



William Morris
Sixth Form
Empowerment through Learning

Job Vacancy Application Pack



Dear Applicant,

Thank you for your enquiry regarding our Facilities Assistant, which is offered on a full time (all year round) basis. I am pleased to enclose an application form and further information including the job description and curriculum area overview.

Application forms must arrive by **9am 17th August 2026** with interviews taking place on **19th or 20th August 2026**.

Shortlisted candidates will be notified by phone and/ or email. I apologise in advance that we will not be able to notify candidates who are not shortlisted.

You may return your completed application form by email to **recruitment@wmsf.ac.uk**

If you would like further information on the position, please do not hesitate to contact Louis Bisson, HR Assistant, email **lbisson@wmsf.ac.uk**

Yours faithfully

The Human Resources Team –
William Morris Sixth Form



Facilities Assistant

Starting: ASAP

Role: Full Time - All year round

**Pay Grade: Sixth Form Payscales Point 9 - £31,892 per annum.
(including London Waiting)**

Thank you for your enquiry about our vacancy for a Site Care Assistant which is offered on a full time, all year round basis. We are looking for a flexible, practical and enthusiastic person with relevant experience to join our Facilities Team. I am pleased to enclose an application form and further information including the job description and person specification.

Closing Date: 9am 17th August 2026

Interview Date: 19th or 20th August 2026

To apply, please visit our website **www.wmsf.ac.uk**, click on 'About Us' and scroll down for 'Staff Vacancies' or via out TES advertisements.

Applications to be sent to: **recruitment@wmsf.ac.uk**

We actively promote the safeguarding and welfare of all our students. Successful candidates will be subject to an enhanced DBS check.



William Morris
Sixth Form
Empowerment through Learning

William Morris Sixth Form

We were originally established in 1994 as the sixth form for pupils in the secondary schools in Hammersmith and Fulham, but we soon attracted students from all over London, who come to study on both academic and vocational pathways.

William Morris is a vibrant, ambitious and creative learning community which inspires a drive to **learn**. Our recent Ofsted report where we were given a 'Good' judgement, highlighted the qualities of our staff who are knowledgeable and specialist in their fields, providing a wide range of skills. Consistent practice across subjects enables students to be taught key facts and skills which benefit their overall experience at William Morris. Quality of teaching was judged to have 'Outstanding' elements and we have high expectations that we will achieve an Outstanding judgement at our next inspection. Staff who join William Morris should come prepared to join our exciting journey as we improve and develop the Sixth Form and continue to invest in all of our students to give them the best learning experiences, opportunities and aspirations. We invest in our staff to give them the proper professional support, inspiration and career development.

Unashamedly comprehensive, through rigorous teaching, learning and assessment we ensure that no student is left behind and that every student has an equal opportunity to uncover and fulfil their potential and achieve. Our students are provided with the practical, critical and analytical skills that they can apply as they progress through life, together with a confidence and resilience that will enable them to succeed.

We **empower** our young people to aim high, to have a strong sense of their own self-worth and shared values, whilst also having a strong sense of the value of community both locally and globally and their potential to make a positive difference to the world around them.

The ethos we have established ensures the highest quality of education, guidance and relationships. The emphasis is on open access, equal value for all, individual attention, the development of independent learning skills, targeted support, high expectations and standards, improving progression routes, and finding the right balance between an adult environment and firm structures within which students can develop and succeed. The atmosphere is relaxed and warm but very purposeful. Students describe us as "friendly but strict" and our students are encouraged to address all staff by their first names. We focus on the WMSF experience for our students as being one where they learn, achieve and are empowered to progress.



Our teachers and support staff are creative, dedicated and enthusiastic professionals who are experts in 16-19 education

The Curriculum Offer

Our wide curriculum includes both academic and vocational courses at levels 3, 2 and 1. Individual students' learning programmes enable combinations of subjects where appropriate. We have a large and exciting A level provision with nearly 30 different advanced subjects and are delighted at the number and calibre of our A level students. We offer some mixed economy pathways at level 3, and are currently in the process of becoming a T Level provider from 2023.

