



**Aspirations Academies Trust**  
in association with Quaglia Institute

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**Rivers Academy West London**  
an Aspirations Academy

## Facilities Manager Application Pack





## Welcome to Rivers Academy West London

Thank you for your interest in the role of **Facilities Lead** at Rivers Academy West London. We are currently seeking to appoint an enthusiastic, pro-active and determined candidate to lead the facilities management function of Rivers Academy West London.

The **Facilities Lead** is a key role of the Rivers Academy West London team. This role will be pivotal in ensuring that the premises remains in excellent condition and supports the Academy in providing outstanding teaching and learning and provides a safe, yet welcoming environment that students and staff alike can be proud of.

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

Aspirations Academies set high standards both academically and in our expectations for behaviour, and we reach them! We always expect children to do their best both in their learning and in their social interactions in the playground and around the academies. It is our aim that every single one of our students leaves us with increased confidence, resilience and skills to tackle the next stage of their education or enter employment effectively.

We thoroughly enjoy working with our children each day. We value them as individuals and take every opportunity to celebrate their strengths and successes, be it in their relationships with others, on the sports field or in their learning. Children thrive in our caring, supportive and sensitive environments and we offer each child security, happiness and pride in their achievement. This can also be said for the staff working in the Aspirations Academies! The Principals of the 4 academies work closely together alongside me, to ensure that all children who attend our academies have the best experience possible, and that starts with having the best staff possible!

Learn more about Rivers Academy at [www.rivers-aspirations.org](http://www.rivers-aspirations.org) and Aspirations Academies at [www.aspirationsacademies.org](http://www.aspirationsacademies.org)

Application forms are also available on our website or from: [hr@rivers-aspirations.org](mailto:hr@rivers-aspirations.org)

**Please note CV only submissions are not accepted.**

Closing date for applications: **5pm on Friday 23 November 2018**

Please send completed applications to: [hr@rivers-aspirations.org](mailto:hr@rivers-aspirations.org)

Job Description	
Post Title	Facilities Lead - Rivers Academy
Salary/Grade:	SO2 Scale points 32-34 £30,930-£32,637
Reporting To:	Principal and Director of Operations
Academy:	Rivers Academy
Disclosure Level:	Enhanced
Hours of Work:	Working hours fluctuate in accordance with operational demands but are based on an average of 36 hours per week.
Leave:	Annual leave is 24 days per year, based on a 5-day working week, plus Bank/Public Holidays. The annual leave entitlement rises to 29 days after 5 years. Leave will normally be taken during school holiday times.
Core Purpose:	
<p>The post holder will lead the facilities management function of Rivers Academy West London.</p> <p>This role will be pivotal in ensuring that the premises remains in excellent condition and supports the Academy in providing outstanding teaching and learning and provides a safe, yet welcoming environment that students and staff alike can be proud of.</p> <p>The post holder will be responsible for the recruitment and development of the Site Team, and ensuring that appropriate maintenance of the site and grounds is undertaken in an efficient and cost effective manner.</p>	
Main Duties: Operational / Strategic Planning	
<ul style="list-style-type: none"><li>To work alongside the District Facilities Manager in recruiting and developing a Site Team with a range of skills and experience that minimises reliance on outside contractors.</li><li>Managing efficiently and effectively the Academy site, buildings and grounds.</li><li>Ensuring the safety of staff, students and visitors to the Academy by the effective use of staffing and equipment.</li><li>To develop and review all procedures and practices relating to the security of the premises and equipment.</li><li>Maintaining a proactive Health and Safety provision across the Academy including designation as the 'Responsible Person'. Managing risk assessments to ensure that all site related decisions are taken in full knowledge of the risks.</li><li>Supervision, quality of work and ensuring a safe system of work for all staff and external contractors working at the Academy site.</li><li>Proactively promoting and administering the provision of lettings and other events on site including appropriate security and reception staff.</li><li>Ensuring that minibuses operate an efficient service and are maintained in compliance with legal requirements including appropriate driver certification.</li></ul>	

