

Hope Sentamu Learning Trust is a growing multi-academy trust for both primary and secondary schools along with Alternative Provisions.

Since the merger between Hope Learning Trust and the Sentamu Academy Trust, we continue to develop and grow so that everyone in our communities is given the opportunity to thrive. Schools across both the Trusts had previously been working together, so we already have a family of schools who share best practice. Each one of our schools has its own distinctive character, identity and strengths which it brings to the Trust so that we all benefit from each other. We have a very bright future ahead!

Our Vision

Our vision is really very simple. We aspire to provide a place where children and young people can thrive. The aspirations for our existing academies and those joining us are to establish environments where young people thrive. We want our schools to be places where children and young people thrive as active learners; compassionate, kind and creative individuals; caring and engaged citizens; and spiritual beings. We aim to grow together, to serve one another and nurture our children and young people.

In a world of turmoil we offer schools the opportunity to concentrate on teaching and learning, providing you with peace of mind as we look after everything else. Hope Sentamu Learning Trust presents opportunities and expectations that promote success.

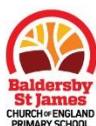
As a Trust, we want every young person to experience great teaching, so we place the highest value on developing colleagues at all levels.

By working together we can ensure:

- all children and young people have a school in which to thrive as learners, as individuals, as citizens and as spiritual beings
- all staff and all governors are nurtured
- all children develop spiritually as well as academically
- no school is left behind regardless of its context and challenges, whether these are around size, rurality or levels of deprivation
- that all governance is highly effective in supporting and challenging the local schools
- a better use of resources by collectively sharing central services
- a provision of effective teachers and support staff, sometimes working across schools in new and imaginative ways
- access to training, support and external validation from a team of highly experienced educational consultants who will also support, question and challenge
- a link to a Teaching School to train the next generation of teachers and to support and develop others
- access to national resources such as capital grants through the EFA and other funding only being made available to MATs

Good luck with your application and I look forward to hearing from you

Helen Winn
Chief Executive Officer



Vale of York Academy is one of many Hope Sentamu Learning Trust secondary schools. Vale of York has undergone a period of transformation and rapid improvement since joining the Trust in 2017. Recently judged as 'Good' by Ofsted, this is an exciting time for the academy and will be an exciting opportunity for an ambitious educational professional to join the team. This is a great career opportunity, a chance to work in a close knit community but with extensive opportunities for professional development across the Trust as a whole.



Vale of York is an 11-16 comprehensive school which serves a mixed catchment extending from the City Centre of York to the satellite village of Skelton on the northern edge of the City. The academy is over-subscribed; it has a growing population of more than 600 students who enter the school with attainment at around national averages, but with an increasing number of high attainers and gifted and talented pupils. Our commitment to every child is absolute and we strive to meet the needs of all our pupils whether they are capable of achieving ten Grade 9's at GCSE or require the support of a full time teaching assistant or individual package of learning in order to reach their full potential. We believe that Vale of York should be the first choice school for every student in our immediate catchment and that we have an important role in transforming the lives of all our young people and their community.



Vale of York is a community school which expects each individual to be their very best by accepting personal responsibility and always striving to do better. These expectations extend far beyond learning. We expect the highest standards of behaviour, creating an environment where students feel safe, sanctions are applied fairly and positive contributions are recognised and rewarded. We have a strong commitment to the personal development of your young people, which we

believe enables them to responsible citizens who go on to play their part in improving their community.

Job Details

All posts at Vale of York Academy involve at all times seeking to further the mission, values and strategic aims of the school; accepting responsibility for the implementation of school policy, procedures and other guidance as set out in the Staff Handbook and elsewhere; working positively, flexibly and co-operatively both with colleagues and as appropriate with those outside school; and the setting of high standards.

All roles involve responsibilities and expectations as set out in the appropriate national standards and in the school's role specifications and documentation.

All members of staff are expected to promote and safeguard the welfare of students in accordance with the Safeguarding Children in Education Act, including maintaining clear professional boundaries in all relationships; to promote an anti-racist, multi-cultural approach; in line with school policy. Additional duties may be asked of members of staff by the Principal as occasion requires.

The generic role specifications below are offered in good faith as a guide to professional practice in the expectation that staff will seek to approach them in a professional manner. All role specifications are subject to revision in the light of changing circumstances.

Good luck with your application and I look forward to hearing from you!