At levels 1 and 2, we offer Foundation Learning, BTEC courses and GCSEs to meet the needs of students who wish to improve their basic qualifications. This includes provision for students to re-sit English and Maths at GCSE. William Morris prides itself on tackling under-achievement and offering the opportunity to gain knowledge and skills to students who may have underperformed at secondary school for a number of reasons. The provision of courses for students with special educational needs, including students from special schools, is a particular strength, and we currently have 51 students with statements or EHC plans and over 100 students on K-SEN. We also offer ESOL teaching and literacy support for many students to ensure success on their courses.

Our teachers and support staff are creative, dedicated and enthusiastic professionals who are experts in 16-19 education

Some of the ways we support our students



An academic supervisor for each student who is responsible for monitoring overall progress, providing references for university and apprenticeships



A safeguarding team work to ensure every student is well-supported and cared for



Learning support help with academic development such as essay writing, revision, meeting deadlines and exam preparation



Counsellors offer a confidential counselling service, health education programme and advice service as well as a specialist welfare team



Teaching and Learning Strategies

The development of successful teaching and learning strategies for our very mixed group of students is at the heart of WMSF. There is an emphasis on staff developing and sharing good pedagogical practice so that students become independent learners and teaching and learning are of the highest quality. We have a well-equipped library staffed by 4 highly qualified professional librarians, and a newly created careers centre, again with 4 qualified staff. Progression is key to the future success of our students.

We have a very exciting CPD programme, delivered in curriculum area teams, course teams and leadership teams. In such an environment there are opportunities for teachers at all stages in their careers and we have always also welcomed those new to teaching (ECTs), who participate in a comprehensive induction programme. Each year we offer teaching placements to a number of PGCE students. All teachers, where appropriate, are expected to teach across our full range of courses and levels. This both counteracts narrow departmentalism and encourages parity of esteem for all courses and all students.

We have excellent IT facilities and a strong team of technical staff to support us. We use Google Classroom as our VLE and all staff and students are issued with a Chromebook so they have full access to all learning resources at all times, both on and off site

One of our main priorities is to support individual teachers in developing their IT skills and through the G-suite we are constantly innovating delivery and practice.

The vast majority of A level and vocational students are encouraged to apply for higher education. Although many of them are non-traditional entrants, approximately 80% of A2 & V2 students' progress to university each year including into the most prestigious institutions. We have also developed stronger support for students who apply for apprenticeships and are keen to raise our destination numbers in this area too. Our careers team play a vital role in raising students' aspirations and helping them through all application processes. Expert support is provided by our assistant principals, senior tutors, careers and higher education staff, and through a planned programme of tutorial activities.

Tutoring requires an active approach to pastoral work and specific skills in guidance, supporting and monitoring as well as building relationships.

The WMSF Vision

Create a culture of community, tolerance and aspiration which celebrates diversity and equality and inspires a drive to learn

Deliver a broad curriculum which embraces technology and empowers students to achieve their potential and make aspirational choices

Provide clear and dedicated pathways which enable students to make meaningful progression within the institution, through traineeships, and work, and beyond

Promote and support aspirations through advantageous university choices and quality apprenticeship progression routes which observe the needs of individual students

Ensure all students have the opportunity to participate in relevant and rewarding experiences which help them progress

Work with external partners to inspire students, broaden their knowledge of opportunities, create experiences and transform all our students into members of the global community

Our successful application rate on to higher education has typically been between 75 – 85%, an achievement we are very proud of considering the starting point of so many of our students.



Working at WMSF

We try hard to create a friendly, supportive and open culture in which staff can develop and thrive. Professional development for all staff is taken seriously and many opportunities are offered both in-house and externally.

