

[www.insignis.org.uk](http://www.insignis.org.uk)

2024/25

# CANDIDATE PACK



**Insignis**  
Academy Trust

# WELCOME FROM THE CEO

## *Dear Colleague*

**Thank you for your interest in a role for the Insignis Academy Trust. Our Trust currently consists of six schools in Buckinghamshire. They are Ashmead Combined School, Princes Risborough School, Sir Henry Floyd Grammar School, Sir William Ramsay School, The Kingsbrook School and The Mandeville School. Further schools are in the pipeline and our medium-term ambition is to be a trust of at least 10 schools.**

As an academy sponsor, Insignis Academy Trust is focused on the quality of the educational experience it provides for its students. By joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops and to collaborate with our team to influence Insignis Academy Trust's ethos and processes.

Insignis is a Buckinghamshire Trust and we are committed to supporting the development of educational opportunities for children in the county. We support the community use of our schools and work in conjunction with Active in the Community, the Youth Sports Trust and Sports England on ensuring grassroots clubs have access to our facilities. We also are committed to the Opening School Facilities programme at all our schools.

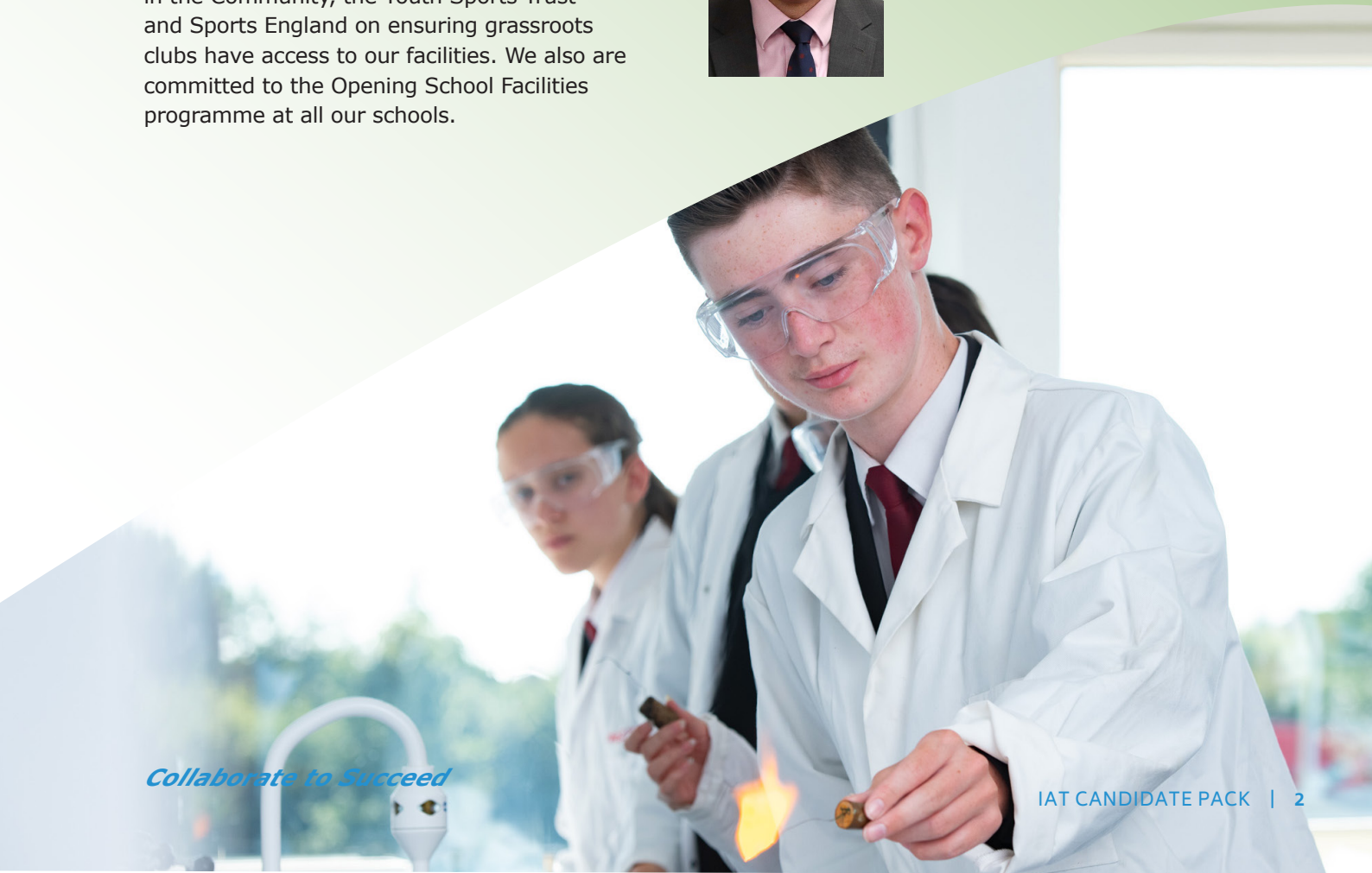
We are focused on delivering educational improvement and our schools, including providing the appropriate technology for staff and students to learn.