Commented [Office1]: Is this required if there are no lettings at the academy

#### **Administration**

- Managing the facilities budget and purchasing resources in line with Academy practices and ensuring that approved works are completed in accordance with procedures, specification and timescales.
- Implementing policies, procedures and practices concerning Fire, Health and Safety across the Academy and ensuring statutory compliance.
- Managing the security of sites and buildings, including attendance at alarm activations either during or outside normal working hours.
- Managing the external environment of the Academy to ensure a professional focus is maintained at all times.
- Ensuring that site staff appraisals are undertaken and staff development plans are implemented
- Encouraging multi-skilling and cross covering of roles between staff.
- Maintaining systems for recording, assigning and monitoring site tasks.
- Supporting and maintaining a rolling programme of maintenance, redecoration, periodic & deep cleaning, renewal and alteration to premises within agreed budgets and timescales
- Monitoring a simple feedback procedure to measure the performance of the services, proactively measuring the satisfaction of customers quantitatively and qualitatively on a regular basis.

#### **General**

- Managing a business continuity plan in line with the organisational disaster recovery and continuity plan.
- To ensure all aspects of legal and best practice guidelines and compliance are understood, met and objectively measured and audited e.g. health & safety, food hygiene.
- To manage the site team and ensure that the academy site(s) provide a positive student and staff impression and contribute positively to meeting the academy's objectives.
- To promote anti-discriminatory practice and ensure that equal opportunities policies and procedures are fully integrated into the work of the academy.
- To support oversight of any capital works ensuring health and safety and value for money whilst limiting the impact on the running of the academy.
- To understand and commit to the vision, values and objectives of the Aspirations Academies Trust.
- To undertake any additional responsibilities that may be required by the Principals commensurate with the grade and nature of the post.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job

description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The Academy 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.

Person Specification		
Assessed by application (A) Assessed by the recruitment process (R)		
Criteria	Essential	Desirable
<b>Qualifications</b>		
Hold a qualification relevant to facilities management at level 3 or above (or hold a qualification at level 3 other than in facilities management but with significant work experience in the field of facilities management).	A	
To show evidence of continuing work related learning.		AR
<b>Experience</b>		
Experience in Facilities & Estates management	AR	
Experience of working within a specific building trade e.g. plumber, electrician, decorating or previous experience in a premises role.		AR
Experience of working in a school or other educational based background.		AR
Experience in handling the various tools and equipment required for maintenance work.	R	
<b>Skills, abilities and knowledge</b>		
Knowledge and understanding of the key issues relating to estates/site management.	R	
Ability to work to tight deadlines with the minimum of supervision.	R	

Person Specification		
Assessed by application (A) Assessed by the recruitment process (R)		
Criteria	Essential	Desirable
Ability to manage and monitor a range of contracts and contractors to ensure that value for money and key performance indicator requirements are met	AR	
Ability to design and manage a rolling programme of maintenance.	AR	
Ability to manage a staff team effectively.	R	
A good understanding of Health and Safety requirements either with relevant qualification or commitment to undertake.		R
Knowledge and understanding of Building Management Systems and the ability to use IT to manage these systems.	AR	

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves.

The Aspirations Academies Trust in England benefits from QISA's (The Quaglia Institute for Student Aspirations) remarkable record of more than 30 years of research and experience working with students, educators, and schools.

Aspirations is the ability to dream about the future while being inspired in the present to reach those dreams. The Aspirations Academies Trust was set up in England with the vision to combine the thirty years of educational research by Dr. Russ Quaglia on student aspirations with effective and innovative school improvement techniques in order to create truly outstanding schools that would fully prepare students to succeed in this exciting world.

Central to the philosophy of the Aspirations Academies Trust is the innovative Aspirations Framework developed by the Quaglia Institute for Student Aspirations (QISA) which outlines the belief that for all students to have high Aspirations, three Guiding Principles must be present: Self-Worth, Engagement, and Purpose. These Guiding Principles direct the development of educational experiences from the individual classroom to the entire school building. The Three Guiding Principles, in turn, are lived out through 8 Conditions that emphasise relationships, active and engaging teaching and learning, and a sense of responsibility over one's own aims and goals.

