

# Hampton College

Eagle Way, Hampton Vale, Peterborough, PE7 8BF.



**Assistant Site Officer  
Job Information Pack  
September 2019**

**Progress, Partnership, Pride**

## Hampton College

Eagle Way, Hampton Vale, Peterborough, PE7 8BF.

Hampton College is an established, successful, all-through school, which formed its own multi-academy trust (Hampton Academies Trust- HAT) in 2014. The Trust is also the education provider for the new neighbouring secondary school, Hampton Gardens School and Hampton Lakes Primary School, which opened in September 2019. HAT schools have very close links and some shared staff.

Hampton College currently serves the community of Hampton, on the southern outskirts of the city of Peterborough and has good links to Cambridge and Stamford. Hampton Gardens School serves the neighbouring Cambridgeshire village of Yaxley, as well new housing being added to the Hampton East development, where Hampton Lakes Primary School will also be located.

### Required September 2019

#### ASSISTANT SITE OFFICER

We are looking for a flexible and hardworking individual who is keen to play an active role in providing a full caretaking service to the college. With support and guidance from the Trust Site Manager you will be able to work on your own initiative and as part of the site team. You should have some hands on experience working in a similar field and will need to be adaptable and able to respond to changes in working practices, with a willingness to 'go that extra mile' and respond to reasonable requests that go beyond normal routine. You will possess good interpersonal skills and be able to deal confidently with staff, students, parents and visitors.

This is a permanent position based at Hampton College working 37 hours per week (Mon-Fri), 52 weeks per year. The salary scale for the post is Grade 5 - £18,795 to £19,554 per annum.

The working hours will fall between the core hours of school opening (6.45am) and closing (7.00pm), Monday to Friday. However, there will be a requirement for some evening work until 9.30pm when school events and meetings take place. Working hours will be on a rotation basis with other members of the team, to meet the needs of the school.

The position is full time, 52 weeks per year. It is expected that the post-holder will take their annual leave entitlement during the school holiday periods.

#### What we can offer you in return:

- A fantastic working environment where students are enthusiastic and want to learn. All our schools have modern buildings, with light and airy classrooms, outstanding facilities and are situated at the heart of the community.
- We value our staff and recognize the importance of providing ongoing training opportunities. As a growing Trust we are also able to offer opportunities for promotion and fresh challenges as new roles arise regularly within the Trust.
- Our active Staff Wellbeing Group creates an effective channel for staff to be heard, and underpins our commitment to cultivating a supportive working environment which allows staff to flourish and achieve their full potential.
- Our extensive induction programme supports staff every step of the way, and our buddy system gives new staff a supportive and knowledgeable mentor.
- Full access to the Health Assured Employee Assistance Programme which is designed to help staff deal with any personal or professional problems. Staff have access to free legal advice, medical information, counselling sessions, online self-help tools, factsheets and the wellbeing portal.

For further details please visit the HAT website: <http://www.hamptonacademiestrust.org.uk/jobs/>

Closing date: 9.00am on Thursday 19 September 2019

## Vision and Values

### Vision

Our vision is to be an outstanding college.

### Mission

Our mission is to meet the needs of our students and to equip them to fulfil their potential, and to provide high quality learning and leisure opportunities for members of our community.

### Values

#### 1. WE VALUE PEOPLE:

- The College will be a welcoming place, at the heart of its community, valuing all
- people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to Hampton College to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child's education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

#### 2. WE VALUE LEARNING:

- The College will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

#### 3. WE VALUE POSITIVE BEHAVIOUR:

- The College will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;
- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the College to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at Hampton College.

#### 4. WE VALUE HEALTH:

- The College will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, the College will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- The whole College site is a no-smoking area at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto college premises, or on school visits.

