



Application Pack & Job Description

**Premises Officer & Mini Bus Driver**



**RUSHEY MEAD  
ACADEMY**

## Welcome from the Principal

Dear Prospective Applicant,

We are delighted that you have shown an interest in joining the team at Rushey Mead Academy. We are a happy school where we want staff to feel fulfilled in their work, enjoying a good work-life balance as we realise that they are our most valuable asset, so we aim to look after them from day one.

Our vision is *to make a positive difference by creating a vibrant, principled community of learners in pursuit of educational excellence and fulfilment for all.* This underpins everything we do and helps us to achieve the best outcomes for all students.

The Rushey Mead Academy curriculum aims to give pupils access to the best which has been thought, said, written and created in every field of human endeavour, so that they are knowledgeable, critical and enriched. Within this broad, balanced, inclusive and rich curriculum, the primacy of knowledge and critical thinking is emphasised with a special focus on the EBacc. So we aim to recruit teachers who are enthusiastic about their subject and want to pass on a love and understanding of the beauties and intricacies of their subject to young people.



Rushey Mead Academy is characterised by high expectations, doing the simple things well, and the belief that all children can succeed regardless of their gender, background or ability. We are therefore looking for team players who are prepared to work hard and go the extra mile so that we continue to provide an outstanding educational experience for all of our children.

Our Rushey 1-2-3 expectations **of Be Kind, Work Hard, Develop your Whole Self** provides a framework for personal conduct and development for students. From the moment a student arrives at Rushey Mead Academy we ask them to live these expectations, so they develop exemplary learning habits and allow our teachers to be uninterrupted in their teaching.

We are fiercely ambitious for each one of our students, so if you share our vision and you have high aspirations for all children and the experience of delivering educational excellence, we would like to hear from you.

Please take a look at our website, our Facebook page @RusheyMeadTMET and twitter account @rusheynews to get a flavour of what Rushey Mead is all about.

I look forward to hearing from you.

**Gulbanu Kader**

**Principal, Rushey Mead Academy**

## Student Enrichment

At Rushey Mead Academy, we are committed to developing the wider personal development of our students, so that we prepare them for all aspects of life, not just exams. Our bespoke Rushey 3 Passport programme ensures that all students are properly recognised and rewarded for their non-academic achievements, so that we can celebrate their successes beyond results.

Students have a wealth of clubs and extra-curricular opportunities available to them; from public speaking competitions and debate club, to dance and orchestra club. We encourage all students to develop themselves through our extra-curricular provision so that they leave Rushey Mead as well-rounded citizens who are equipped with the skills they need for life.

We have many high achieving sports teams including, basketball, netball, cricket and football who regularly reach county final championships.

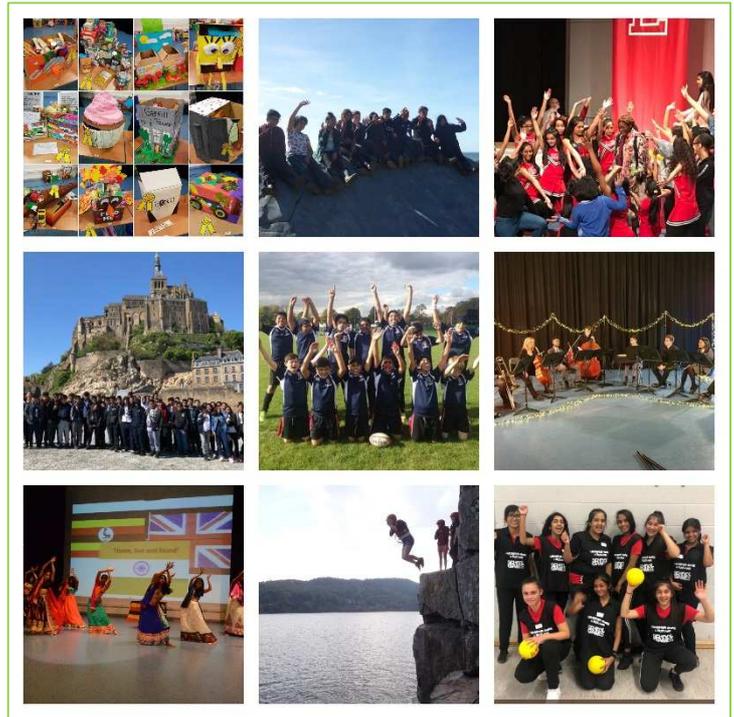
The PE faculty also offers a whole range of sporting clubs including rugby, tennis, badminton and fitness development. No matter the prior standard or experience of students, there is something for everyone. Our thriving Performing Arts faculty produce a popular and successful annual academy production and there are similarly numerous opportunities for students to perform through drama, dance, bands and orchestra. There are also music lessons and clubs available, giving our students the opportunity to learn to play a variety of instruments or to sing.

