

# Facilities Assistant

Thistley Hough Academy

ASAP



THISTLEY  
HOUGH  
ACADEMY  
*Creative  
Education  
Trust*



## Dear Colleague

Thank you for your interest in the role of Facilities Assistant at Thistley Hough Academy.

Thistley Hough Academy is a modern school with drive and motivation to provide the best outcomes for the students and community.

Ofsted continued to rate us as 'good' in May 2022.

Thistley Hough Academy joined the Creative Education Trust in September 2013 and has been on a journey to now become one of Stoke-on-Trent's most improved schools.

As our Academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. At Thistley Hough Academy we pride ourselves on delivering an ambitious, broad and balanced curriculum, enabling every student to be successful, responsible, resilient, confident and skilled young people.

We are passionate about enriching the lives of our students, which is not just academic, but social and emotional. We aim for our students to leave Thistley Hough Academy as highly positive and active members of the community.

Our highly qualified teachers and effective support staff are committed to ensuring that our students achieve excellence and develop to be leaders both now and in the future. We always aim for disruption free learning, allowing our teachers to do what they do best.

We have a happy and safe school, where we are multi-cultural, something that we celebrate and encourage. We are a true reflection of the local Stoke-on-Trent demographics.

Our vibrant, energetic school can be sampled on our website. We are keen to develop our community links further and encourage prospective candidates to arrange a visit.

We look forward to the chance to meet you and showing you what we have to offer.

I look forward to receiving your application.

Yours sincerely,

Noel Kennedy  
Principal

“Ofsted rated us as  
a ‘good’ in May  
2022”

You can find out more at:  
[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CREATIVE EDUCATION TRUST



**Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.**

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



## Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

## Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

## Our Values

### Ambition

We are ambitious in everything because only the best will do

### Excellence

We do not stop at 'good enough'

### Creativity

We connect our knowledge in innovative ways

### Resilience

When the going gets hard, we up our game and reach our goal

### Inclusion

Every child and every colleague matters – we will work for and with them all

### Respect

We value the ideas of others and make sure all voices are heard

You can find out more at:

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# ABOUT THISTLEY HOUGH ACADEMY

**Thistley Hough Academy is a mixed school catering for students aged 11-16 located in the village of Penkhull, Stoke-on-Trent.**

The Academy joined the Creative Education Trust in September 2013 and is now one of Stoke-on-Trent's most improved schools and is graded as Ofsted 'good'.

With strong pastoral support for both staff and students, coupled with a broad range of co-curricular activities, Thistley Hough Academy offers a supportive learning community where you can reach your full potential.

## MORE ABOUT THISTLEY HOUGH ACADEMY:

- £15m state-of-the-art building and facilities;
- Rated 'Good' by Ofsted with 'outstanding features';
- Winner of the Happiest School Award 2018;
- TES Community and Collaboration Award 2018 – shortlisted;
- Hall complete with tiered seating;
- Dedicated staff CPD programme & wellbeing group;
- Training and mentoring opportunities through the Creative Education Trust



**‘Leaders are ambitious for every pupil. They have developed a broad, balanced curriculum to support this ambition in conjunction with trust leaders. ‘**

**Ofsted, May 2022**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/thistley-hough-academy>

# SUPPORT FOR OUR STAFF

Our staff are dynamic individuals who believe passionately in making a difference to every student, and we are committed to providing them with the highest quality support and opportunities to increase their skills and progress.

Personal and professional development is supported through our **'Growing Our Own'** model of bespoke continuous professional development which enables professional learning pathways for individuals, departments and groups of staff.

## OUR 'GROWING OUR OWN' MODEL

- Coaching entitlement at all career levels including mindfulness coaching.
- Undertake externally recognised accredited training e.g. for aspiring middle and senior leaders NPQML, NPQSL etc.
- Leadership secondment opportunities.
- Subject specific development - exam specification training, teacher subject specialist training etc.
- Access to cross-trust learning support - focus groups, year-specific forums
- Weekly professional development entitlement.

## STAFF WELLBEING AND WORK LIFE BALANCE

Staff well-being and work/life balance are central to the success of our academy. We openly consult with staff over changes which impact on their working day, and actively encourage participation in our staff wellbeing group.