We are also committed to providing students with a rich programme of co-curricular activities. We currently have two specialist provisions at our schools, an Autism Spectrum Provision at Princes Risborough School and a Social and Emotional Mental Health provision at The Kingsbrook School. We are committed to supporting students with SEND across our Trust.

I look forward to receiving your application.

Yours Sincerely,

**Garret Fay**  
*Chief Executive Officer*



# ABOUT IAT

## *Insignis - "remarkable" in Latin*

**Established in 2016, Insignis Academy Trust (IAT) has the primary objective of improving education.**

IAT believes that all children should receive a fulfilling, aspirational and successful educational experience. As a Multi Academy Trust and an education charity IAT works locally with schools in Buckinghamshire and currently consists of six schools, Ashmead Combined School (ACS), Princes Risborough School (PRS), Sir Henry Floyd Grammar School (SHFGS), Sir William Ramsay School (SWRS), The Kingsbrook School (TKS) and The Mandeville School (TMS). The intention of IAT is to grow and collaborate with other schools and trusts to create a significant enhancement to the education of students locally.

## *The IAT motto is: Collaborate to Succeed*

**Our collective goal is for all IAT schools to be 'Remarkable' in their own right and support all our students to make the most of themselves and be well prepared, academically and personally, for their next steps in adult life, whichever path they choose.**

The Trust is managed by a Board of Trustees who are responsible for strategic direction as outlined in the Strategic Plan and have financial accountability for the use of public funds within our educational remit. A Finance & Audit Committee operates across the Trust and reports directly to the Board.

Each school within the Trust has a Local Governing Body (LGB), which meets twice a term. The LGBs are accountable for the delivery of the annual School Development Plan and critically review the work of the school, ensuring it is providing high-quality education to students and ensuring that policies and guidelines set clear working parameters including for the safeguarding of students and staff effective recruitment and retention of staff and having consideration for the school's budget.

The LGBs are informed and assisted by key members of each school's Senior Leadership Team, whilst also reserving the right to call on all members of staff to assist them in delivering the school's objectives.

## OUR FAMILY OF SCHOOLS





# 'Support of my colleagues all across the school.'



## IAT Vision

- To provide an exceptional educational experience for young people locally

## IAT Values

- A collective responsibility for the education of all students within the Trust
- A fully inclusive approach, maximising the attainment and achievement of every student in a nurturing and challenging educational environment
- An ethos of life-long learning and personal development enabling students to gain life skills and a positive approach to well-being alongside academic qualifications