Rushey Mead students are also expected to consider their place in society and to understand what it means to be a good citizen. Through our divisional system, the

academy is extensively involved in charitable activity and students fully participate not only in fundraising for good causes but also in actively helping others. Staff and students work together to increase student awareness of and raise money for local, national and international charitable causes. Beneficiaries in recent years have included the British Red Cross, Oxfam, Teenage Cancer Trust, Comic Relief, Sport Relief, Rushey Mead Foundation, Rainbows and LOROS.

We know that the opportunity to lead others, develops students' self-esteem, confidence and future success. As such, all students have the opportunity to lead activities throughout the school in lessons, clubs and groups which is recognised through our leadership development programme. We have a thriving student council who is actively involved in school life and the Duke of Edinburgh award is available for older students.

Overall, we are committed to ensuring that our students leave Rushey Mead as well rounded individuals, who are best placed to become successful citizens of the future.



## Why work with TMET?

The Mead Educational Trust (TMET) is a growing partnership of primary and secondary academies in Leicester.

We exist to improve the life chances of children and young people by having high aspirations, pairing the highest quality teaching with the widest possible educational opportunities.

Building on Rushey Mead Academy's outstanding track record, we have grown to 8 partner schools and established the Leicester Teaching School Alliance as well as our School Based Initial Teacher Training Centre. Through this, we are able to draw on first class leadership and outstanding teaching and learning practices to support each learner, making sure that they have every opportunity to achieve. Our collaborative approach ensures that exceptional practices are fostered and encouraged within each of our pupils to provide the best learning experience we can.

At the heart of everything we do is our commitment to academic excellence and pastoral care – enabling success for all regardless of background. Our pupils are encouraged to become articulate, independent, well-rounded members of society with a passion for lifelong learning and a determination to make a positive difference in the world.

By providing access to a world-class education network, strong school-to-school support and high-quality assessment, governance and financial business management, our schools can in turn focus on equipping our pupils with the exciting and inspiring learning experiences they need and deserve.

The expertise within the Trust is without doubt our greatest asset; the collective dedication and passion for learning exhibited by staff ensure that each of our pupils reach and fulfil their potential. Our ongoing coaching, mentoring and support programmes maximise the skills and talents of our team to consistently deliver outstanding teaching and learning.

The work at TMET is underpinned and driven by the following values:

**Challenge:** Providing an excellent education by having high aspirations for all young people and giving them confidence in themselves, so they can become the best they can be and contribute actively to society.

**Collaboration:** Working effectively and harmoniously together across phases and accepting our shared accountability for meeting our aims.

**Culture:** Respecting and celebrating diversity and enabling students to participate in, and respond to, artistic and cultural experiences.

**Community:** Building a safe and stimulating environment where caring relationships and kindness are consistently developed and communication is excellent.

**Courage:** Making sure all decisions are based on clear high moral values and commitment to doing the right thing with compassion and integrity.

**Creativity:** Providing pioneering, innovative, vibrant and enjoyable learning experiences that are open to all and based on research, so that the curriculum sits at the forefront of education.

**Character:** Nurturing positive character attributes such as perseverance, resilience, confidence, optimism, tolerance, respect, community spirit, honesty, integrity and dignity.

## TMET schools

- Castle Mead Academy
- Hamilton Academy
- Knighton Fields Primary Academy
- Northfield House Primary Academy
- Rowlatts Hill Primary Academy
- Rushey Mead Academy
- Thurnby Lodge Primary Academy
- Willowbrook Primary Academy