Toby Eastaugh
Principal



Job Title		Job Category	
Grade & Salary Range		Hours of Work	
Location		Travel Required	
Position Type		Line Manager	
Date Posted		Posting Expires	
Interviews to be held		Start Date	

Application Process

Please complete the online application form to apply for this role. All candidates are advised to refer to the job description and person specification before making an application. You should use the information supplied with in the Job Description & Person Specification to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. Your application may be viewed in regard to some or all of the skill specific areas over the course of the selection process. Applications via agencies will not be considered.

Job Details

Hope Sentamu Learning Trust is committed to safeguarding and protecting our children and young people and expects all staff and volunteers to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, robust referencing and other vetting checks.

Our safeguarding system is underpinned by a range of policies and procedures which encourage and promote safe working practice across the Trust. On joining you will be required to undergo continuous professional development to maintain safe working practice and to safeguard our children and young people.

School / Academy Contact

For any queries regarding the role, please contact the school directly or alternatively you can contact the Recruitment Team via recruitment@hslt.academy

Job Description

Job Title	Support Services Manager (Secondary)
Grade	J
Responsible To	Principal
Staff Managed	Site / Facilities Manager L1/2, Site Supervisor L1/2, Cleaning & Caretaking Teams, Lettings Manager, Lettings Officer, Lettings Manager
Job Family	Support Services
Job Purpose	Responsible for managing the strategy and operation of the business functions of the school, including financial management, health and safety, human resources, compliance and administration.
Job Context	This role will be based within a Secondary School/Academy Setting
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> • Advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning. • Responsible for all non-educational elements of the school environment. The role will liaise with the Principal and Pastoral team to ensure that any student related issue is dealt with by an educational team member. • Organisation of service and proactive facilities management of all school equipment in line with H&S and Compliance. Ensure cost effective reactive maintenance. • Daily management of the catering service/contract on site. Liaising with key individuals to ensure the service meets the school's expectations. • Manage the school's compliance with statutory obligations, and advise others on the relevant legal, regulatory and ethical requirements. Track all school policies and ensure they are updated in accordance with the policy review schedule. • Act as the school's designated GDPR link on site ensuring compliance at all times. Ensuring the any GDPR breaches are reported in line with Trust procedures. • Ensure that marketing and branding is in line with the Trust's strategy i.e. corporate branding, website administration, etc. • Under the direction of the Principal and in conjunction with the Trust's Finance Officer, lead on all financial matters in school, to ensure the school's successful financial performance and to ensure financial decisions are clearly linked to the school's strategic goals • Organisation of service and proactive maintenance of all school equipment in line with H&S and Compliance. • Organisation of grounds maintenance to ensure that the school's site is in immaculate condition at all times and in conjunction with the sporting/PE demands. • Ensure cost effective reactive maintenance • Line management and organisation of Facilities team inc cleaners. • Daily management of catering provision/contract • In conjunction with the Principal and the Trust's Finance Officer, manage the school's budget and ensure it is balanced, realistic, and represents an effective use of public funds • Monitor the budget all year round, advising the Principal where revisions or changes are needed • Forecast future years' budgets, based on the school's estimated funding and trends in expenditure, to enable the Principal to make strategic, medium/long-term decisions • Manage the school's lettings offer • Liaise with the Trust's HR team and provide an on-site HR link for all related policies/procedures

	<ul style="list-style-type: none"> • Ensure that recruitment, appraisal, disciplinary and grievance policies are administered in accordance with employment law • Conduct reviews of the school's staffing structure to ensure effective deployment of staff and financial efficiency
Partnership or Corporate Working	<ul style="list-style-type: none"> • To liaise with Central and Local Government departments and agencies and other community external and internal stakeholders in the implementation of the Action Plans.
Skills Development	<ul style="list-style-type: none"> • Be responsible for line-managing support staff, including carrying out medium/long-term resource planning and managing recruitment, appraisal and professional development • Organise appropriate training for staff to ensure compliance at all times.
Safeguarding	<ul style="list-style-type: none"> • To oversee the procedure of ensuring all staff are cleared via appropriate DBS and medical checks and staff contracts. • To be committed to safeguarding and promote the welfare of • children, young people and adults, raising concerns as appropriate. • Be aware of and comply with policies and procedures relating to child protection, confidentiality, health, safety and security. • Be aware of own (and others') professional boundaries. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with
Systems and Information	<ul style="list-style-type: none"> • Keep records in accordance with the school's record retention schedule and data protection law, ensuring information security and confidentiality at all times • Be the school's designated GDPR link on site, taking responsibility for monitoring data protection compliance and advising the school community on data protection issues • Support the Trust's Data Protection Officer with ensuring data protection compliance and helping the school community understand how to comply with data protection law
Planning and Organising	<ul style="list-style-type: none"> • Monitor developments in technology and consider how it can be used to enhance the school's business processes, teaching and learning, and staff wellbeing.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • With the facilities team, supervise the maintenance of the school site • Manage the school's compliance with health and safety regulations, and put in place processes and procedures to ensure the safety of all in the school • Organise health and safety training for staff
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures

