

EXCELLENCE THROUGH ENDEAVOUR



# The Richmond upon Thames School

## Job Application Pack Facilities Assistant

Salary £22,956 - £25,000  
Including London weighting  
Start date: January 2019 orsoonafter





# Welcome

Dear Candidate,

I am delighted that you have expressed an interest in The Richmond upon Thames School (RTS), a recently opened 11-16 secondary school in Twickenham.

I was appointed as Head Teacher in February 2016 and started full-time on 1 September 2016. Our trustees, with the full support of our local community, have brought the school to the stage where it opened in 01 September 2017.

Since opening, through the unwavering commitment of our exceptionally skilled Staff, supportive Governing Body and Parents, we have already established a vibrant, inclusive school that provides an excellent experience for every member of its community. RTS strives to be a dynamic centre of learning that is able to draw upon the opportunities provided through the unique partnership which was formed to create it.

At RTS we do not compromise on our commitment to ensuring excellent outcomes for all students. We believe that through a balanced combination of support, challenge and hard work we can all achieve beyond our expectations.

RTS is a partner of the innovative Richmond Education and Enterprise Campus development of existing Richmond upon Thames College site. The school and its founding students and staff moved into its permanent accommodation in summer 2018.

We are a growing school with 285 students across Year 7 and 8 and next year growing to at least 435. The years which follow promise to be a very exciting time as we grow into our permanent building and later our new sports centre.

Starting a school from scratch is an exceptional opportunity that takes commitment, dynamism and a collaborative approach to working together to create something very special. As a founding member of staff, this post will provide a unique blend of challenges and rewards but more so the opportunity to help shape the school from the start. Believe me, there is nothing like it!

If you would like to arrange an informal, confidential discussion with the Facilities Manager before applying, please contact the School Office by email, [info@rts.richmond.sch.uk](mailto:info@rts.richmond.sch.uk).

We look forward to receiving your application and wish you well with the process.

**Kelly Dooley**

Head Teacher - The Richmond upon Thames School

## Application details

Thank you for your interest in our vacancy at The Richmond upon Thames School. Further details of this post, the school and the Trust are included in this pack and on our website. Details of how to apply can be found below.

### How to Apply

Should you wish to apply for the post, please complete our online application form which is accessed via the vacancies page of the school website

[www.richmonduponthamesschool.org.uk](http://www.richmonduponthamesschool.org.uk)

### School visit

If you would like to arrange an informal, confidential discussion with the School Facilities Manager before applying, please contact the School Office by email [pransley@rts.richmond.sch.uk](mailto:pransley@rts.richmond.sch.uk).

### Supporting statement

You will be directed to respond to the following questions within the electronic application form.

Please refer to the job description and person specification when responding to the questions.

We do not accept CVs.

1. How have your experiences to date prepared you for this post?
2. If appointed, how will your personal and professional qualities benefit the staff and students at The Richmond upon Thames School?
3. If appointed, what aspect/s of this post could prove a particular challenge for you?

### Closing Date

Please ensure your application is submitted by **23:59 on 13 December 2018**

### Shortlisting

Due to number of applications received we are unable to provide feedback to candidates who are not invited for interview.

### Interview

Interviews to be confirmed.

### Safeguarding

The Richmond upon Thames School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.



## Our motto

# Excellence Through Endeavour



## Our school

RTS is a co-educational, non-selective and non-faith based school for 11-16 year olds and admits five forms of entry (150 children) per year.

The Richmond upon Thames School (RTS) provides an inspiring place for young people to learn and work purposefully towards achieving their best at all times. Our students are valued as individuals, recognised for their talents and challenged in their endeavours.

Our school encourages an atmosphere that rewards hard work and expects high academic achievement, but also provides an environment where children can develop as people and learn valuable life skills. Our students will emerge as confident, resilient individuals, who can build positive relationships and demonstrate commitment in everything they do.

RTS strives to be a welcoming place where everyone is valued highly and where tolerance, honesty, cooperation and mutual respect for others are fostered. It provides equal opportunities for all children regardless of disability, gender, race, religion or beliefs. We also promote a shared sense of purpose among our students, teachers, parents, and governors, all working towards a common goal to make the best possible school for our children.

Our team of talented staff inspire and nurture students throughout their school life, delivering imaginative, stimulating lessons that keep every child engaged. The school is already characterised by its excellent working relationships with industry partners, giving students the best possible foundations for their future careers. Our partners help shape the curriculum and set real-world projects, will offer work experience and provide mentoring. Our unique access to real-world facilities through on-site partners, Harlequins, Haymarket Media Group and Richmond upon Thames College, offer students a huge range of opportunities that will transform their future employment potential and enhance both their personal and physical development.