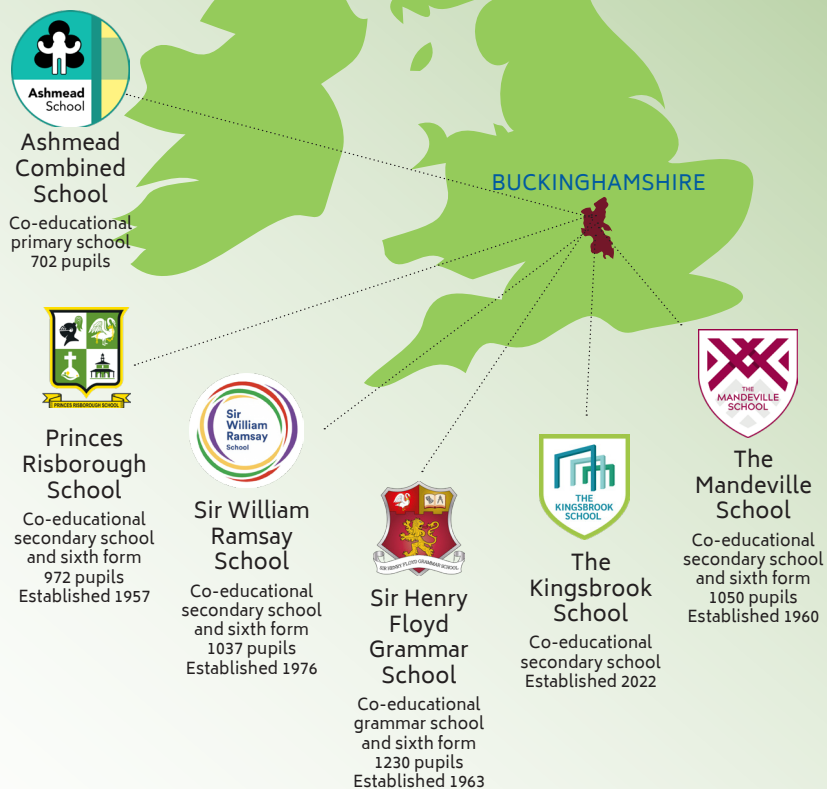
## IAT Aims

- To improve the quality of educational experience across all schools within the Trust
- To create governance and shared leadership that is committed to developing young people and strives for outstanding educational progress for all students
- To train, recruit and invest in continuing professional development of quality staff across the Trust
- To utilise best practice across the Trust to drive school improvement
- To grow the number of schools in the Trust sustainably over time
- To maintain a strong commercial skill base at board level and knowledgeable, experienced governors on school local governing bodies

## FUTURE GROWTH

Insignis Academy Trust aims to grow as a MAT, however, we are committed to growing in Buckinghamshire. Trustees have approved a Trust Growth Plan that would see us grow to 10 schools. We are committed to growing a Trust of both Primary and Secondary schools across the county.

## Our Location



This role will work as part of a Central Services Support Team and will support the existing teams across the Insignis Academy Trust Schools of Princes Risborough School, Sir Henry Floyd Grammar School, The Mandeville School, The Kingsbrook School which opened in September 2022, Sir William Ramsay School and the Ashmead Combined School.

The role reports to the Sir William Ramsay School Site Manager who is responsible for the maintenance and Health and Safety of the School. Although primarily based at Sir William Ramsay, the post holder will be required to support multiple schools and be expected to travel as needed and planned by their line manager. To enable this a van will be provided based at Sir William Ramsay School.

The role will suit an individual who is a team player with good communication and organisation skills, has the aptitude to initiate improvements whilst also being responsive to staff and student requests for assistance.

This is a 'hands-on role' role that will cover the areas of security, health and safety, premises repairs, maintenance and improvement, operation of plant and equipment, movement of fixtures and fittings, site and ground maintenance and school events, including those taking part during evenings and weekends.  
(Note: Weekends are rarely needed)

For any enquiries relating to the position please contact the Trust's Human Resources Team, either by email ([recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk)) or by telephone (01296 744351), who will be happy to help.

