



**FUTURE
ACADEMIES**
LIBERTAS PER CULTUM

Facilities Assistant Recruitment Pack



**TRINITY
ACADEMY**
LIBERTAS PER CULTUM



Welcome to Future Academies

Dear Applicant,

Thank you for your interest in the position of Facilities Assistant for Trinity Academy. I am delighted that you are considering applying for a position at our Trust.

We have a vacancy for a permanent member of the facilities management team based at Trinity Academy, Brixton.

The role is to assist the Facilities Manager in providing effective site and facilities management for the school, to ensure a safe, clean and compliant environment for all students, staff and other users of the building and grounds.

You may have experience of working in schools and an educational setting, along with competent facilities maintenance skills and the ability to communicate with staff and students. You will work closely with the Facilities Manager to support the delivery of facilities management, undertaking minor maintenance works and ensuring the smooth day-to-day running of the school.

We are **Future Academies**: a flourishing multi-academy trust, founded with the aim of improving the life chances and raising the aspirations of young people. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be.

This ethos is embodied in our Trust values - *Knowledge, Aspiration, and Respect* - and in our motto, *libertas per cultum* ("freedom through education").

Future Academies currently comprises ten schools across London and Hertfordshire. Further information is available on our website [Future Academies - Academies](#).

Trinity Academy is a flourishing mixed, non-selective secondary school and sixth form based in Brixton, London, admitting students from the ages of 11 to 18.

Trinity Academy is passionate about diversity and inclusivity and welcome applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification. We encourage applications from applicants regardless of any protected characteristic.

If you think you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

If you would like to discuss the role in more detail, please do not hesitate to contact me via email at HREnquiries@futureacademies.org.

Jack Rendle

Head of Estates and Facilities

Future Academies

JOB DESCRIPTION

JOB TITLE:	Facilities Assistant
RESPONSIBLE TO:	Facilities Manager
HOURS:	Full time. All year round.
SALARY:	NJC Pay scale 3 – 4, Points 5 – 11 (£26,193 - £28,890) (Inner London) Starting salary to be confirmed upon appointment, subject to experience.
PLACE OF WORK:	Trinity Academy, 56 Brixton Hill, London, SW2 1QS.
RIGHT TO WORK:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
STAFF BENEFITS:	Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits: <ul style="list-style-type: none">• A supportive ethos and concern for the well-being of all colleagues.• Excellent CPD opportunities and career progression.• Employer Contributions to Local Government or Teachers Pension Scheme.• Cycle to work scheme.• Employee Assistance Programme.• Eye Care Voucher scheme.• Car Benefit Scheme
PROBATION PERIOD:	The post holder will be required to complete a 6-month probation period

PURPOSE OF THE ROLE

To assist the Facilities Manager in supporting the school in the provision of effective site and facilities management, providing a safe, clean and compliant environment for all students, staff and other users of the building and grounds.

MAIN RESPONSIBILITIES AND TASKS

1) Security

- Lock and unlock the school premises and grounds daily
- Carry out procedures in the event of fire, flood, breaking and entering etc.
- Prevent trespass, challenge the identity of unknown persons and, where necessary, contact the Police to assist
- Prevent unauthorised parking of vehicles

- Ensure that all locks and catches are in good working order
- As a registered key holder, be required to attend emergency call outs out of normal hours
- Carry out fire and safety precaution procedures in accordance with instructions.
- Set intruder alarm systems and report any defects in systems immediately to your line manager
- Ensure security, certification and safe storage of deliveries to the academy

2) Cleaning

- Ensure that the premises and furnishings are cleaned by the contractors and report back any anomalies to the Facility Manager
- Carry out specific cleaning duties in respect of spillages (including bodily fluids) in the absence of the Trust's contracted cleaners
- Ensure that the school site is tidy and free from litter
- Ensure cleanliness of the grounds and maintenance of the site and premises
- Undertake the regular cleaning of assets, including filters, drains and gullies
- Provide safe access to the premises by clearing paths and using salt during freezing winter weather
- Assist as an individual and/or member of a team the cleaning of designated areas within the school premises as directed by the Line Manager to ensure that they meet expected standards of cleanliness

3) Heating

- Operate the Building Management System and heating plant in order that the required temperatures are maintained and that an adequate supply of hot water is available
- Carry out routine procedures on ancillary equipment, i.e., checking circulating pumps, fuses, time clocks etc. and the settings of automatic controls
- Ensure that adequate precautions are taken to prevent frost damage
- Keep boiler areas and adjacent areas clear, free from litter and combustible materials
- Ensure that energy for heating and lighting is used efficiently, in compliance with energy conservation. Submit meter readings of consumption to the Facility Manager.