Expectations at WMSF are very high and there is constant pressure for us to perform well and to provide the high quality learning environment we promise. We have developed strong internal monitoring procedures to ensure continuing high quality, with an emphasis on developmental lesson observation.

It is very important to us that all staff enjoy working in a diverse and richly rewarding inner-city environment, with young people from a wide range of backgrounds, and those who have had an unconventional secondary schooling experience. Our existing staff are of a high calibre and very committed to the student-centred philosophy at the heart of WMSF, and we wish to further enhance our community through recruiting staff with equal commitment to our belief of 'empowerment through learning'.

It is very important to us that all staff enjoy working in a diverse and richly rewarding inner-city environment

Best wishes

Mary Berrisford

Principal



Job Description

Job Title **Facilities Assistant**

Responsible to: **Site Care Manager**

Job Purpose

To be responsible for the maintenance of a clean, safe and hygienic site which is compliant with statutory Health and Safety obligations and safe for students, staff and visitors are safe whilst on site.

To monitor the standard and performance of premises contracts, in particular the cleaning services, monitoring on a daily basis to ensure quality control and compliance.

To work as an integral member of the school's support team, including occasional out of hours working for emergencies, special events, lettings, building projects etc.

Main Duties and Responsibilities

To be aware of, and work in accordance with the school Safeguarding and Child Protection policies and procedures, raising any concerns with the Designated Safeguarding Lead either directly or via MyConcern.

To have due regard for Health and Safety legislation and the school's Health and Safety Policy and to take all reasonable steps to ensure safe working practices are employed across all day to day activities.

To assist the Premises Manager/s in the maintenance of a safe and healthy working environment, ensuring a sound knowledge of fire precautions and the use and maintenance of firefighting equipment and the identification of other existing or potential hazards and their elimination.

To deal with site health and safety issues and problems as they arise via email in order to maintain and improve safety, reporting more complex issues to the Premises Manager/s.

To take reasonable steps to eliminate potential hazards and carry out all necessary remedial action including ensuring all work areas, particularly those associated with fire escape routes, are kept free from obstruction, fire doors are unlocked and accessible, firefighting equipment is regularly checked and tested, including the fire alarm system.

To bring to the attention of the Premises Manager/s all serious hazards or faults to the premises, its fittings, fixtures, equipment or furniture etc.

To ensure paths, access points and entrances are kept free of snow, ice, etc.

To ensure the good condition, presentation, upkeep and maintenance of the premises and external areas immediately adjacent to the school's walls and gates at all times.



To carry out minor decoration and maintenance to the building, ensuring adherence to health and safety with appropriate tools and equipment including electrical, plumbing, carpentry, painting and decorating skills.

To regularly ensure all grounds, lawns, flower beds, shrubs and trees are litter free. Carry out sweeping, leaf clearance, litter bin emptying, litter collection and removal, weeding of paved or hard areas both inside and around the external perimeter of the school.

To assist the Premises Manager/s in the efficient and economic use of all heating, mechanical and electrical services, including recording the consumption of fuels and energy, reporting and recording all faults and failures.

To maintain, use and store all tools and equipment in a safe, secure and good condition as far as it is practical to do so in the context of the facilities available.

To manage and supervise all vehicular access and parking to the site.

To be responsible for the opening and closing of the school taking all reasonable steps to reduce and minimise loss or damage to the school, its staff, students and visitors and making safe any damaged or insecure areas of the premises, as necessary.

To receive deliveries and provide a portering service for all staff as necessary and to use correct manual handling procedures. i.e. photocopying paper.

To receive and distribute, as far as is practical to do so, furniture to required locations within the premises as reasonably required.

To proactively assist the Premises Manager/s in the monitoring and audit of cleaning standards ensuring that a 'good' standard of cleanliness is in place at all times, raising issues with poor standards to the Site Care Manager/s and directing cleaners as appropriate.

To ensure that the site is clean ahead of all school events and to support with setting up

To provide emergency cleaning in critical areas (e.g. toilets), particularly when a health risk is deemed to exist and undertake specialist cleaning of the premises as and when required.

