Woodrush High School

An Academy for Students Aged 11-18

Assistant Facilities Manager

Applicant information

Advertisement

Assistant Facilities Manager

37 hour per week, full year with 25 days holiday

Point 9 - 12 (£20,661 to £22,658)

To start as soon as possible

Woodrush High School, an Academy for Students aged 11 – 18 is an Ofsted Good School. This is an exciting time for the Academy as it continues to grow and develop.

The Assistant Facilities Manager is responsible for supporting the Facilities Manager with the day to day running of the Academy and operation of the Academy Site in their absence. You will assist the Facilities Manager in maintaining a clean, safe and welcoming site through the process of regular scheduled maintenance of buildings, grounds, fixtures and fittings. You should have a good working knowledge of building and facilities management and be able to operate within health and safety requirements.

We are looking for a person who has:

- Knowledge, experience and understanding of the day to day running and maintenance of a public building including plumbing, carpentry and maintenance operations.
- A sound understanding of health and safety including COSHH, Risk Assessments, Method Statements and Permits to Work.
- Be competent in using general maintenance equipment and grounds equipment including power tools, lawn mowers, strimmer's.
- Be computer literate (word and emails).

We can offer you:

- Local Government Pension scheme
- Competitive Salary
- Reduced Gym membership rate for the Rush Active gym on site

Interested candidates are welcome to come and look around the school by prior appointment.
To find out what we can offer you working at Woodrush and for more information on our school please download our application pack from our website. Details can also be found on how to apply.

Alternatively, please contact Mrs Robinson Headteachers PA on 01564 823777 or email her at nrobinson@woodrush.org to have a pack emailed or posted out to you

Closing date first post Friday 5th April 2019 interviews to take place shortly thereafter.

Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment. Posts are subject to an enhanced disclosure through the Disclosure and Barring Service. CVs will not be accepted in place of an application form.

Information for Job Applicants

Dear Applicant,

Thank you for your interest in our vacancy.

Woodrush High School is an extremely popular and over-subscribed Academy for 11 to 18-year olds, committed to building supportive, professional relationships between students, staff, parents and carers and the community that we serve. We are proud to be a designated Teaching School and are recognised as a National Support school.

Woodrush staff are welcoming, commitment and maintain the highest expectations of both themselves and our students. We have a firm commitment to professional and career development for all our staff, reflected in our continual professional development and learning opportunities and endorsement. Teaching and learning practice is creative, ambitious and evidence-informed which promotes a place of learning that challenges and support all students to be inspired, achieve and be celebrated for their success and aptitude.

Our recent Ofsted inspection, December 2018, categorised Woodrush as a 'Good' school with 'Outstanding' leadership and management and student personal development, behaviour and welfare.

The inspection acknowledged how:

- *'Pupils achieve well because of strong teaching and the exceptional support and care they receive.'*
- *'Pupils' behaviour is excellent. They are courteous, friendly and routinely regulate their own behaviour. Pupils have very high expectations of each other's behaviour.'*
- *'Parents, staff and pupils are unanimous in their praise for the excellent pastoral care provided to pupils, which includes a strong focus on mental health and wellbeing.'*
- *'The leadership of teaching, learning and assessment is highly effective.*
- *'Staff are unanimous in their praise for the many training and professional development opportunities afforded to them.'*
- *'Middle leaders form a dedicated and highly focused group of professionals. They are consistent in their messages and drive for excellence.*
- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.*

Of all our achievements, we are most proud of our students: their enthusiasm, inquiring minds, eagerness to learn and willingness to contribute to the various opportunities that life at Woodrush offers and we are united in our commitment to ensuring that all our students receive an excellent education that develops and nurtures their abilities and talents.

We welcome applicants to arrange a visit to our school to see first-hand our learning environment and we hope this information pack provides useful insight into life, work and learning at Woodrush.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Kind Regards



Ms N. Rancins BSc PGCE NPQH
Headteacher



About Our School

Woodrush High School is a mixed, comprehensive school of approximately 1000 students aged 11 to 18, including a Sixth Form of nearly 120 students. There are 70 teaching staff and approximately 60 support staff. The school is situated in a pleasant semi-rural residential area a mile to the south of the Birmingham city boundary.

Our reputation and record of success make us a highly attractive place for families to enroll their child[ren]. We are a heavily oversubscribed school, with the majority of student residing in south Birmingham, Worcestershire and Solihull. The school, which was opened in 1957, enjoys an excellent reputation locally and was designated a Teaching School by the National College for Teaching and Leadership in 2014.

A high proportion of our students achieve examination results at GCSE and Post-16 significantly above national averages and our cohorts have an excellent record of progression into employment, training and Further and Higher Education.



