



MARK
Education
Trust

Trust Site Operative

Information for applicants
December 2024



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Welcome to MARK Education Trust

MARK Education Trust is a small multi-academy trust responsible for two secondary schools in East Sussex: Beacon Academy and Uplands Academy.

Our schools are “ambitious for excellence” and aim to benefit from working in partnership; forming a community of best practice and sharing expertise to improve outcomes for children and young people. As a Trust, we seek to know and serve our communities well; developing successful schools with their own unique identities that are the school of choice for their local community and the employer of choice for the best professionals.

Our mission statement:

Our vision is to provide the best possible education for our students, preparing them for life in the 21st century, so they can stand equally alongside their peers, locally, nationally and globally.

Our name embodies our guiding values:

M – Motivated: to create exceptional, caring and safe educational establishments

A – Ambitious: high expectations of staff and students

R – Resourceful: ensuring efficiency and value for money

K – Knowledgeable: valuing learning for life

Our vision:

MARK Education Trust will create:

- Schools with their own strong identity underpinned by shared values
- Schools with expertly taught broad and balanced curriculums which give students the knowledge they need to further their education and thrive in adult life
- Schools which through collaboration constantly improve so that they are recognised for their outcomes at a local, regional and national level
- Schools which are the school of choice for their community and the employer of choice for the best professionals
- Safe and happy environments which enable students and staff to thrive and succeed
- Governance, leadership and management which is robust at all levels, ensuring that the Trust is fully accountable to its stakeholders
- A strategy of ‘growth with care’, ensuring that the Trust is able to meet the needs of and invest in its own academies as well as the capacity to support further academies

Welcome from the Chief Executive Officer and Executive Headteacher, Anna Robinson



Post of Trust Site Operative

We are seeking a dedicated and reliable Trust Site Operative to manage and maintain facilities across our school sites. The successful candidate will be proactive, hands-on, and comfortable working independently and as part of a team across our school's locations. If you are passionate about supporting a positive school environment and keeping premises in the best condition, we would like to hear from you.

As the Chief Executive Officer (CEO) of MARK Education Trust and the Executive Headteacher (EHT) of both Beacon Academy and Uplands Academy, it is my proud responsibility to ensure that our Trust achieves and upholds our mission statement, values and vision.

I know that choosing a place to work in is one of the most important decisions you will make for yourself and your family so I thank you for your interest in our Trust and hope that the following information will assist you with knowing a little more about who we are and what we stand for at Beacon Academy and Uplands Academy.

Our schools

Beacon Academy is a split site mixed 11-18 non-selective school situated centrally in Crowborough on the outskirts of the Ashdown Forest, an area of outstanding natural beauty. Uplands Academy is a single site mixed 11-18 non-selective school situated centrally in the village of Wadhurst in the heart of the High Weald, an area of outstanding natural beauty. Both schools are close to Tunbridge Wells and the South Coast. The vast majority of our staff travel from a variety of locations within the South East, including Brighton, Eastbourne, Lewes and Tunbridge Wells.

Our catchment areas generate our truly non-selective intake, both in terms of ability and socio-economic background. We draw students to both schools from local primary schools and those in the surrounding rural areas.

At Uplands Academy, all year groups share the same site. At Beacon Academy, our Sixth Form provision is accommodated entirely at our Green Lane site, an 800m five-minute walk from our main Beeches site which accommodates Years 7-11. We are immensely proud that Beacon Sixth Form retains a high proportion of our students from both academies as well as recruiting students from other local and international schools.

Vision, culture, expectations and outcomes

We want our children to be happy, successful and confident by providing the best possible education for all of our students in exceptional educational establishments for our communities. We are ambitious for excellence in all we do. Whether a member of staff, trustee (governor) or student, we all work relentlessly to inspire and believe in one another to achieve our ambitions and succeed in life.