## Why Rushey Mead?

- Rushey Mead Academy is a **community of professionals** who strive for excellent practice and constant improvement.
- **students are keen to learn** and **families value education**;
- results in subjects have been **significantly above** national averages for many years;
- departments are led by **experienced and supportive** subject experts;
- subject teams are **friendly, welcoming** and work **collaboratively**;
- staff **wellbeing is a priority** and **timesaving feedback** methods are in place. Click [here](#) to see how we manage workload at Rushey Mead Academy.
- the progress 8 score is significantly above average at 0.7, placing the school in the top 5% nationally;
- Professional learning is **research based** and integrated with our Teaching School.
- there is a **strong academic ethos** and high expectations of students;
- **behaviour management is centralised** and teachers are enabled to flourish;
- We provide regular **high quality training and development** for all of our staff.
- All of our **staff are encouraged to think strategically** and **we** listen to ideas on where we can make improvements.
- We are committed to developing everyone who takes on leadership positions within the school. We run **leadership-focussed training sessions and offer one-to-one support**.
- We always strive to **reduce unnecessary workload**, developing practices, which are **low effort and high impact**.
- Our staff work with **colleagues across TMET** - from different subjects, schools and phases.

Click [here](#) to find out more about TMET. To see an overview of performance data for TMET, click [here](#) .

## How to apply

TMET is committed to developing exceptional teams to work within our academies. We invest heavily in talent and aim to provide rewarding careers and clear progression pathways.

### Method of Application

- Complete the TMET Application Form
- Letter of application (addressed to Gulbanu Kader, Principal)
  - A maximum of two sides of A4 (font size no smaller than 11)
  - Your letter should outline:
    - (a) Your experience which will help in successfully undertaking the role;

**Closing date for applications: Sunday 23<sup>rd</sup> June 2019 at 12am (midnight)**

**Application forms and letter of application should be submitted via eTeach.**

Alternatively, you may save the form to your computer and when you have completed it you may attach it to an email and send it to our HR & Payroll Officer at [rmrecruitment@rushey-tmet.uk](mailto:rmrecruitment@rushey-tmet.uk)

We look forward to hearing from you.

Rushey Mead Academy is committed to safeguarding and promoting the welfare of children and young people.

All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



Rushey Mead Academy  
Melton Road  
Leicester  
LE4 7AN



[www.rushey-tmet.uk](http://www.rushey-tmet.uk)



@RusheyMeadTMET



@rusheynews

**Rushey Mead Academy**  
**JOB DESCRIPTION**  
**Premises Officer & Mini Bus Driver**  
**LG Band 4**

<p>This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.</p>	
<b>Reporting directly to:</b>	Site Manager Estate and Compliance Manager
<b>Liaising with:</b>	Business & Operations Manager, teaching and support staff, students, SLT, PASCOs, parents, contractors, visitors, outside agencies as relevant.
<b>Purpose</b>	<p>To support the management and development of the school site and to undertake operational responsibility for the maintenance, security, health &amp; safety and general administration of the Academy site, grounds, buildings, facilities and equipment ensuring they operate efficiently and effectively.</p> <p>To be responsible for driving the school mini bus and ensuring that all health and safety checks and risk assessments are carried out and recorded. To organise/co-ordinate any maintenance and statutory checks.</p>
<b>MAIN (CORE) DUTIES</b>	
<b>Duties and Responsibilities</b>	<p><b><u>Mini Bus</u></b></p> <ul style="list-style-type: none"> <li>• Carrying out daily walk-round checks and basic maintenance (checking oil levels etc.).</li> <li>• Reporting any vehicle defects, faults, incidents and accidents to the Academy Business &amp; Operations Manager.</li> <li>• Ensuring the vehicle is in a clean and roadworthy condition before and after use.</li> <li>• Refuelling the vehicle as required.</li> <li>• To be aware and comply with the protocols and procedures in the event of an emergency/breakdown.</li> <li>• Fully comply with all Rushey Mead Academy transport policies and procedures as well as external legislation, road traffic regulations and the Highway Code.</li> </ul> <p><b><u>Premises</u></b></p> <ul style="list-style-type: none"> <li>• Responds to emergencies promptly and with minimum disruption, contacting repair or maintenance suppliers.</li> <li>• Deals with any emergency situations, e.g. burst pipes, roof falling in, etc.</li> <li>• Assesses situations, contacting suppliers when repair, maintenance or advice needed; requesting quotes.</li> <li>• Effectively manage, monitor and promote letting of the site, including all rooms and external areas.</li> <li>• Assist in looking after the security, cleanliness and safety of assigned facilities.</li> <li>• Re-assesses priorities as situations arise and dealing with them.</li> <li>• Operates tools, electrical and mechanical equipment to repair, maintain and clean the facilities.</li> <li>• To undertake statutory checks under the guidance of the Site Manager.</li> <li>• Uses and maintains gardening, cleaning and other equipment, etc.</li> <li>• Repairs equipment, sinks, drains, gutters etc.</li> <li>• Instructs and looks after any external contract staff working on site.</li> </ul>