Achievements in other fields are equally valued and there is a strong tradition of extra-curricular activities within school. We have a wealth of clubs and sports teams and a broad range of educational visits, residential, productions and performances run across the academic year that enrich the curriculum and life for students at Woodrush.

Our curriculum is dynamic and engaging, leading to a broad range of valued qualifications responsive to local and regional employment and training opportunities. At both KS4 and KS5, students receive a curriculum and pastoral support matched to their strengths, needs and aspirations. All students follow our 'ASPIRE' programme which aids the personal development of students and prepares them for life after Woodrush. The Special Educational Needs department is particularly strong and offers considerable support to a number of students throughout the school.

Woodrush has high-quality facilities for sports in the school and Community Hub, which is also open to the community; as well as designated facilities for our Teaching school, Library, and Sixth Form. Our sports facilities include an all-weather floodlit artificial pitch which is also open to the public as an evening and weekend sports centre.



We have four Houses at Woodrush High School (Brindley, Cadbury, Eliot and Lanchester). Students join a mixed ability tutor group on entry to the school and remain in that group until the end of Year 11.

Students are encouraged to achieve the highest possible standards of which they are capable, and we have an agreed Code of Conduct and students are expected to, and do, behave well.

We aim to provide young people with an orderly, structured and supportive environment in which they can grow to maturity. Parents and Carers are very supportive of the staff and school at large and the school has maintained an excellent reputation for creating high standards of achievement and behaviour. Woodrush prides itself on fostering a strong sense of community life and developing good habits of hard work and self-discipline.

Why work at Woodrush High School?

We place learning and progress at the heart of everything that we do and regularly celebrate at all levels the excellent achievements of our students. We have a 'can do' attitude where we feel that nothing is impossible to achieve in order to improve our students' chances in life.

Our success is based on the quality of the staff we have, in whatever role they play in school. We aim to continually improve and strive to excel in everything that we do. At Woodrush, we work towards creating caring and positive relationships with staff and with our students. We are a community, where students and staff are happy to work together.

The recent Ofsted Inspection (December 2018) describes how:

- *'Morale at the school is exceptionally high. Teachers are proud to work at the school, they are fully engaged in leaders' improvement drive and all share a common goal, namely, to make their school the best it can be.'*
- *'Teachers commented that the school is a most supportive community and said: 'I know how lucky I am to come to work here every morning'; 'I was about to leave teaching, and then I started working here. Now I cannot imagine a better working place'; and 'This is a school for learners, including us.''*
- *'Leaders have created a truly inclusive ethos in the school in which everyone is supported and cared for. Pupils and staff feel safe and valued.'*

Our Staff Enjoy:

- Being part of a successful school and Teaching School
- Being at a school which has a highly supportive NQT programme, verified externally by our NQT Induction Quality mark
- Our interactive and inspiring weekly CPDL training sessions
- A fully supportive New Staff induction process
- The school's supportive network of colleagues
- Excellent opportunities for further development
- On site gym with membership at reduced rates
- On site café and library

Job Description

JOB TITLE: **Assistant Facilities Manager**

GRADE: Point 9 – 12 (£20,344 - £21,589)

RESPONSIBLE TO: Facilities Manager

Contract: 37 hours per week – full school year 25 days holiday

Job Purpose
The Site Assistant Manager is responsible for supporting the Facilities Manager with the day to day running of the Academy and operation of the Academy Site in their absence. To assist the Facilities Manager in maintaining a clean, safe and welcoming site through the process of regular scheduled maintenance of buildings, grounds, fixtures and fittings.

Reporting to the Facilities Manager the individual will provide a first-class service to Woodrush Academy. You should have a good working knowledge of building and facilities management and be able to operate within health and safety requirements. You will have qualifications or experience relevant to this role. You will have good communication skills, and the ability to work effectively with others. You will be flexible and adaptable to an educational environment.

Main Duties and Responsibilities
Operational and site specific - (directed by the Facilities Manager)

General:
- Ensure the site can operate in a safe and high-quality environment for learning and community use, within all areas of maintenance, cleanliness, Health and Safety and security (including contents) in line with the Academies stated Policy.
- To assist in locking and unlocking school premises at agreed times
- Key holding responsibilities and emergency contact as part of a rota system including outside of operating hours.
- To arrange contractors under direction of the Facilities Manager
- To supervise and co-ordinate Contractors when required
- To undertake relevant seasonal or project work as instructed by the Facilities Manager

Site Housekeeping:
- To act as cover if required to supervise, under the direction of the Facilities Manager, cleaners employed by the school.
- To undertake the use and maintenance of plant, supplies and equipment.
- To empty bins and remove rubbish from the premises.
- To clean specified areas of the school to the required standard, as instructed when required or due to staff shortages
- To undertake cleaning duties which occur during the school day, which are not allocated to cleaning staff.