Insignis Academy Trust operates rigorous 'safer recruitment' practices and the successful candidates will be required to undertake a criminal record check with the Disclosure and Barring Service.

We encourage and value candidates who have varied lived experiences and inclusive mindsets, either due to their engagements in the world or due to their protected characteristics (as set out in the Equalities Act 2010). We are committed to continued development of a community that is representative of the environment in which we work and in nurturing an equitable society.

Please note we reserve the right to close this vacancy earlier than the specified deadline if a suitable candidate is found.

# JOB DESCRIPTION

## SITE OFFICER Apprentice

### Designation of Post within School Structure

CEO (Chief Executive Officer)  
COO (Chief Operations Officer)  
Head of Estates  
Facilities Manager  
Site Manager  
Site Officer (Apprentice)

This job description identifies the responsibilities attached to this post.

This job description is subject to amendment from time to time with in the terms of the conditions of employment, as the needs of the school may require, but only to an extent consistent with those conditions of employment and after consultation with the post holder.

### Main Duties and Responsibilities

#### The Post

The Insignis Academy Trust is a growing multi-academy trust based in Buckinghamshire. One of our primary goals is to drive efficiencies across all schools within the trust to bring value for money, sustainability and controls across our growing estate.

#### Post Purpose

To provide a pro-active support service across all areas related to the schools' premises and operation covering:

- Security
- Health & Safety
- Repairs and Maintenance
- Operation of Plant and Equipment
- Movement of fixtures and fittings
- Site and Grounds maintenance

To provide the above service within core and additional hours, including emergency callout situations.

### Role and Responsibilities

The points 1-7 below outline the main responsibilities of the role however they are not an exhaustive list and items within the sections noted may vary according to the school's operational needs.

#### 1 Security

- To be a designated key holder and be available for the safe and secure opening and closing of the premises and site.
- To respond to alarm and emergency calls outside of core hours.
- To liaise with emergency and contracted services when required to ensure the schools remains safe and secure.
- To apply the agreed security and safeguarding procedures in relation to contractors at the schools.

- To review all fences, gates, doors and windows as part of the opening and closing routine to ensure they are safe and secure, taking appropriate action where needed.
- To conduct a weekly review of all perimeter fencing to ensure it is safe and secure, raising issues with line management.

## 2 Health & Safety

- To ensure all work is carried out in accordance with the schools' Health & Safety policies and procedures.
- To be proactive in reducing the potential for Health & Safety issues arising.
- To respond to all instances where Health & Safety issues are raised or noticed, and where possible make safe and/or isolate.
- To ensure that all emergency equipment is tested and recorded in accordance with agreed schedules.
- To ensure Portable Appliance Testing is performed and records retained for designated equipment on a rolling annual basis, isolating for repair or disposal any item that fails.
- To maintain up to date records in the agreed template for all chemicals, extinguishers, moving equipment, working at heights equipment and other items as may be required under Health and Safety requirements.
- To be proactive in clearing the agreed external areas of snow and/or ice, as often as required by the prevailing weather to facilitate safe movement on the site.

## 3 Repairs, Maintenance & Improvement

- To carry out repairs and maintenance of the buildings, fixtures, fittings and furniture, including decoration and lighting, within qualified parameters and with regard to H&S requirements.
- To attend to minor faults with electrical and plumbing facilities/equipment within qualified parameters and with regard to H&S requirements.
- To liaise with all contractors who are appointed to carry out repairs and maintenance, monitoring work carried out and raising with line management where deficiencies in service are noted.
- To carry out emergency/occasional cleaning and clearing requirements within the buildings and across the site in the event of leaks, floods, poor weather, soilage, personal illness, breakage and spills.
- To replenish all hygiene areas on a regular daily basis.

## 4 Operation of Plant and Equipment

- To maintain all plant rooms and storage areas in an uncluttered, clean and tidy state at all times.
- To ensure all plant and equipment is maintained in a safe condition through visual and plus, where practical, safe, physical examination.
- To operate plant and equipment, where training has been given, within agreed procedures, limits and safe parameters.
- To assist with energy conservation through ensuring heating, ventilation, lighting and water operations are not wasteful, providing data and information as requested.