The 8 Conditions are: Belonging, Heroes, Sense of Accomplishment, Fun & Excitement, Curiosity & Creativity, Spirit of Adventure, Leadership & Responsibility & Confidence to Take Action. Students who have high aspirations believe in themselves, are meaningfully engaged in their learning and the life



of the school and work with intention toward their goals.

Our Aspirations Academies have a commitment to make certain that all young people achieve their fullest academic potential and become responsible citizens. To achieve this goal we are dedicated to promoting and putting into practice the Three Guiding Principles and 8 Conditions that foster student aspirations. Each Academy strives to ensure that all students have the opportunity to discover and appreciate their endless promise for a successful future.

The Aspirations Academies Trust considers that its beliefs and principles are applicable and effective with students from age 3 to 18. Each stage of a child's education is extremely important - pre-school, primary and secondary - and should, where possible be coherent across the phases of education in the practice of developing the principles and conditions central to the beliefs and aims of the Aspirations Academies Trust. For this reason, we support primary, secondary and, where possible, all through (Ages 3-18) academies.

At whatever stage a child joins an Aspirations Academy, whether it is at the age of three or sixteen, the aim is to provide each individual child with the best possible life chance. This is done through the achievement of the highest level of qualifications, the development of skills essential to success in an interconnected and highly competitive world, as well as encouraging the highest aspirations, expecting every student to gain a place at university or enter skilled employment.

#### **The Aspirations Academies Trust Ethos**

*'To be able to dream about the future, while being inspired in the present to reach those dreams'*

- Dr. Russell J. Quaglia



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# The 8 Conditions That Make a Difference

CORWIN



The 8 Conditions That Make a Difference® need to be in place if students are to strive for, and fulfill, their academic, personal, and social promise.



## SELF-WORTH

### Belonging

Feeling you are part of a group, while knowing you are special for who you are.

### Heroes

Having someone who believes in you and who is there when you need them.

### Sense of Accomplishment

Being recognized for many different types of success, including hard work and being a good person.



## ENGAGEMENT

### Fun & Excitement

Enjoying what you are doing, whether at work, school, or play.

### Curiosity & Creativity

Asking "Why?" and "Why not?" about the world around you.

### Spirit of Adventure

Being excited to try new things, even when you are not sure if you will be good at them.



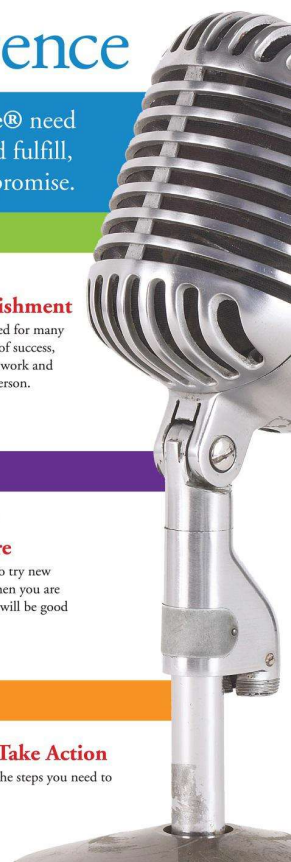
## PURPOSE

### Leadership & Responsibility

Making your own decisions and accepting responsibility for those choices.

### Confidence to Take Action

Setting goals and taking the steps you need to reach them.



[www.studentvoicesurveys.com](http://www.studentvoicesurveys.com)

[www.corwin.com](http://www.corwin.com)



#### North Oxfordshire

Banbury Academy (**S**)  
Dashwood Banbury Academy (**P**)  
Harriers Banbury Academy (**P**)  
Space Studio Banbury (**SS**)