- **Our curriculum.** At MARK Education Trust, our overarching purpose is to cultivate well-rounded individuals who excel academically and socially. Our curriculum is fully inclusive so that students with SEND have the same broad, balanced experience. Expert teaching supports all our students, including our most disadvantaged, and our ambitious curriculum strategically builds the most important knowledge.
- **We have uncompromisingly high expectations** for the quality of education that our students receive, including the most disadvantaged and those with SEND - there is no room for complacency.
- **We support and encourage our school community** – we expect everyone to Make their MARK academically by being motivated, articulate, resilient and knowledgeable, both in their lessons and beyond, and socially both inside and out of our school environments by having excellent manners, being accepting, respectful and kind. These expectations are reflected in the excellent relationships that exist between our board of trustees, staff, students, parents, carers and the wider communities.
- **We recruit, retain and develop exceptional staff and trustees** to ensure that through every aspect of their experience of Beacon and Uplands, our students are inspired, engaged and challenged, enabling them to make excellent progress and attain well. This includes our most disadvantaged and those with SEND.
- **Our staff care deeply** - each day they strive to be positive role models, thus supporting the inclusive culture of our school environment. Our staff want our students to feel safe and happy and listened to academically, socially and in terms of their well-being. We have a culture that is highly aspirational and ambitious for excellence in all we do and where commonalities are identified and celebrated and that differences are respected, accepted, valued and nurtured.
- **As staff we model what we want to see from one another and our students** – we promote and expect a positive and motivated commitment to education from our students and their parents and carers.
- **Our standards are unapologetically high** – this applies to both our staff and students, thus enabling our teachers to teach and our students to learn and excel, at both Beacon and Uplands Academies and beyond.

We encourage you to come and see this for yourself during this exciting new phase for our Trust.

To apply

Once again, thank you for your interest in the post of Trust Site Operative. Further details are provided in this pack on how to apply for this role. Completed application forms should be e-mailed to the HR Department at [My New Term](#).

If you wish to have an opportunity to discuss this post informally, please contact our HR department on 01892 603000, or email hr@beacon-academy.org.

MARK Education Trust is committed to safeguarding and promoting the welfare of children and young people. Please come and visit us at any time and see for yourself. To arrange a visit please contact the HR Department.



Anna Robinson
CEO and Executive Headteacher

Job Description

JOB TITLE	Trust Site Operative
PAY SCALE	Single Status Pay Scale 6 (£25,993 - £26,835 FTE)
JOB PURPOSE	Specific Maintenance/General Security/ To carry out an efficient service in all aspects of the job description
ACCOUNTABLE TO	Site Manager

Main Responsibilities:

Routine opening / closing of Trust buildings and grounds throughout the year (inclusive of weekends by agreement and with additional payments).

- Operate heating and hot water plant in accordance with training / instruction and codes of practice, maintaining areas of plant in a neat and tidy state.
- To carry out security rounds and procedures with other necessary associated duties, being perimeter fencing, alarms, maintaining fixtures in good state of repair.
- Contact, as directed, appropriate services in the event of emergencies such as; fire, water burst, break-in, vandalism or accident. Take appropriate action as necessary to protect the Trust buildings and property.
- Assist with enquiries regarding repair / maintenance works, escorting workmen / contractors to site of works as directed by the Site Manager, inspecting / signing off works in his absence, if authorised to do so.
- Inform the Site Manager where repairs/maintenance are necessary, particularly in the areas of Health and Safety, where self or others may be at risk, then carry out tasks to rectify within area of own capabilities and Health and Safety guidelines.
- Carry out repair works to internal and external areas of the Trust as scheduled or prioritised by the Site Manager where such works are considered to be within one's own capabilities with due regard to Health and Safety regulations.
- Carry out replacement / cleaning of indoor and outdoor lighting fittings and diffusers with attention to Health and Safety.
- Maintain up-to-date records of Repairs and Maintenance (In-house), carried out to the site.
- Attend emergency cleaning upon request i.e. broken glass, sickness, vandal damage etc, replacing / repairing where damage has occurred and removing debris etc.
- Carry out cleaning duties to halls, gyms and agreed areas according to routines.

Job Description cont.