## 5 Movement of Fixtures and Fittings

- To provide a portage service as required.
- To ensure equipment and furniture is set up and/or cleared away and/or delivered to agreed locations within the site as requested.



## 6 Site and Grounds Maintenance

- To carry out the cleaning of signage, door entrances, yards, paths and gullies, including the removal of graffiti.
- To carry out the clearing of all external areas, including the sports field, of litter, leaves and general debris, including the emptying of litter bins.
- To maintain, prune and/or cut back as necessary all subsidiary grass, ornamental and border areas in a neat and tidy state throughout the year.
- To maintain all trees on the site where the work can be carried out safely at ground level.

## 7 Assemblies, Catering, School Events and Lettings

- To set up and clear away as required furniture and equipment for assemblies, catering, school events and lettings.
- To ensure all lettees are aware of the action to be taken in the event of an emergency.
- To remain contactable when working during all school events and lettings via either two-way radio or mobile phone.
- To ensure that any repairs, maintenance and improvements work carried out during the period of an event or letting does not require additional assistance or involve actions that could place yourself or other individuals at risk, e.g. working at height.

### **Additional duties for this post**

#### Communication

- To maintain, with premises colleagues, a joint daily diary of work, events, issues and priorities.
- To provide regular updates on work completed, outstanding or requiring attention to line management as agreed in verbal and/or written and/or online format.
- To utilise the school's computer networks, including email system, as a core communication tool.
- To respond to, and prioritise action for all Caretaker Request Forms raised, ensuring feedback is provided to the appropriate member(s) of staff.
- To order and take receipt of items required to complete premises tasks, within the agreed budgetary allocation and following the ordering procedure published in the Staff Handbook and/or the local Financial Procedures.

#### Working Hours

- 37 hours per week contracted hours on shift pattern 7am-3pm or 10am-6pm, although may vary within schools, plus 3 hours paid at overtime rate of 1.5 to be worked every week as agreed with Site Manager.
- To work as part of a team which ensures that the operational hours and requirements of schools within the Trust are met.
- To be available outside of the core working hours, on a voluntary basis, for school events.

#### Training & Development

- To be proactive in discussing with your line manager training and development needed.
- To attend, when nominated, all appropriate courses and workshops related to the role.
- To fully utilise the training and development provided in improving both personal performance and contribution.



## General

- To provide support for students and staff.
- To promote the values and aims of the schools and to be aware of all necessary quality standards and performance measures ensuring they are adhered to.
- To participate in the Trust's performance management system.
- To undertake other work of an appropriate nature, and in the interests of the schools as directed by the Line Manager.

# PERSON SPECIFICATION

All of the competencies outlined below will be evidenced in the application, during the interview and via references.

Person Specification	Essential	Desirable
Excellent role knowledge		✓
Experience of working in a team		✓
Experience of working in a school environment		✓
Experience with Health & Safety		✓
Evidence of continuing professional development		✓
Practical experience of managing overlapping priorities and requests	✓	
Use of IT – Email, Word & Excel	✓	
Up-to-date with general premises related issues and developments		✓
Relevant skills and aptitude		✓
Health & Safety qualifications		✓
Working with contractors		✓
Personal Qualities	✓	
Clear desire to work within a school	✓	
Commitment to flexible working and hours	✓	
Keen to further professional development and skills		✓
Enthusiastic and approachable	✓	
Good communication and interpersonal skills	✓	
Hardworking and conscientious	✓	
High expectations of staff behaviour	✓	
High expectations of staff performance	✓	
Willingness to share expertise	✓	

## CPD in IAT Schools

Each school within the IAT publishes a whole school CPD calendar. This will reflect IAT and school priorities.

Subject-specific CPD and CPD for pastoral teams will be embedded into meeting schedules, reflecting outcomes of self-evaluation and the needs of each team.