Site Maintenance and Operation
- To undertake basic handyperson duties as necessary (e.g. replacing light bulbs, securing broken windows and doors, painting and sweeping etc.)
- To undertake tasks such as grounds maintenance
- To undertake specific maintenance tasks in areas such as basic plumbing, carpentry and maintenance operations.
- In the absence of the Facilities Manager, to operate and arrange repair and servicing when required for all site
  systems, equipment and grounds.
- To keep a record of meter readings and regular water testing, fire safety related inspections and testing.
- To arrange for exam tables and chairs setup during exam periods. Creating rotas and supervising casual staff to carry out setup.
- To undertake porterage duties as required
- To set out and clear away tables and chairs in school when needed.
- To assist with event set up when required such as assemblies/meetings, parents evenings or performances
- Keeping records of stock

Health and Safety:

- To undertake health and safety duties commensurate with the post and/or as detailed in the Schools Health and Safety Policy and Health and Safety at Work Regulations, including COSHH, risk assessments, safe operating procedures, correct use of PPE, correct use of tools and working at height.
- To report any damage to school property or other relevant matters to the Facilities Manager
- To immediately clean up any hazards to students and staff. (e.g. Spilt chemicals, broken glass etc.)
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- Update and review COSHH risk assessments, operational risk assessments and complete permits to work.
- Ensure contractors are working in accordance to their risk assessments and safely around site.

CPD

- Undertake training where necessary to remain compliant and to ensure ongoing professional development to meet the changing demands of Academy growth.

Other Duties:

- A commitment to safeguarding all children
- Confidentiality, respect and understanding
- Maintain safety under the schools Health and safety guidelines
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities, including attendance to teacher training days as specified
- To undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Health and Safety Policy.

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Notes:

The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

Person Specification

Assistant Facilities Manager

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience	• Maintenance within public / educational site • Within a trade relevant to maintenance of a site, including plumbing, carpentry and/or maintenance operations (construction).	• Managing people • Managing stock control • Dealing with external suppliers and contractors • Opening and closing pubic/educational facilities.	Application Form Interview References
Education and Training	• C or above in Maths and English GCSE • Be able to demonstrate competency in using general maintenance equipment such as power tools and handheld machinery. • Be able to demonstrate competency in using grounds maintenance equipment and machinery such as hedge cutters, pedestrian mowers, and strimmer's. • Computer literate (word and emails).	• First Aid certificate. • Manual handling training • Health and Safety Level 3 qualification • IOSH Managing Health and Safety • Level 2/3 Diploma in one of the following – Plumbing, Carpentry or Maintenance Operations (construction).	Application Form Interview Certificates
Knowledge and Understanding	• Knowledge, experience and understanding of the day to day running of a public building. • A sound understanding of health and safety relevant to the role including COSHH, risk assessment, safe operating procedures, correct use of PPE, correct use of tools and working at height.	• Experience of managing others, instructing and communicating expectations • Health and Safety process, procedures and compliance. • An understanding of maintaining security in a public and/or educational building	Application Form Interview References
Skills and Abilities	• Excellent communication, presentation and interpersonal skills. • Ability to plan and organise. • Ability to work without supervision and using own initiative to complete tasks. • Attention to detail, completing tasks to the highest level.		Application Form Interview References Assessment tests

	• Ability to multi task conflicting priorities. • Time management. • Ability to communicate effectively at all levels internally and externally. • Ability to establish and maintain effective relationships • Excellent personal organisation and self-motivation. • Expectations of high standards. • Ability to relate well to children, young people and adults		
Personal qualities	• High standards of personal appearance. • Approachable. • Accountability. • A proven record of good attendance and punctuality • An enthusiasm for challenge, development and innovation. • Driving Licence • Commitment to equal opportunities		Interview

E = Essential D= Desirable

How to apply:

If you would like to join our outstanding team and apply for this post, please complete the application form in full. Please note that incomplete applications may result in possible rejection from the shortlisting process.

Section One: Personal Details

Please ensure that all details are completed including your date of birth. This is to ensure that appropriate identity checks can be made. Ensure your NI number, email address and contact numbers are also included. For Teaching staff please make sure you include your Teacher's number.

Section Two: Education, Training & Qualifications

Please complete this fully and ensure that you have proof available of your qualifications. If you are not in possession of this proof, please be aware that we will require your permission to contact the relevant awarding bodies prior to a firm offer of appointment, should you be successful.

Section Three: Employment/Work Experience

Please ensure that this section is completed fully. If you have gaps in your employment please indicate the reasons for this. This may be explored further in an interview.