#### 5. WE VALUE LEADERSHIP:

- The College will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

#### 6. WE VALUE OUR COMMUNITY:

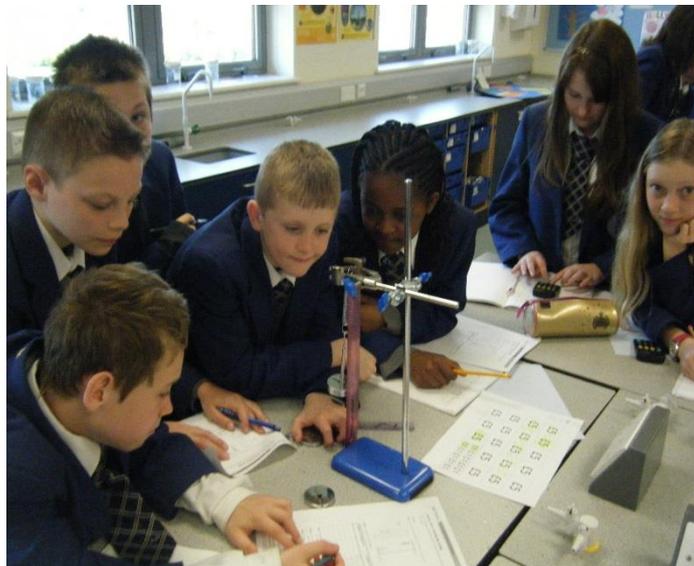
- The College will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- Hampton College will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

#### 7. WE VALUE OUR ENVIRONMENT:

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

#### 8. WE VALUE THE FUTURE:

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.



We encapsulate these values into our motto: “Progress, Partnership, Pride” which underpins everything we do.

## **Progress**

We work hard to ensure that students receive excellent teaching, that the curriculum is relevant to their needs and that they receive all the support they need to fulfil their potential. We also believe very strongly in the importance of extra-curricular activities such as clubs and visits, as they develop values and qualities that are valuable in later life.

## **Partnership**

We are determined that Hampton College will continue to be known for its positive relationships: students work well with each other and they enjoy a good working relationship with staff, with a high level of mutual respect. The College aims to develop strong relationships with its community, including other primary schools, neighbouring secondary schools and local businesses.

We work hard to establish a partnership with parents/carers and to ensure that they feel welcome at the College and fully involved in their child's education.

## **Pride**

We expect the highest standards at all times. We want students to be proud of their own achievements and happy to receive awards from us, sometimes in public gatherings. We expect students to wear the Hampton College uniform with pride, because we want them to show that being a Hampton College student is something really special. Over the next year and as the College moves forward, we hope that parents/carers and the whole community, will be really proud of the work that goes on here.

September 2019

Dear Applicant

Thank you for your interest in our permanent position of Assistant Site Officer at Hampton College.

## Information about Hampton College

Hampton College has now been established for fifteen years and has enjoyed a high degree of success both in terms of public examination results and recognition from Ofsted (four full inspections all *Outstanding or Good*).

The College opened in September 2005 with a roll of just 180 students in Years 7 and 8. In September 2009 we welcomed our first cohort of Sixth Form students and from September 2010 our secondary school was complete with students in all Years from 7-13.

### Development of the 'through-school':

In order to meet the unprecedented demand for primary places on the Hampton development, the Local Authority asked Hampton College to open the Primary Phase a year early, in September 2012, on the site of Hampton Hargate Primary School. A brand new state-of-the-art primary school building opened in September 2013, next to the current secondary school's campus. The Primary Phase now serves the full primary age range. We were excited to welcome our first Year 6 students in September 2018. The model for the primary phase's growth, one year at a time, until its completion in 2018, is exactly how the secondary phase was established. We work closely with our Primary colleagues to devise innovative, cross phase learning that teach to a student's stage rather than age. A number of secondary colleagues teach across both phases.

Our current roll is 1,555, including 418 in Primary Phase and 227 in the Sixth Form.

### Academy and MAT status

In September 2014 we became a converter academy and formed our own multi-academy trust. **Hampton Academies Trust** opened its second secondary school, Hampton Gardens in September 2017. This development enables us to provide excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

Since September 2018 we have operated a Sixth Form across both Hampton College and Hampton Gardens. The close proximity of the two schools has enabled a number of staff to teach and support across both sites. We will also have the ability to deploy staff flexibly across the trust, as we expand.