Applications to attend external CPD courses should be made at a school level, following the school's CPD application process. Priority will be given to external CPD that supports Trust, school and departmental priorities and performance management targets. The cost of the CPD course, the cover costs and cover implications will all be taken into account when applications for courses are considered.

### Completing National Professional Qualifications (NPQs)

National Professional Qualifications (NPQs) are the most widely recognised qualifications in the education sector for current and aspiring leaders. Accredited by the DfE, NPQs provide training and support for teachers and leaders at all levels. NPQs are informed by the best available research and evidence endorsed by the Education Endowment Foundation.

There are a range of NPQ qualifications available, including:

- **Leading teacher development** – become a teacher educator and support teachers in your school to expand their skills.
- **Leading teaching** – lead the teaching and learning of a subject, year group or phase.
- **Leading behaviour and culture** – create a culture of good behaviour and high expectations where staff and pupils can succeed.

## Wellbeing

At Insignis Academy Trust, we prioritize the well-being of our staff and students. We believe that a healthy and happy school environment is essential for fostering a positive learning experience. Our dedicated team works tirelessly to ensure that everyone feels supported and valued, creating a sense of community and belonging.

We understand the importance of mental health and well-being in the workplace. We provide various resources and support systems to help our staff maintain a healthy work-life balance.

By prioritizing well-being across the trust, we aim to create a positive and productive environment where everyone can thrive and reach their full potential.

For more information visit: <https://www.insignis.org.uk/Well-Being/>

- **Leading literacy** – teach and promote literacy across a whole school, year group, key stage or phase
- **Leading primary mathematics** – help your school use mastery approaches and teach maths effectively.
- **Senior leadership** – develop leadership expertise to improve outcomes for teachers and pupils.
- **Headship** – learn how to become an expert school leader and outstanding headteacher.
- **Executive leadership** – develop the expertise to run a multi-school organisation and effectively lead change and improvement.
- **Early years leadership** – manage your staff and organisation to provide high-quality early years education and care.

IAT schools will support teachers and leaders to complete NPQ qualifications, in line with Trust and School priorities, individual goals and upon recommendation by line managers. If any member of staff is interested in completing an NPQ, they should discuss it with their line manager. All applications for NPQs will need to be discussed by SLT and agreed by the Head of School or Headteacher and CEO of IAT.

Astra Teaching School Hub delivers a range of NPQ qualifications. Face-to-face sessions are delivered locally and provide opportunities for networking and collaboration with teachers and leaders from across Buckinghamshire schools and beyond. NPQ courses are delivered by a range of providers. Before registering for an NPQ, teachers and leaders should discuss the choice of provider with their line manager.

# Benefits of working with IAT

---



## Teachers' Pension

We formally register all teaching staff to the Teachers' Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.teacherspensions.co.uk](http://www.teacherspensions.co.uk)

---



## LGPS - Support Staff Pension

We formally register all non-teaching staff to the Local Government Pension Service. It is your choice whether you choose to opt out of the scheme. At IAT we strongly suggest you get independent advice before making this decision.

Visit: [www.lgpsmember.org](http://www.lgpsmember.org)

---



## Cycle Scheme

We are a part of the Cycle Scheme, IAT staff are able to use salary sacrifice to purchase a bike or electric bike and accessories up to the value of £3500.00

Visit: [www.cyclescheme.co.uk](http://www.cyclescheme.co.uk)

---



## Tech Scheme

We are a part of TechScheme, in association with Currys. IAT staff are able to use salary sacrifice to purchase items from Currys for their home. Please note that there is a pension impact on this scheme.

Visit: [www.techscheme.co.uk](http://www.techscheme.co.uk)

---



## Extras Discount Scheme

We are part of the Extras Discount Scheme which offers IAT staff the opportunity to avail of discounts at a range of high street stores, online retailers and supermarkets.