- During Trust closure periods, undertake floor treatment works i.e. preparation, application of polishes and seals and carpet cleaning as directed.
- Move / transport furniture and equipment as required within guidelines of Health and Safety at Works Act, to facilitate works as specified.
- Set out required furniture for examinations, assemblies and functions as and when detailed.
- Accept delivery of parcels and other materials / goods (signing for delivery) and ensure delivery to appropriate storage/department, obtaining signatures.
- Remove caretaking / cleaning equipment known to be faulty to workshop area and repair those that are within your capabilities and Health and Safety guidelines.
- Ensure adequate supplies of caretaking and cleaning consumables are maintained and report to Site Manager when re-ordering is required.
- Ensure deep cleaning is carried out to areas where major works have been completed.
- Ensure that the standards of cleaning are maintained, dealing with defects & report to the Site Manager such defects.
- Maintain records of lettings overruns, call-outs and un-authorized use of Trust sites.
- Carry out tasks / duties as may be required from time-to-time in accordance with the needs of the Trust, reasonable requirements and Health and Safety guidelines.

General Support:

- Report student and Trust issues in line with the Trust's policies for health and safety, child protection, behaviour management etc.
- Attend meetings and training sessions as required.
- Be aware of and act in line with Trust policies and procedures as outlined in the Staff Handbook.
- Be involved in extracurricular activities, e.g. open days, presentation evenings as required.
- To handle all confidential correspondence and matters with discretion at all times.

MARK Education Trust's teachers are also accountable for promoting a positive image of the value of education within the student body of our Academies and in our wider communities. Other whole Academy responsibilities include tutoring, or a commitment to the Academy pastoral systems, attendance at INSET and other reasonable duties as directed by the Headteachers.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time-to-time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Person Specification

Essential Criteria	Desirable Criteria
<p>Knowledge</p> <ul style="list-style-type: none"> • Basic computer skills including Microsoft office outlook 	<p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of the main Health & Safety Regulations, including COSHH and risk assessment and how they apply in a working environment • A sound knowledge of the building cleaning standards
<p>Experience</p> <ul style="list-style-type: none"> • Experience of carrying out specialist building maintenance work within the reasonable capacity of a normal handyman 	<p>Experience</p> <ul style="list-style-type: none"> • Experience of keeping detailed work records
<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate good inter-personal skills to communicate with a range of people • Ability to demonstrate commitment to Equal Opportunities • Ability to undertake a range of maintenance and cleaning duties • Ability to work effectively and supportively as a member of the Trust team 	<p>Skills and Abilities</p> <ul style="list-style-type: none"> • Ability to inspect and record the work of contractors
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Willingness to participate in further training and development opportunities offered by the Trust, to further knowledge • Willingness to maintain confidentiality on all Trust matters 	



Staff Testimonials

Beacon Academy is an amazing place to work because of the friendly and helpful staff, there is a strong culture of collaboration and support that allows everyone to develop their practice. The strong focus upon CPD provides everyone the opportunity to learn the latest cutting-edge developments in education and this is a major benefit for anyone wishing to further develop their practice. Our facilities and new technology allow us to provide engaging lessons to provide our learners with the perfect learning environment.

I would recommend Beacon Academy to anyone wanting to teach in a school that favours aspirational ethics and outstanding practice, because there are so many opportunities for ambitious staff who are keen to collaborate, develop and share best practice in order to progress in their career.

Senior Deputy Headteacher

I have thoroughly enjoyed coming to work at Beacon Academy. The commitment and dedication from the staff to ensure students are achieving, and going above in and out of lessons is amazing to see. As an NQT I received so much support from other members of staff and feel like I can ask anyone for help. The commitment and extra time given to the students is what makes Beacon such a good school to work in.

Teacher of Mathematics

Applications

Please note that applications will be considered as they are received and you are therefore advised to submit your application as early as possible, as some interviews may take place, and an appointment may be made, before the closing date is reached for this position.

If, like us, you are passionate about providing the best possible education for all students in a school with sustained improvement and a culture of high expectations and ambition, we would welcome your application for this role via [My New Term](#).

Human Resources
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North Beeches Road
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MARK Education Trust is committed to providing the best possible care and education to its students and to safeguarding and promoting the welfare of children and young people. The Trust is also committed to providing a supportive and flexible working environment to all its members of staff.

The Trust recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment. Please refer to our Recruitment, Selection and Disclosure Policy and Procedures which supports our statutory obligation to comply with Keeping Children Safe in Education 2024.

Further information can be found on our website.