As leaders in digital technologies, we give every student the opportunity for safe and responsible access to the latest digital devices and encourage them to become the developers, not just the consumers, of future technology.

As a new school, connecting with our local community is important to us. Through supporting local projects, our students are encouraged to participate in programmes that widen their experiences and teach them the value of helping others. The school will also serve as a learning hub, providing a range of before- and after-school clubs, holiday activities, sports facilities hire and adult evening classes.





# Our campus and facilities

RTS is located in a new, purpose built building, and Clarendon School's secondary students in located in new accommodation adjoining RTS's building.

A newly built Richmond upon Thames College and Haymarket tech hub, for up to 20 of their technical staff, will together with the schools, make up the Richmond Education and Enterprise Campus.

Our outside spaces will include five multi-purpose sports pitches for hockey, tennis, netball and more direct access to 4G and grass pitches for rugby and football and a four-court Sports Hall.

The Campus approach will enable a new model of learning integrated with enterprise, delivering high quality education hand in hand with developing young people's skills, offering work opportunities and jobs. Our partners, Haymarket and Harlequins are both incredibly successful at home and globally and this will bring an exciting additional dimension to our school.



## Richmond upon Thames College

"Over the next two to three years the College is undergoing a transformation to become a first class further education college and a major technical and professional hub for West London with a reputation for academic and vocational excellence. The College is delighted to be a founder member of a school which will provide a high quality education, with a curriculum co-designed with us and the other Campus partners to provide choice and successful progression to further and higher education."



## Haymarket

"Having a clear understanding of what employers look for in a business professional is crucial for tomorrow's workforce. The Haymarket Skills Academy programme of media days, career support, work experience opportunities will help RTS students to maximise their potential."



## Clarendon School

"A brand new, purpose built building will provide facilities and teaching spaces specifically designed for the particular needs of Clarendon School's pupils, including those with autism. Being co-located on the Campus with RTS and the College will provide opportunities for inclusion for students to and from each setting and improved transition arrangements post-16. It will also allow access to shared facilities and improved opportunities for sharing staff expertise between settings."



## Harlequins

"Harlequins is immensely proud to be a part of RTS. As one of the school's partners, the Club will be working closely with the school to create a sporting programme for all age groups and levels across a range of sports to encourage participation and healthy living. There will also be a number of work placement opportunities with access to experts from the industry including health and nutrition, strength and conditioning, leadership and management. We are looking forward to working with the other partners to deliver an outstanding educational campus for 2017 and beyond."





# Job advert

## Facilities Assistant

**Start date:** January 2019 or soon after

We are looking to appoint dynamic, committed and enthusiastic staff to join the school as it enters its next phase of development.

The Head Teacher and Trustees of the Richmond upon Thames School are seeking to appoint a strategic thinking, highly motivated and conscientious Facilities Assistant to join our dedicated team. We encourage applications from candidates who are self-motivated, have a team work ethos, present with the highest professional standards and fully embrace 'The RTS Way.'

This role is an integral part of the business support staff team that makes a significant contribution to the progress, welfare and safety of our students. Due to our ongoing growth, this is an exciting time for a Facilities Assistant to gain experience in the role with plenty of scope for development under the supervision of our Facilities Manager.

If you would like to arrange an informal, confidential discussion with the Facilities Manger before applying, please contact the School Office by email - [pransley@rts.richmond.sch.uk](mailto:pransley@rts.richmond.sch.uk).

**Closing date:** 23:59 13 December 2018



RTS opened to 150 Year 7s in September 2017, growing by 150 year on year until full. We are a 11-16 mixed school with an open admissions criteria. The school will be co-located with the Haymarket Media Group tech hub, Clarendon School and Richmond upon Thames College on the Richmond Education and Enterprise Campus ([www.reec.org.uk](http://www.reec.org.uk)).

*The Richmond upon Thames School Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be expected to complete an enhanced DBS check and to disclose any information relevant to Disqualification by Association.*

# Job description

<b>Title:</b>	Facilities Assistant
<b>Reporting to:</b>	Facilities Manager
<b>Line management of:</b>	In line with the job description

## Job Purpose

- The Richmond Education and Enterprise Campus (REEC) accommodates 3 co-located schools – The Richmond upon Thames School, Clarendon School and Capella House – and the facilities Assistant will assist in the general management of whole site.
- Assist in the management of the site including a wide range of duties and responsibilities connected with the fabric and grounds of the school.
- To provide a safe, efficient and effective learning and working environment for students and staff.

## Responsibilities

- To assist the Facilities Manager in the management of the general provision of a safe, clean, warm and secure environment for premises users and authorised visitors.
- To assist in the management of the building and grounds, the provision of direct services, information and advice, as detailed below. It is desirable that the post holder will have a basic knowledge of carpentry, plumbing and basic/general building maintenance.