Visit: <https://www.bhnextrashomeandtech.co.uk/extras>

---





## Education Support

Our Employee Assistance Programme at IAT is provided by Education Support. This provides support for you and your family members covering a range of issues. This includes supporting staff and family members with wellbeing, health queries, bereavement and family issues including separation and divorce.

Visit: <https://www.educationsupport.org.uk/>

---



## Byond

We are a part of Byond, a prepaid debit card that comes packed with built-in discounts at high street stores, online retailers and supermarkets.

Visit: <https://byond.helpscoutdocs.com/article/375-article-title>

---



## Free Tea and Coffee

In conjunction with our catering provider we provide free tea and coffee for staff at our schools.

---



## Tusker

As a Trust we offer staff the opportunity to lease a new electric vehicle from Tuskers. This scheme has an impact on pension.

Visit: <https://tuskercars.com/>

---



## Anytime Fitness

Anytime Fitness will offer a 10% discount for all Insignis staff.

You will need to show your ID Badge in order to obtain your discount. (If you refer a friend then you will get a free month.)

Please call Anytime Fitness in Aylesbury to discuss the benefit before arriving.

Visit: [www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/](http://www.anytimefitness.co.uk/gyms/uk-0023/aylesbury-south-east-hp20-1ur/)

---



## Nuffield Health

Nuffield Health will offer up to 30% off their memberships, both for monthly rolling contracts and annual contracts. This offer is open to any school employee. You will need to show your ID Badge in order to obtain your discount. Please call Nuffield Health in Aylesbury to discuss the benefit before arriving.

Visit: [www.nuffieldhealth.com/gyms/aylesbury](http://www.nuffieldhealth.com/gyms/aylesbury)

---



## Blue Light Card

Blue Light Card provides those in Education with discounts online and in-store. They offer a range of official discounts from large national retailers to local businesses in a wide range of categories including holidays, cars, days out, fashion, gifts, insurance, phones and much more.

Visit: <https://www.bluelightcard.co.uk/index.php>

---



## Wycombe Lido

Fusion Lifestyle will offer Insignis Staff 10% off their top membership option. You will need to show your ID Badge in order to obtain your discount.

Please call Wycombe Lido in Aylesbury to discuss the benefit before arriving.

Visit: [www.fusion-lifestyle.com/centres/wycombe-rye-lido/](http://www.fusion-lifestyle.com/centres/wycombe-rye-lido/)

---



## Eye Care

All IAT staff can benefit from a reimbursement of their eye tests for up to the value of £25. Simply save your receipt and claim it through expenses, with the finance department.

---



## Specialist Glasses

If you need specialist glasses to carry out your specialist role in school, we may be able to help with the cost of specialist glasses. This may include glasses to support colour blindness, or prescriptive protective glasses.

Please contact HR for more information as this is assessed on staff's individual needs.

---



## Well Schools

The Well Schools Community has a vast collection of wellbeing tools and resources that are already being used in Well Schools across England.

Visit: [www.well-school.org](http://www.well-school.org)

---





## FOR MORE INFORMATION

For more information about IAT please visit our website. If you are interested in other roles at the Central Team or at one of our schools, please contact our HR Team via email at: [HR@insignis.org.uk](mailto:HR@insignis.org.uk)



**Insignis**  
Academy Trust

[www.insignis.org.uk](http://www.insignis.org.uk)

## HOW TO APPLY

### Making your application

Please click on the link below for further details on how to apply:

<https://www.insignis.org.uk/Vacancies/>

### Contact

If you are interested in discussing the role or would like more information about the role please contact the IAT Recruitment team at [recruitment@insignis.org.uk](mailto:recruitment@insignis.org.uk) or Telephone 01296 744351.

Visit [www.insignis.org.uk](http://www.insignis.org.uk) for more information about IAT, our Governance and Job Vacancies.



@InsignisAcademyTrust



@InsignisTrust



@Insignisacademy



@Insignis Academy Trust



@insignis.academy