#### South Coast

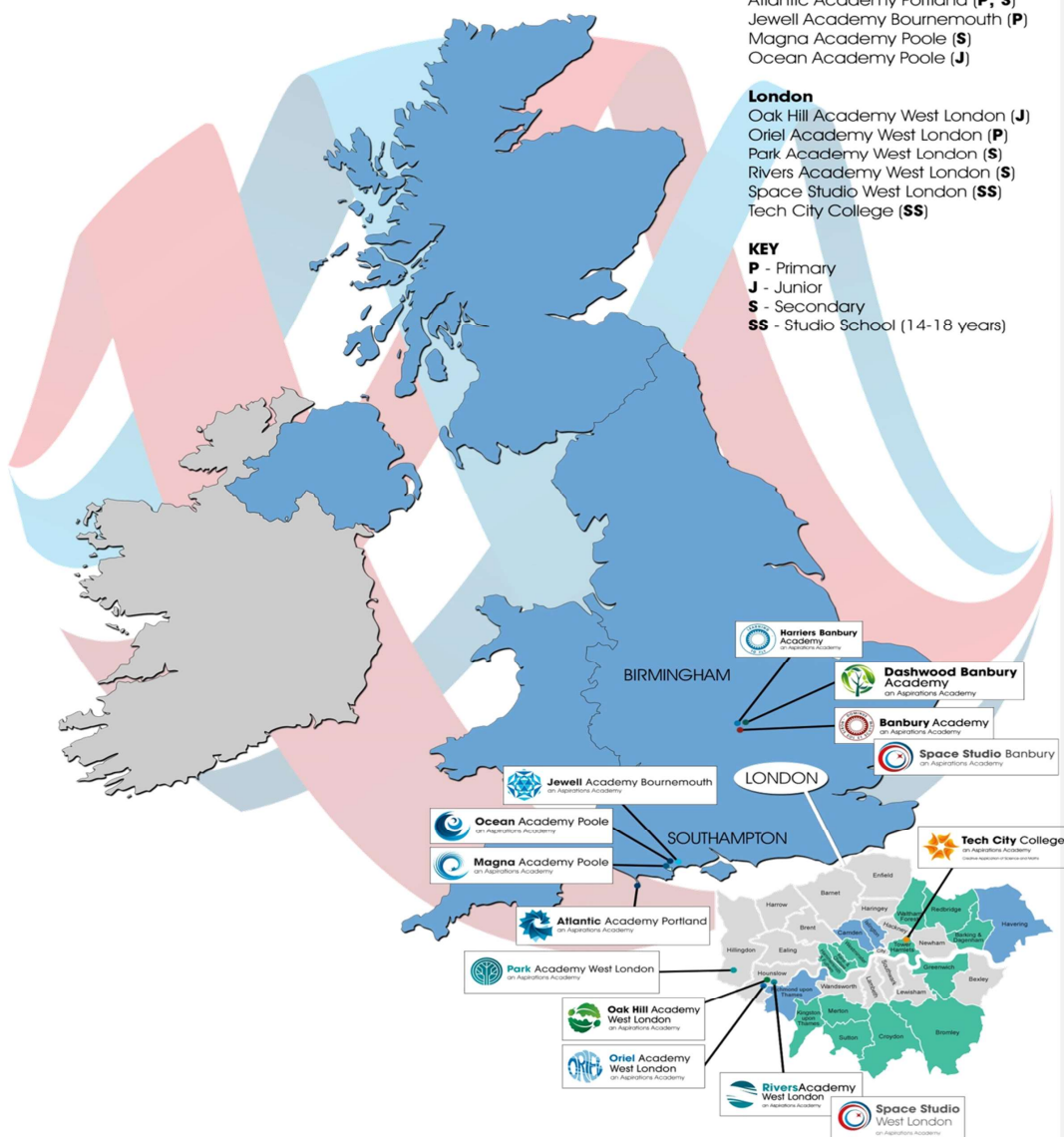
Atlantic Academy Portland (**P, S**)  
Jewell Academy Bournemouth (**P**)  
Magna Academy Poole (**S**)  
Ocean Academy Poole (**J**)

#### London

Oak Hill Academy West London (**J**)  
Oriel Academy West London (**P**)  
Park Academy West London (**S**)  
Rivers Academy West London (**S**)  
Space Studio West London (**SS**)  
Tech City College (**SS**)

#### KEY

**P** - Primary  
**J** - Junior  
**S** - Secondary  
**SS** - Studio School (14-18 years)



### Safer Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

#### Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). 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 individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

#### Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

#### Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

#### Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all cases before an offer of appointment is confirmed.