



# Facilities Assistant

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## Candidate Information Pack

September 2018 Start

*Launched February 2018*

*Going beyond what schools ordinarily do*



# Facilities Assistant – Post Details

The Kingston Academy seeks a Facilities Assistant to work under the direction

Position:	Facilities Assistant
Scale:	Operations pay scale
Commitment:	Permanent
Contract type:	Full Time
Commencement:	September 2018

## Application Process

Please visit the Careers section of the school website where you will find the details for this Facilities role and a link to an online application form. A paper application form is available on request from the school office (t: 0208 465 6200).

## Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfills the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out a practical, facilities related task;
- Meeting with a panel of our pupils for informal question and answer session;
- Written safeguarding exercise;


For those candidates successful at the previous tasks, there will then be an interview with Facilities Manager and Head Teacher.

## Key Dates

- Deadline for applications is midday on Wednesday 28<sup>th</sup> February 2018.
- Shortlisted candidates will be notified on Thursday 1<sup>st</sup> March 2018.
- Assessment day will take place on Tuesday 6<sup>th</sup> March 2018.

## Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.



## Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of teaching professionals. The opportunity to share in the architecture of a new school and be integral in its delivery is unique.

The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school will be nearing completion. The addition of a new Year 7 intake in September 2018 will take total pupil numbers to over 700, whilst our original History Makers, entering in Year 10, will be starting their KS4 studies. In addition, planning for the development of our Sixth Form will have begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. Our Facilities Manager would be happy to meet with you and tell you about the school and our journey so far. You can contact the school office on 0208 465 6200 to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.



**Ms Sophie M Cavanagh**

Head Teacher - The Kingston Academy



# Background to the school

The Kingston Academy is an ambitious new free school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has three year groups (7, 8 & 9) and will grow annually by one additional group, eventually to include a sixth form.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.



## Facilities Assistant – Job Description

**Reporting to:** Facilities Manager

**Hours:** 08.00 to 17.00 daily

**Salary Scale:** TKA Salary Scale Grade C, point 11 to 15, £19,873 - £20,297

**Contract Term:** 52 weeks per year – 5 days per week

**Hours of Work:** 40 hours per week, Flexible to ensure cover during opening hours

**Annual Leave:** 25 days

*This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role.*

### JOB DESCRIPTION

#### Main area of responsibility:

- Working under the direction of the Facilities Manager to ensure that the school site is clean, secure and safe for all users.
- To be committed to safeguarding and promoting the welfare of children at all times.

#### Job Specification / Duties


The job of the Facilities Assistant is an important one, contributing to all aspects of the School's facilities management and premises, providing a safe and secure site for pupils, staff and visitors at all times.

The following specifications provide a more detailed job description.

### RESPONSIBILITIES AND DUTIES:

Under the overall direction of the Facilities Manager:

#### Maintenance

- Undertake appropriate repairs and improvements e.g. redecorating and erecting shelves; minor plumbing, changing light bulbs unblocking drains and toilets.
  - To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties such as graffiti removal, litter-picking and leaf clearance.
  - Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Facilities Manager.
  - Ensure that toilets are serviced and cleaned and undertake any emergency and specialist cleaning tasks as directed by the Facilities Manager or Head Teacher.
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- Ensure that pathways and all other external hard surface areas are kept clean, free of litter, leaves and weeds.
- Record meter readings monthly and provide these to the Facilities Manager.
- Undertake the maintenance of outside areas including any weeding and grass cutting.
- Conduct regular checks of the outdoor equipment across the school identifying and logging any faults or repairs required to the Facilities Manager.

### **Resources**

- Be responsible for maintaining records, information and data.
- Manage chemicals and data sheet in line with COSH regulations.
- Assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors [in accordance with appropriate health & safety legislation] at all times.
- Create and maintain a purposeful, orderly and productive working environment.


### **Security / Lettings**

- Lock and unlock school buildings as directed by and in the absence of the Facilities Manager, including for evening, weekend and other out of hours use of the school, e.g.: lettings, Trustee meetings, FOKTA meetings and events.

### **Organisation and Supervisory**

- Deputise for the Facilities Manager and other members of the site team as required.
- Porter duties e.g. moving furniture and equipment, dealing with deliveries of goods.
- Set up and clear tables and benches for the lunchtime sitting in the School Hall.
- Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.
- Monitor and manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Liaise with Facilities Manager and attend meetings as required.


### **General Responsibilities**

- Comply with health and safety policies, legislation and procedures at all time.
  - Promote and ensure the health and safety of pupils, staff and visitors at all times.
  - Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
  - Contribute to the overall ethos, work and aims of the school.
  - Participate in training and other learning activities and performance development as required.
  - Treat all users of the school with courtesy and consideration.
  - Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.
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## **Safeguarding**

- The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if require

## **Other Requirements**

- To support and promote the School's vision and values.
  - To implement school policies with a commitment to high standards, high expectations and high achievement.
  - To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
  - To attend relevant external meetings.
  - It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
  - The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
  - Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.
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## Other

- To undertake other duties as required by the Facilities Manager or Head Teacher and that are commensurate with the grade and purpose of the job.

## PERSON SPECIFICATION: Facilities Assistant

Criteria	Essential	Desirable
• Ability to work under the direction of the Facilities Manager and the Head Teacher	X	
• Ability to organise and prioritise work	X	
• Good written and verbal communication and interpersonal skills	X	
• Ability to work as part of a team	X	
• Ability to use initiative and work independently when needed	X	
• ☐ Good basic DIY skills, be able to undertake routine repairs and maintenance tasks	X	
• Qualified / experienced in a buildings related trade (decorating, joinery, plumbing for example)		X
• Knowledge and understanding of health and safety procedures, especially as regards the use of gardening and maintenance equipment, e.g. power tools, lawn mowers	X	
• Experience of working in a school or similar environment		X