To maintain a clean and tidy environment ensuring outside areas are kept free from litter, leaves & bark, animal faeces, etc.

To ensure appropriate stocks of cleaning materials.

To supervise building cleaning and other contracted staff ensuring tasks are carried out to a high standard.

To Monitor contracted services i.e. cleaning, particularly the standard and performance of such contracts, using and maintaining documentation, reports, monitoring proformas and systems as may be required.

To undertake all required training to maintain a proficient use of all equipment and materials, i.e. cleaning materials.



To undertake a regular inspection/audit of the site including classrooms, toilets and communal spaces as directed, ensuring repairs and maintenance are undertaken, identifying and referring more complex maintenance issues to the Site Care Manager/s.

To regularly record all gas, electricity and water meter readings, inspect gas services and supply ensuring safe operation of all gas appliances and equipment. Locate and be aware of the isolating valves to all services and be able, if required, to shut down supplies of water, electricity or gas in the event of an emergency.

To complete reports, forms, etc. and undertake all necessary correspondence relating to incidents, thefts, break-ins and other security considerations.

To ensure an up-to-date record of all keys is held, maintaining duplicates and providing keys to line managers and authorised staff on request. Ensure when locks are changed keys are kept safely, recording all duplicates and keys issued on request to line managers, Leadership Group or other authorised staff.

To ensure that allegations of misconduct or improper behaviour involving students or users of the premises are reported to the Business Manager or Principal and the established procedures are followed including, where in the absence of a member of Leadership Group, there is thought to be extreme risk to personal safety, direct referral to the school's Health and Safety Policy.

To be a registered first line key holder for the premises responding to Police, alarm call-outs and other emergencies attending to the premises in person upon request and seeking to maintain maximum security.

To respond to and challenge intruders within school guidelines and take appropriate action in respect of all incidents, summon appropriate assistance and notify the Business Manager of all incidents of theft or burglary to the premises.

To ensure that all intruder alarms are properly set and reset and operated in accordance with the Clean Neighborhoods and Environment Act 2005 and ensure authorised staff are adequately trained in their use and all other aspects of security.

To undertake some security duties during the day as cover

To ensure that all rooms/facilities being used for events/internal and external bookings are provided in a high standard of cleanliness and repair and that all rooms/facilities are ready for normal school use after the event/booking has finished, ensuring the correct room layout and a high standard of cleanliness for the school day.

To work out of contractual hours when required e.g. emergencies, special events, lettings or out of hours building projects.

To wear the appropriate site care uniform, as provided, when on site.

This is not an exhaustive list of duties and the postholder may be required to undertake other duties commensurate with the level of this post

The postholder is expected to be flexible regarding hours of work and may occasionally be asked to change their start/finish times.



Person Specification

- The ideal candidate will be able to demonstrate the following: -
- Relevant experience of one or more of the following: heating systems, plumbing, electrical, general, grounds or buildings maintenance, cleaning, carpentry, decorating etc.
- A good working knowledge of relevant health and safety regulations including Health and Safety at Work Act (1974), Control of Substances Hazardous to Health Regulations (2002) etc.
- Recognition of the importance of personal responsibility for Health & Safety.
- Ability to build and form good relationships with students, colleagues and other professionals including contractors.
- Ability to follow direction and work constructively as part of a team, including understanding school roles and responsibilities.
- To be physically fit with the ability to reach and bend and carry out some heavy lifting.
- Ability to be self-directed and motivated and work on own initiative, including the ability to work with minimum supervision and to manage schedules of work.
- Ability to work flexibly to meet deadlines and respond to unplanned situations, including the willingness to be available to attend call outs and be prepared to work outside normal hours as and when necessary.
- Desire to enhance and develop skills and knowledge through training and professional development.
- Evidence of excellent attendance and punctuality record.
- Good IT skills
- An understanding of planned preventative maintenance and how to update relevant documents