	<ul style="list-style-type: none"> <li>• Deals with staff and pupils, on proper use of equipment and facilities.</li> <li>• Advises staff on use and repair options of facilities, equipment etc.</li> <li>• Assesses &amp; keeps the site, buildings &amp; facilities to a high standard of hygiene and cleanliness.</li> <li>• May supervise and organise the work of cleaning staff.</li> <li>• Trains staff on equipment use.</li> <li>• Maintains adequate stocks of supplies.</li> <li>• Opens and closes buildings on time, setting alarms and ensuring the security of the site is maintained at a high level.</li> <li>• Checks orders, deliveries and invoices.</li> <li>• Completes all records, required forms and returns accurately and on time.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• To comply with Health and Safety legislation, Academy/TMET Policy and good health and safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Site Manager/Compliance Manager, to enable the school and school grounds to be safe and healthy places for students, staff and other users.</li> <li>• When on-site/shift, acts as the H&amp;S Officer.</li> </ul>
<b>Quality Assurance and standards:</b>	<ul style="list-style-type: none"> <li>• Support the aims and ethos of the school.</li> <li>• Set a good example in terms of dress, punctuality and attendance.</li> <li>• Be professional when dealing with staff, students, parents and outside agencies.</li> <li>• Attend team and staff meetings.</li> <li>• Be proactive in matters relating to health and safety.</li> <li>• To implement and promote Academy's policies and procedures relating to all areas of employment and service delivery.</li> </ul>
<b>Additional Duties</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage students to follow this example.</li> <li>• To participate in induction training, staff review process and professional development opportunities.</li> <li>• To supervise students arriving and leaving school site and as a matter of course when moving around the site during the school day.</li> <li>• To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.</li> <li>• Undertake professional duties that may be reasonably assigned by the Principal</li> </ul>

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**PERSON SPECIFICATION**  
**Premises Officer & Mini Bus Driver**

ATTRIBUTES	REQUIREMENTS	
	<i>Essential</i>	<i>Desirable</i>
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Hold a valid driving licence Category D1 unrestricted or a PCV licence or D1 restricted (car licence obtained prior to 1/1/1997).</li> <li>• Willingness to undertake the Leicester City Council approved minibus driving competence assessment.</li> <li>• Competent to undertake vehicle checks and carry out basic vehicle maintenance, e.g. topping up oil, replacing headlight bulbs.</li> <li>• Clean driving licence (held for at least 3 years).</li> <li>• Literacy and numeracy sufficient to perform the tasks in the Job Description.</li> <li>• Willingness to undertake training as and when necessary and to obtain relevant certificates for the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a school/college environment.</li> <li>• First Aid qualification</li> </ul>
<b>Skills, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Basic DIY skills and able to carry out minor repairs to buildings and equipment.</li> <li>• Willing and able to operate hand tools, cleaning machinery etc., and carry small loads.</li> </ul>	<ul style="list-style-type: none"> <li>• Training or experience, in one of the following: joinery, painting/decorating, plumbing, electrical</li> </ul>
<b>Key Skills, Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to deal with staff and pupils in a polite and courteous manner and to establish effective working relationships with individuals, groups and organisations.</li> <li>• Self-motivated, able to use own initiative, meet deadlines and make decisions in emergencies.</li> <li>• Reliable and punctual.</li> <li>• Ability to prioritise and deal with multiple on-going work tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Positive problem solving attitude.</li> <li>• Interest in school environment.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willing and able to work outside normal hours and be on call for emergencies.</li> <li>• Willing &amp; able to deal with people from a variety of backgrounds &amp; levels.</li> <li>• Willing &amp; able to attend training courses &amp; obtain relevant certificates for the role.</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities and equal value for all.</li> <li>• Must be able to recognise discrimination in its many forms and willing to put Academy's Equality Policies into practice.</li> </ul>	
<b>Safeguarding Children and Young People</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding students.</li> <li>• Knows and understands the principles and values of underpinning safeguarding and the promotion of the wellbeing of children and young people.</li> </ul>	