Our vision is to be a locality based, cross -phase MAT. We intend to grow our MAT in the medium term, and have been successful in our bid to run the primary provision on the new Hampton East development. The Trust's latest new school project, Hampton Lakes Primary School, is due to open in September 2019 to reception children and will be located on the new development to the east of the A15, near Teardrop Lake. The name of the trust reflects our local focus and we have no current plans to expand our operations beyond the Peterborough local area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our 'homegrown' status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

## Hampton College - Secondary Phase

On the Hampton College secondary site, classrooms are airy and light and are all equipped with interactive facilities. The school hall provides an impressive public space, with seating capacity for 400 people; the grounds are attractive and spacious and are utilised well at break and lunchtimes in fine weather.



Conditions have been right for the school to provide a centre of excellence in teaching and learning, with teachers and departments continually reflecting on their practice, in order to improve. Traditionally the core subjects of English, Mathematics and Science have been high performing, which has contributed to the school's successes in recent years, our results have consistently been amongst the best in the city at both GCSE and A Level.

**Vision and Values:** Since opening the college we have emphasised 2 key themes: 'People' and 'Learning'. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work. Please see the college website for more details.

During the school's most recent Ofsted inspection in May 2017, in which Hampton College was judged to be 'Good' a number of very positive features were praised, including:

- An unwavering commitment to establishing an inclusive, welcoming school
- Pupils are keen to learn and appreciate the work their teachers and the opportunities provided to them
- Relationships between adults and pupils are typically positive and pupils' behavior is good
- Parents believe their children to be safe and happy
- Pupils make good progress at Key Stage 4
- Teachers closely match learning activities to the capabilities of the pupils
- The longer the pupils remain in the school, the faster progress they make

**Teaching and Learning:** All of the teaching staff have agreed on our definition of 'Excellent Teaching', and the statement begins... "At Hampton College we encourage teaching which is innovative, adventurous and experimental." We are proud that the teaching that goes on here is different and teachers are prepared to 'think outside the box' sometimes. OFSTED commented: "The vast majority of lessons are taught to a high quality. Many lessons are extremely imaginative and creative."



**Curriculum Plan:** Please see college website (Prospectus). Every effort is made to offer a strong extra-curricular programme in sports, the arts and in other areas. There is an enrichment week at the end of the summer term, which includes several foreign and domestic residential trips, day trips and in house activities. We also benefit from staff who give up their time to arrange many curriculum based trips and visits throughout the year.

**The School Day:** All lessons are one hour, with a 5 minute movement time.

|         |  |
|---------|--|
| 8.30am  | Morning Registration/Assembly            |
| 8.45am  | Period 1                                 |
| 9.50am  | Period 2                                 |
| 10.55am | <b>Morning Break</b>                     |
| 11.15am | Period 3                                 |
| 12.20pm | Period 4                                 |
| 1.25pm  | <b>Lunch Break</b>                       |
| 2.05pm  | <b>Period 5 (Afternoon Registration)</b> |
| 3.10pm  | <b>End of School</b>                     |

**Community:** Hampton College makes an important contribution in putting ‘heart and soul’ into Hampton, helping to bring the community together. We are a venue for learning and leisure and we are developing a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our campus.

## The Role

The Hampton College Site Team currently consists of a Site Manager for Hampton Academies Trust, one Site Officer and two Assistant Site Officers. The successful candidate will be reliable, honest and hardworking. You will be keen to play an active role in maintaining the efficiency and effectiveness of the daily operation of both the secondary and primary sites. You should have good literacy and numeracy skills and be able to work without close supervision. Candidates should be adaptable and able to respond to changes in working practices, with a willingness to ‘go that extra mile’ and respond to reasonable requests that go beyond normal routines, when required.

