of usage, taking and receipting payment, setting up and putting away equipment and showing potential users the facilities available.

## **10. Contract Management**

Site contract management responsibility as designated by the Trust Estates Manager including but not limited to appropriate communication with suppliers, maintenance of key records and arranging appropriate visits.

Negotiating the renewal or termination of contracts and managing the arrangements of maintained contracts and associated SLAs for the School.





## 11. Building maintenance

Carrying out minor building repairs and works. Indicative examples (non-exhaustive list) below:

### **Plumbing**

- Simple tap repairs
- Ball valve re-washing
- Clearing blocked sinks, wash basins, baths, urinals, etc.
- Clearing drainage blocks (above ground level) where visible and accessible
- Replacement of toilet seats
- Lavatory (cistern), pull chains and handles, etc.
- Replace plugs on bath, sink and wash hand basins
- Replace with equal broken pipe brackets, fix or refix ditto – toilet roll holder
- Cleaning gutters, rainwater pipes and gullies
- Attention to simple leaks using compression or plastic fittings as appropriate
- Thoroughly flush through cold water installation at the end of each holiday period.

### **Electrical**

- Replacement of all types of tubes and lamps
- Refixing of dislodged light fitting diffusers
- Removal of broken light fitting diffusers
- Replacement of missing screws from light switches and socket outlets
- Replacing fuses (on a like-for-like basis)
- Fitting of new and replacement plug tops
- Regular sound testing of all bell circuits, fire alarms, class change, etc.

### **Joinery**

- Simple repairs to skirtings, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks
- Refixing or replacing door stops, restraining catches, hooks, etc. easing doors for correct opening and closing, like-for-like hinge replacements
- Fixing shelves and pin boarding



### **Decoration**

- Simple type redecoration, using proprietary paints and finishes

### **Heating**

- Checking all heating elements, ie: radiators, convectors, fan assisted convectors, etc. for correct operation and clean annually. Air vent when necessary, refix loose and damaged casings

### **Energy**

- Regularly, once per month, read gas, electricity and water meters
- Check for correct settings and operations of all thermostats

### **Furniture**

- Simple repairs to desks, chairs and other minor repairs to loose equipment

### **Emergency Action**

- Isolate and drain down, where appropriate, water, switch off gas and electrical installations following emergency incidents.

Ensuring that stocks of site consumables, such as light bulbs and batteries are kept at a good level and accurate records are kept.

Co-ordinating emergency and planned repairs, liaising with external contractors and ensuring they are all fully briefed on Health and Safety before completing any maintenance work; issuing site access cards/keys or their equivalent, if required, and maintaining daily contact with them. Overseeing building works and building/maintenance contractors, ensuring they comply with Health and Safety regulations as directed.

Identifying and reporting any repairs and maintenance work required and instructing third parties where required.

## **12. Key holding and call outs**

To be the responsible first key holder for the site, holding and overseeing the use of the out of hours phone, including agreeing and being included on, a rota with other site staff and being available for call outs in the case of emergencies/alarm activations or other emergencies at Queen's Park Academy.

To notify the police of any damage to the building, obtaining a crime number and securing the building if necessary.

To attend other Trust schools in the event of an emergency that are within a reasonable distance of Queen's Park Academy.

## **13. Other duties**

Providing cover in the evenings/weekends as required meeting the needs of the school and to assist with school events and the security around rental of the property by external organisations.

Using the School ICT systems as required to fulfil the role.



Assisting at other Advantage Schools sites, within a reasonable distance, as directed.

Preparing any reports required related to site issues, jobs and contractors as required.

### **Other statutory duties**

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

- **Equality and Diversity:**

To be responsible for promoting equality and diversity in line with School procedures.

- **Training and development:**

To participate proactively in training and development including qualification development required in the job role.

- **GDPR – Data Protection**

To be responsible for following GDPR requirements in line with School policies and procedures.

Please note that the above list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the Site Lead will carry out.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Principal or Trust Estates Manager.





## Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates

### Note to candidate

Please make sure, when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	Measured	Desirable	Measured
Experience	Demonstrable experience of site duties in a general capacity.	1,2	Experience working in a school environment.	1,2
	Proven ability to work through problems without seeking further guidance.	1,2		
	Demonstrable experience of supervising others.	1,2		
	Experience of ordering and understanding of budgets	1,2		
Skills/Abilities	Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.	1,2	Ability to work at height.	1,2,4
	Able to work without supervision. Contribute positively to the work of the team.	1,2		
	Follow instructions and procedures.	1,2		
	Able to communicate politely and tactfully with school premise users.	1,2		
	Able to plan and organise workloads to meet	1,2		



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	<p>conflicting work demands and deadlines.</p> <p>Able to write straight forward reports and read and comprehend complex written information.</p> <p>IT Literate</p> <p>Able to work on own initiative within school policy and procedure.</p>	<p>1,2</p> <p>1,2</p> <p>1, 2</p>		
Equality issues	Able to identify some types of discrimination that commonly exist.	1,2		
Specialist knowledge	<p>Knowledge of the service provided and expected of a modern facilities management team.</p> <p>Substantial knowledge of Health and Safety, including COSHH.</p> <p>Knowledge of legionella issues and testing</p>	<p>1,2</p> <p>1,2</p> <p>1,2,4</p>	<p>Knowledge of BMS systems</p> <p>Experience of Air Handling Units</p> <p>Experience of fire suppression systems</p> <p>Lettings</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>
Education and training	<p>A good standard of education including literacy and numeracy.</p> <p>Willingness to undertake relevant training.</p> <p>Able to drive the school minibus when required.</p>	<p>1,2</p> <p>1,2</p>	<p>Current first aid qualification.</p> <p>Maths and English to GCSE grade C or equivalent.</p> <p>Midas qualification</p> <p>IOSH or NEBOSH qualification</p>	<p>1,4</p> <p>1,4</p> <p>1,4</p> <p>1,4</p>
Other requirements	<p>Able to adapt to changing operational demands in terms of tasks undertaken.</p> <p>Must be a resilient character with a flexible approach to work including role, hours, and place to work.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p>	<p>Current valid full driving licence preferable with either D1/D1 extension.</p>	<p>1,2,4</p>



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	Reliable and punctual with a strong and proven work ethic.	1,2		
	Ability to provide cover at weekends as required.	1,2		
	Ability to be contacted by telephone occasionally at short notice.	1,2		
	Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns.	1,2		
	Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.	1,2		
	Willingness continuously to update skills and knowledge.	1,2		
	Willingness to work at all locations where Advantage Schools operate within a reasonable distance.	1,2		
	Willingness to be a fire warden or first aider.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)