## Duties

- To assist the FM in the maintenance and monitoring of the site, premises, including grounds, buildings, fixtures and fittings and furniture.
- To manage work pro-actively through the written routines and FM email system, including all planned and reactive maintenance.
- To be responsible for liaising with contractors for building works and ensuring all works is completed to a satisfactory standard.
- To be responsible for maintaining a safe and healthy working environment, with knowledge of the use and maintenance of fire panel and fire-fighting equipment, the identification of existing or potential hazards and their elimination
- To assist in ensuring that the statutory and non-statutory plant and equipment tests and inspections are completed at appropriate times thus ensuring that the school complies with legal requirements.
- To assist the FM in managing for the Planned Maintenance of mechanical, electrical and heating services in the school, including usage and monitoring of heating and hot water plant, ventilation equipment, lifts and lights as per the school maintenance plan.
- To be responsible in assisting the FM for the health and safety Risk Assessments with regard to the general areas of the school.
- To be responsible for carrying out planned statutory compliance testing as required by the FM.
- To be responsible for the security of the premises including keeping an accurate record of any breaches of security.
- To assist in the monitoring of the cleaning contractors and report to the FM any failing in standards.
- To liaise with staff, students, visitors and external agencies in a professional and friendly manner.
- To perform any other duties commensurate with the post, as directed by the FM and carry out where qualified, following Health and Safety regulation and guidelines.

The postholder will be expected to agree to training on the Building Management System and in Health and Safety as and when necessary.

(continued over)

# Job description (continued)

## Planned Duties

Carry out a series of planned tasks, either daily, weekly, monthly or annually, which are captured in the facilities maintenance planner. These include but are not limited to:

- Fire and Intruder alarm tests and checks
- Fire extinguisher checks
- Fire alarm testing
- Fire escape checks
- Emergency light testing
- General lighting checks
- Automatic door checks
- CCTV and access control system tests and checks
- Fences and wall checks
- Access equipment checks
- Plant room inspections
- Heating checks
- FF&E checks
- Setting up and taking down the assembly and sports halls
- Litter picking
- Emptying of external bins and maintenance of the refuse area
- Replenishments of lavatory consumables
- Replenishment of paper and consumables for all school printers

Other daily planned tasks include opening and closing (unlocking) doors as required.

## Reactive Duties

The Site Team are required to be reactive to all requests and incidents on site, as well as all requests communicated via the Facilities Management email system.

All reactive duties are generated via emails to the facilities management team.

Typical reactive duties include but are not limited to:

- Minor maintenance issues / repairs
- Porter duties for deliveries
- Removing graffiti
- Clearing spillages
- Opening and closing doors

## Porter duties

- Carry out furniture moves or deliveries as requested
- Setting up exam desks and chairs
- Ad hoc moving of office / classroom equipment / external equipment

## Health and Safety

- Attend tool-box talks and carry out health and safety training
- Wear issued personal protective equipment/clothing as required for the task
- Report accidents and near misses in line with the school's health and safety procedures

## Terms

Full time. Holiday entitlement 25 days plus bank holidays

Hours of work: 40 hour week. *These hours will be required to be worked flexibly to cover the school opening hours and occasionally to cover late school openings on shift patterns to be determined by the Facilities Manager*

# Person specfication

	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"><li>• General standard of education.</li><li>• Candidates must be prepared to undergo any associated training.</li></ul>	<ul style="list-style-type: none"><li>• Possession of a current full driving licence.</li></ul>
Skills	<ul style="list-style-type: none"><li>• Fire and Intruder alarm tests and checks</li><li>• Fire extinguisher checks</li><li>• Ability to undertaken general maintenance repairs.</li><li>• Proven written and oral communication skills.</li><li>• Effective organisational skills and the ability to multi-task</li><li>• Good interpersonal skills and the ability to liaise with personnel at all levels.</li><li>• To be able to prioritise workloads and work to deadlines.</li><li>• Ability to work independently and as part of a team.</li><li>• Handy-person skills</li></ul>	<ul style="list-style-type: none"><li>• Ability to use IT including word processing packages and email.</li><li>• Have a Trade.</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>• Flexible and enthusiastic</li><li>• Quick to adapt to change and take on new initiatives</li><li>• The ability to work in a diverse team</li><li>• Contributes energy and effort when circumstances demand</li><li>• Persuades and negotiates by building common ground and listening in order to positively influence situations</li><li>• Helps to make changes work by supporting others</li><li>• Encourages teamwork by actively supporting others and promoting the team</li></ul>	
General points	<ul style="list-style-type: none"><li>• Self-starter who is willing to work as part of a team</li><li>• A willingness to work flexibly, including outside of normal working hours if required.</li><li>• A willingness to undertake additional tasks and responsibilities as may be directed by the Head Teacher.</li></ul>	



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