Section Four: Supporting Statement

Please use this opportunity to show your suitability for this post as outlined in the person specification. Your letter of application, which should be no more than two sides of A4 should:

- show your suitability for this post as outlined in the person specification
- give an outline of the impact you have had in your current role
- tell us why you want to join us at Woodrush

Section Five: Convictions/Disqualifications

Please be aware that this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.

Section Six : References

Please provide two referees and their details. A telephone number or e mail address often makes this process easier and would be much appreciated. The references MUST include your current or most recent employer and will ask about your suitability to work with children. Open references or testimonials will not be considered. Please be aware that we may approach previous employers to verify particular experience or qualifications.

Section Seven: Declaration

Please be aware that by signing the declaration you are declaring that you are not on List 99, disqualified from work with children or subject to sanctions imposed by a regulatory body e.g. the General Teaching Council (GTC) and that you either have no convictions, cautions or bind-overs, or that you have attached details of these in a sealed envelope. You are also aware that you will be subject to a DBS Disclosure appropriate to the level of the post should you be successful.

Please be aware that providing false information is an offence and could result in the application being rejected, or summary dismissal if you are appointed on the strength of this, with possible referral to the police.

Safeguarding:

Please note that Woodrush High School is committed to safeguarding and promoting the welfare of children and young people and as such expects all staff and volunteers to share this commitment

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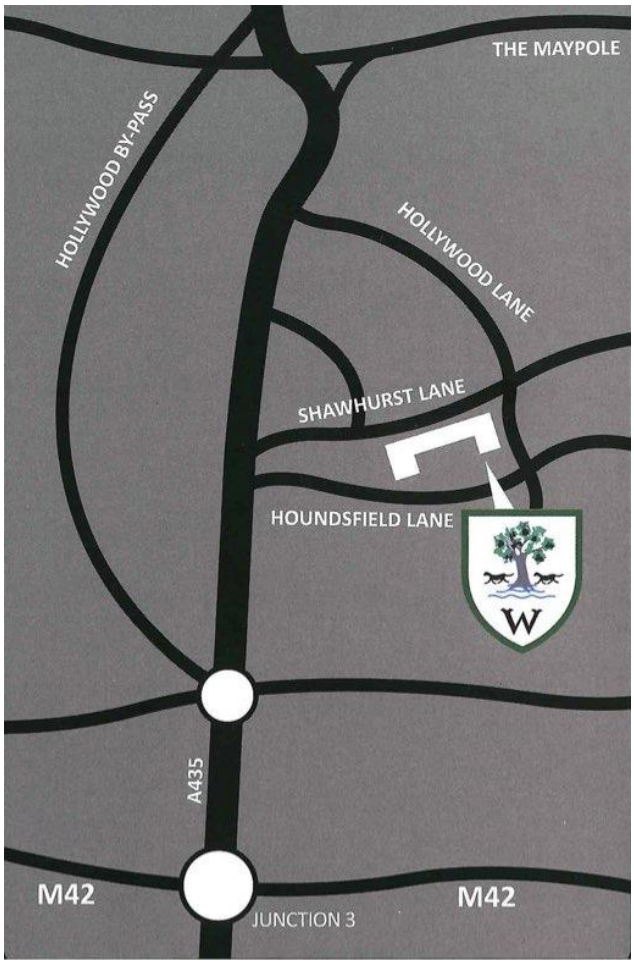
Woodrush High School

An Academy for Students Aged 11-18

Shawhurst Lane
Wythall
Worcestershire
B47 5JW

Tel: 01564 823777
Fax: 01564 820092

Email: office@woodrush.org
Web: www.woodrushhigh.worcs.sch.uk



By Rail
A train from Birmingham Moor Street to Whitlocks End will take around 20 minutes. A taxi from Whitlocks End Station to Woodrush High School will cost about £5.00.

A train from Birmingham Moor Street to Wythall Station will take about 20-25 minutes. This service is less regular than the service to Whitlocks End. A taxi from Wythall Station to Woodrush High School will cost about £4.50.

A2B Taxis- 0121 733 3000

By Car
From junction 3 of the M42 take **A435** exit to **Birmingham**
At the next roundabout take the third exit signposted Wythall/Hollywood. Follow this road until you pass a group of shops on the right (including Spar). Turn right onto Shawhurst Lane. Woodrush High School is on the right. (Postcode for Sat Nav. is B47 5JW)

There is limited parking at the front of school or alternatively please use the Sports centre Carpark situated to the left of the school main gates. Please press the buzzer for Woodrush and the Receptionist will answer. Please park and come to the main school reception which is clearly sign posted