The successful candidate will have good interpersonal skills and be able to deal confidently with staff, students, parents and visitors.

If you are looking for a new and exciting challenge, then we can guarantee you a fulfilling and rewarding role working at Hampton College. Please see the Job Description and Person Specification for further details.

This is a permanent position of 37 hours per week

### Working Hours

The Site team currently work 37 hours per week on a rotation basis to provide cover from 6.45am - 7.00pm each day (Monday to Friday) with a 30 minute unpaid lunch break, and on some evenings until 9.30pm when school events and meetings take place.

It is expected that the post-holder will take their annual leave entitlement during the school holiday periods.



Applications can also be sent by email to [jobs@hamptonacademistrust.org.uk](mailto:jobs@hamptonacademistrust.org.uk) (*All applicants applying for employment via email will be required to sign and date their Application Form if invited to attend an interview*).

I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries or would like to arrange a visit to the school before the application deadline, please contact our HR Department on 01733 246824.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John Gilligan'.

John Gilligan  
Head of School - Hampton College Secondary Phase

## Job Description

|                        |                             |
|------------------------|-----------------------------|
| <b>POST TITLE:</b>     | Assistant Site Officer      |
| <b>GRADE:</b>          | Grade 5                     |
| <b>HOURS OF WORK:</b>  | 37 hours per week (Mon-Fri) |
| <b>RESPONSIBLE TO:</b> | Trust Site Manager          |

### PURPOSE OF THE JOB:

To provide a range of Caretaking services, as required by the College, under the direction of the Trust Site Manager.

### MAIN RESPONSIBILITIES:

#### 1. Security

- Operate routine security arrangements to prevent/deter unauthorised access to the site and buildings to minimise theft and vandalism.
- Carry out the security procedures required including opening and closing for routine and non-routine uses.
- Responsible for ensuring that the building and contents are secured.
- Provide access to the building and grounds to authorised persons at all reasonable times.
- Requesting unauthorised users of the site to leave; call Police if necessary.

#### Notes:

- I. **a.m.** Unlock gates and entrance doors, check premises have not been disturbed. Switch on/off lights and open windows as might be required.
- II. **p.m.** Walk around premises, check windows are closed, blinds shut, lights switched off, external doors and gates locked.

#### 2. General Duties

- Prepare for school activities and lettings (*when applicable*), including setting up, clearing and cleaning up after these activities in a timely and effective manner, within the normal hours of work.
- Taking delivery of stores, materials and other goods, moving and storing them.
- Undertake portering duties, including the laying out of furniture and other equipment for timetabled activities (including examinations) in a timely and effective manner.
- Completion of work records and other documentation as required.
- Replenishment of soap, toilet rolls etc in all toilet areas.
- Ensure that the requisite Health & Safety regulations, COSHH, and School Policies are complied with for the safety of all users of the college.
- Maintain effective daily communications with other members of the Site Team in order to provide an efficient service to the school in connection with planned and unplanned activities.
- Attending to work in connection with the premises as and when it arises, to ensure the school operates effectively and efficiently at all times.
- Seek the guidance of the Trust Site Manager or Duty Site Officer when appropriate.
- Undertake training, as necessary, in order to meet the requirements of the job.
- Carrying out the reasonable instructions of the Trust Site Manager, within the terms of the Assistant Site Officer's job description.

### 3. **Cleaning**

- Supervision of cleaning staff and cleaning contractors.
- Duties will include cleaning of designated areas within the college to ensure that they are kept in a clean and hygienic condition, in accordance with written Cleaning Specifications.
- Provide cover for colleagues, where necessary.
- Emergency cleaning during normal session time e.g. spillage of paint, children being sick etc.