Customer Service	<ul style="list-style-type: none">• The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.• The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.• Understand your own role and its limits, and the importance of providing care or support.
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Person Specification

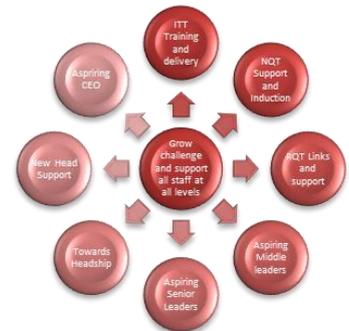
Job Title	Support Services Manager (Secondary)	
Grade	J	
Responsible To	Principal	
Staff Managed	Site / Facilities Manager L1/2, Site Supervisor L1/2, Cleaning & Caretaking Teams, Lettings Manager, Lettings Officer, Lettings Manager	
Job Family	Support Services	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> • Sound working knowledge of strategic financial management • Excellent attention to detail • Effective communication and interpersonal skills • Ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders 		<ul style="list-style-type: none"> • Have an understanding of Data Protection and Freedom of Information issues.
Experience		
<ul style="list-style-type: none"> • Experience of change and project management • Proven track record in business impact and operational development 		<ul style="list-style-type: none"> • Successful leadership and management experience in a school, or in a relevant field outside education • Contributing to staff development
Occupational Skills		
<ul style="list-style-type: none"> • Leadership, management and organisational skills. • Excellent verbal and written communication skills are required. • Proactive. Must give attention to detail, with the ability to work under pressure to strict deadlines. • Ability to prioritise own work and that of others in line with the School's strategic aims. • Ability to give clear, accurate advice and to shape outcomes. • Ability to liaise and influence effectively at all levels. • Be an experienced negotiator, particularly on contractual matters 		
Qualifications		
<ul style="list-style-type: none"> • A degree or experience equal to business management (or a related discipline) • Health & Safety qualification - IOSH or above 		<ul style="list-style-type: none"> • GDPR Foundation • Appropriate first aid training (<i>dependant on the school's needs</i>)
Other Requirements		
<ul style="list-style-type: none"> • Enhanced DBS clearance • Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to safeguarding and equality 		

Benefits of working at Hope Sentamu Learning Trust

Continuing Professional Development (CPD)

Hope Sentamu Learning Trust is committed to the professional development of all staff and is supported by the Education Team at the Diocese of York. This provides the opportunity for further CPD, networks and training to share best practice, as a member of a wider partnership of 125 diocesan schools and multi-academy trusts, across eight local authorities. We also have a bespoke Career Pathways Programme to ensure that we recruit, develop and retain the very best colleagues.

From ECT through to CEO, the Trust links with the Ebor Hope Teaching Schools Alliance, to provide high-quality, relevant training for all staff at all levels, pushing challenging, supporting and nurturing, enabling all members of the team to succeed, develop and aspire to the next challenge.



Pension Scheme

As an employee of the Trust you are offered membership of either the Teachers' Pension Scheme; or for support staff, the Local Government Pension Scheme. As well as employee's paying contributions into the scheme (banded, based on earnings level) Hope Sentamu Learning Trust also pays into the scheme on your behalf. For more information please visit: www.teacherspensions.co.uk www.nypf.org.uk

Cycle to Work Scheme

For staff who wish to purchase a bike for the purpose of travelling to work this can be done via Cyclescheme. You purchase the bike you want via the scheme and Hope Sentamu Learning Trust pays the initial cost upfront and then you pay for it directly from your salary on a monthly basis (12 months is the usual duration). The deductions for the cyclescheme are taken from your gross pay each month so your taxable pay is lower than it otherwise would be. For more information visit www.cyclescheme.co.uk



Our Family

Our schools are places where young people can grow and excel and where colleagues strive to generate a culture of excellence and are innovative and collaborative.

As a Trust, we believe that by growing together as a family, belonging to a community with common goals and ambitions for its young people and having a central understanding that we should all put others needs before our own, we will succeed.