4) Fire Precautions

- Ensure that all fire exits and accessible escape routes are free from obstruction both inside and outside buildings
- Have knowledge of the use and maintenance of fire equipment, identify existing and potential hazards and eliminate as much as possible
- Support the school in carrying out periodic (termly) fire drills and recording accordingly
- Check the fire alarm, intruder alarm & security (CCTV) systems, emergency lighting, and record accordingly in accordance with the Trust's recommended inspection/test maintenance frequency
- Carry out regular inspections of hand held firefighting equipment and report missing or used appliances

5) Porterage

- Take delivery of stores, materials and other goods and distribute them to their points of use
- Move and set out furniture and equipment as required

6) Maintenance

- Carry out minor or temporary repairs to furniture and fabric of the buildings that are within his/her capabilities.
- Report repairs or maintenance beyond his/her capabilities to the Facilities Manager
- Direct workmen and contractors to the sites of repair and maintenance work
- Ensure that mechanical cleaning aids and access equipment are in a safe working condition by regular inspection (and prior to use)
- If required, carry out annual PAT electrical inspections, once trained to do so
- If required, to take and record monthly readings of utilities; gas, electricity and water and forward to Finance Officer.

7) Health & Safety

- Carry out monthly health & safety, maintenance & facilities checks
- Attend Facilities Team briefings and participate in training as required

8) Lettings (depending on the specific arrangements at the school)

- Ensure that, prior to lettings, the premises are in a satisfactory state and required furniture and equipment are in place
- Support school events as and when required and secure the premises upon vacation of the facilities.

Miscellaneous

- Carry out the day-to-day instructions and requirements of the Principal, reporting to the Facility Manager on work undertaken & completed.
- Place orders on consumables and equipment and be responsible for their economical use
- Report any health & safety related accidents or incidents on site
- Deal with instructions received from the school
- Administer the Facilities Helpdesk responding to helpdesk tickets and completing tasks and activities in line with the Trusts planned preventative maintenance schedule.
- Carry out safe working practices in accordance with the Trust policies
- Monitor work by contractors on site
- Co-ordinate working time/holidays with the Facility Manager to ensure that the school has adequate cover, and open or lock up as needed.
- In the event of the absence, to offer a minimum level of caretaking to other academies within the Trust. This clause is reciprocal.
- Meet the Facilities Manager once a fortnight (for a routine 1:1) with a brief report on what has been achieved and to set priorities for future work

General Duties

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, equal opportunities, diversity, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.
- The Job Description will be subject to periodic reviews to fit in with the needs of the Trust/school and provide development opportunities, as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities at this time.

- To attend relevant training and development courses as required and identified through the Performance Development process.

PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
QUALIFICATIONS		<ul style="list-style-type: none"> Relevant training in building & site maintenance 	<ul style="list-style-type: none"> Applicant's certificates Discussion at interview
EXPERIENCE	<ul style="list-style-type: none"> Excellent communication skills. Good planning and organizing skills. Display empathy and positive regards for others in written, verbal and non-verbal communication. Punctual, respect for deadlines, collaborative problem solving, and honest communication. Build trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding situations. Dress appropriately for a workplace with frequent customer service interaction and community outreach. 		<ul style="list-style-type: none"> Contents of the application form Interview References
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Maintain proficiency as needed and approved by attending training, reading job-related materials, and meeting with others in area of responsibility. Maintain work areas in a clean and orderly manner 		<ul style="list-style-type: none"> Contents of the application form Interview References
PERSONAL COMPETENCIES AND QUALITIES	<ul style="list-style-type: none"> Versatile and flexible – willing to address a wide variety of issues. Ability to manage competing demands/workload Highest standards of personal & professional integrity. Maintain appropriate levels of confidentiality with regards to school business Sound understanding of equality and diversity in the workplace. 	<ul style="list-style-type: none"> Willing to undertake training and continuous professional development in post Ability to undertake appropriate travel across multiple sites 	<ul style="list-style-type: none"> Contents of the application form Interview References

APPLICATION PROCESS

1. Applying for the role

To apply for the post, please visit our ETeach website to apply on-line [Careers at Future Academies - London, United Kingdom, SW1V 3AT | schoolrecruiter \(eteach.com\)](https://www.eteach.com/schoolrecruiter)

Applicants should complete the online application form via Eteach. Applicants should also complete the 'Supporting Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than 9am on the 30th October 2023. Applications after this date will not be considered.

2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

We reserve the right to conduct interviews before the closing date in some circumstances.

3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

4. Taking up the post

The successful candidate will take up the post as soon as possible.

5. Additional information

For further information please email HREnquiries@futureacademies.org and a member of the HR team will contact you.

6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.