### 4. **Maintenance of Building and Equipment**

- Carry out routine procedures and inspection of ancillary equipment.
- Ensure caretaking and cleaning equipment is safe and in a proper working condition.
- Ensure, as far as practicably possible, that the school maintains a litter free site and is clear of excessive accumulations of dirt and rubbish.
- Emptying of litter baskets and bins. Disposal of all rubbish and cleanliness of dustbin areas.
- Ensuring drains and gullies are free-flowing and clean. Clear blockages should these occur.
- Direct contractors to the site of repair/maintenance work and inspect the work of contractors where there is a requirement to sign a satisfaction note.
- Report any defects to property, fixtures, fittings and equipment to the Trust Site Manager or Site Office.

Note:

- I. The Assistant Site Officer's activities are limited to situations where safe access can be obtained and suitable tools are available.

### 5. **Grounds**

- Ensure front entrance, shrubberies and car parking areas are litter free.
- Ensure hard surface areas are maintained and kept weed free.
- Draw the attention of the Trust Site Manager to any problems related to grounds and grassed areas.

### 7. **Emergency Situations**

- Providing access to the school and its utilities in the event of an emergency, at the request of the proper authorities.
- Carrying out procedures in the event of fire, flood, breaking and entering, accident or major damage.

### 8. **Other uses**

- Where there is a requirement to work overtime, payment at the appropriate rate will apply.

Note: This Job Description is subject to review on an annual basis.

### **GENERAL NOTES:**

1. The aforementioned responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment and are additional to the general duties and responsibilities of Teacher.
2. These accountabilities do not direct the particular amount of time to be spent on carrying them out and no part of them may be so construed.

3. These accountabilities do not necessarily give a comprehensive definition of the post. It will be reviewed at least once per year and it may be subject to modification or amendment at any time after consultation with the holder of the post.

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will require an Enhanced Disclosure from the Disclosure and Barring Service (DBS).*

## PERSON SPECIFICATION

ROLE: Assistant Site Officer

| Criteria                           | Essential  | Desirable  |
|------------------------------------|--|--|
| <b>Educational Qualifications</b>  | <ul style="list-style-type: none"> <li>➤ Good educational background with GCSE (or equivalent) qualifications</li> </ul>   | <ul style="list-style-type: none"> <li>➤ Buildings/Facilities related qualifications</li> </ul>  |
| <b>Experience</b>                  | <ul style="list-style-type: none"> <li>➤ Previous experience in a related field</li> <li>➤ Experience of dealing with contractors</li> <li>➤ Experience of organising own workload and assisting others</li> <li>➤ Up-to-date knowledge of Health &amp; Safety legislation</li> </ul>  | <ul style="list-style-type: none"> <li>➤ Specific site related experience in a school/college</li> <li>➤ Experience of supervising staff</li> <li>➤ Experience of working with young people</li> <li>➤ Health &amp; Safety qualifications</li> </ul> |
| <b>Skills/Abilities</b>            | <ul style="list-style-type: none"> <li>➤ Ability to communicate with people at all levels</li> <li>➤ Good interpersonal skills</li> <li>➤ Good ICT skills - conversant with Internet and Email</li> <li>➤ Ability to remain calm in emergency situations</li> <li>➤ Ability to prioritise workload and keep to deadlines</li> <li>➤ Ability to work on own initiative and as part of a team</li> <li>➤ Ability to adapt to change</li> <li>➤ Ability to learn quickly</li> </ul> | <ul style="list-style-type: none"> <li>➤ Ability to work under pressure</li> <li>➤ Willingness to learn new skills</li> <li>➤ Ability to problem solve</li> </ul>  |
| <b>Knowledge and Understanding</b> | <ul style="list-style-type: none"> <li>➤ Basic knowledge and understanding of building systems, eg heating, security, etc</li> </ul>   |  |
| <b>Other Requirements</b>          | <ul style="list-style-type: none"> <li>➤ Flexibility and a willingness to work overtime when required to meet the requirements of the school</li> <li>➤ Tact &amp; Diplomacy</li> <li>➤ Willingness to undertake training, as required</li> <li>➤ Willingness to take a full and active role in college life</li> <li>➤ Cheerful disposition</li> <li>➤ Sense of humour</li> <li>➤ Good physical fitness</li> </ul>  |  |