You will find an academy that:

- Provides strong and effective leadership at all levels.
- Fosters and develops a strong team ethos among all its staff.
- Is highly supportive and values and develops people.
- Is forward thinking and outwardly facing.
- Is committed to developing staff and student leadership skills.
- Encourages wider participation in local and national agendas.
- Offers an exceptionally supportive Academy Council and local community.
- A staff wellbeing group to ensure their views are represented at senior leadership team meetings.



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# FACILITIES ASSISTANT

## JOB DESCRIPTION AND PERSON SPECIFICATION

**LOCATION** Thistley Hough Academy, Stoke-on-Trent

**SALARY** Grade 5, point 6 - £23,893 per annum

### THE ROLE

To provide a practical and efficient service to ensure that all internal and external areas of the school are clean, tidy, well maintained and secure.

### MAIN RESPONSIBILITIES

- To maintain a clean site free of litter/seasonal waste at all times of the school day and in all areas.
- Assist the clearance of pathways and grounds of hazards including ice and snow to ensure safe opening of the site and continued safety throughout the school day.
- Complete daily, weekly and monthly compliance checks and audits using in house and SmartLog systems.
- Maintain tools and equipment ensuring security and appropriate use and returning safely to the designated storage area.
- To work in a clean manner both during and on completion of each task. To use all hand tools (powered or otherwise) and operate machinery in the manner in which they were designed and purchased for.
- Ensure Health and Safety is always at the forefront of both school and trusts activities.
- To store all harmful or dangerous products in a safe manner and in accordance with COSHH regulations and manufacturers storage instructions.
- To report all faults to the Facilities Manager immediately.

### SITE RESPONSIBILITIES

- To set up room spaces according to instructions for school use (assemblies, open evenings etc).
- Participate in the opening and locking up rota.
- To supervise out of hours events.

- Designated out of hours key holder.
- Willing to attend site during out of hours emergency response situations.
- Responsible for ensuring the site remains in a secure state during school operating and non-operating hours.
- Accept deliveries of stores, materials and other goods and convey to the appropriate areas.

### HEALTH AND SAFETY

- Work in a safe manner in accordance with industry regulations and schools safety policy.
- To seek advice and guidance where appropriate.
- To utilise supplied PPE at all times (including out of term time) whilst on site regardless of the schools normal hours of operation.
- To wear the uniform as specified at all times.
- Attend relevant training as required.

### PERSONAL QUALITIES

- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- Must be adaptable, flexible and open to change.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>Numeracy and literacy skills with an ability to keep accurate records.</li> <li>Full driving license held for 2+ years.</li> <li>Maintenance Background Level 2 or above</li> </ul>	<ul style="list-style-type: none"> <li>Awareness of COSHH regulations.</li> <li>IOSH and H&amp;S training.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Basic Maintenance skills.</li> <li>Knowledge of Health &amp; Safety regulations including good practice in relation to caretaking, cleaning &amp; hygiene.</li> <li>Awareness and understanding of working in a school environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of security and safety, including use of intruder and fire alarm systems.</li> <li>Previous caretaking and/or cleaning experience.</li> </ul>
<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>Good organisational skills.</li> <li>Ability to meet deadlines to the required quality standards.</li> <li>The ability to use and manoeuvre relevant equipment.</li> <li>Knowledge of building repair and refurbishment practices.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of building management systems.</li> <li>Core trade skill e.g. carpentry, painting, plumbing, electrics.</li> <li>IWFM qualification.</li> </ul>
<b>EQUAL OPPORTUNITIES</b>	<ul style="list-style-type: none"> <li>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.</li> </ul>	
<b>SAFEGUARDING</b>	<ul style="list-style-type: none"> <li>A thorough understanding of up-to-date safeguarding requirements and best practice.</li> <li>Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked.</li> <li>Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>Experience with safeguarding young children/vulnerable adults within an educational setting.</li> <li>Safeguarding trained.</li> <li>Empathetic and approachable.</li> </ul>
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</li> <li>A commitment to working to improve the life chances of all the young people in our academy.</li> <li>Ability to work extra hours throughout school holidays as and when required Openness and willingness to learn.</li> </ul>	

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