Term dates for 2026-2027 William Morris Sixth Form

	First Day	Half Term	Last Day	
AUTUMN 2026	Wednesday 19th August 2026	Monday 19th Oct – Friday 30th Oct 2026	Friday 18 th Dec 2026	
SPRING 2027	Monday 4 th January 2027	Monday 15 th Feb – Friday 19 th Feb 2027	Thursday 25 th March 2027	
SUMMER 2027	Monday 12 th April 2027	Monday 31 st May – Friday 4 th June 2027	Tuesday 6 th Jul 2027	

Safer Recruitment Information for Applicants

The information contained within this document is aimed at helping applicants understand what is required should they be asked to attend for interview.

Safeguarding Children and Young People

William Morris Sixth Form (WMSF) has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce. The post you are applying for involves working with children and/or young people and you will be subject to our safer recruitment process.

Pre-Employment Vetting

As part of our safer recruitment process, WMSF operates a strict pre-employment vetting procedure. All applicants will be required to undergo the checks outlined below: -

Declaration of Previous Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended makes certain regulated activity (i.e. work with children and/or young people) exempt from the Act and therefore requires individuals seeking to work with these groups to be subject to Enhanced Criminal Records Bureau Disclosure checks, amongst others. This post is classed as exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended. Therefore, you are required to reveal all convictions, both spent and unspent, in your application.

Disclosure and Barring Service Check (DBS)

Successful applicants for roles involving work with children and/or young people will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check, which will include a check against the Children's Barred List. In addition, for teaching roles, a Prohibition from Teaching check will be undertaken to ensure the individual is not prohibited from carrying out teaching work. All relevant pre-employment checks will be completed and satisfactorily verified prior to confirmation of appointment, in line with statutory safeguarding requirements.

Where an applicant is not normally resident in the United Kingdom, or has been resident outside the United Kingdom for more than 6 months, an additional police check will be carried out with the normal or most recent country of residence.

Qualifications/Registration with a Professional Body

If the post applied for requires a specific qualification and/or registration with a professional body, the applicant will be required to bring the original certificate along to the interview. If the original certificate is unavailable, a certified copy of the document must be provided by the issuing establishment.

References

All applicants must provide a minimum of two referees, including their most recent employer. References will be obtained and scrutinised prior to interview wherever possible.

References must:

Confirm suitability to work with children and/or young people
Include any disciplinary history, including safeguarding-related matters
Provide details of any safeguarding concerns or allegations
Confirm the reason for leaving and employment dates

The Sixth Form will only accept references obtained directly from referees and will not accept open references. Any concerns identified will be explored with the applicant prior to appointment.

In addition, we will seek references from educational establishments for those applicants with no previous employment history.

In all cases, we will contact the referee prior to the interview, except if you have specifically indicated that you would prefer us to contact them only if you are made an offer of appointment.

Eligibility to Work in the UK

We have a legal obligation to check documentary evidence to confirm that all potential employees are eligible to work in the UK.

Right to work in the UK can be validated through sight of original documents or online. When relying on original documents, these must be from the lists of acceptable documents prescribed by the Home Office. When relying on an online right-to-work check, the new employee will provide a share code inviting the employer to view their status online. The employer will download the information presented, noting by whom and when the check was completed. We will also need to confirm that the employee presenting themselves for work is indeed the individual presented through the portal.

Medical Assessment

All offers of appointment will be subject to the satisfactory outcome of Hammersmith and Fulham Council's medical assessment procedure.

Online Checks

The Sixth Form reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at the School. In accordance with paragraph 221 of KCSIE this will include online searches on shortlisted candidates. The online searches the Sixth Form carries out may include searches of internet search engines, websites and social media platforms (public online information). The Sixth Form will determine how it approaches online searches on a case by case basis. However, all applicants for a role at the Sixth Form will be treated consistently with regard to online searches.

