



The Collegiate Trust
Exceptional Education for All



Facilities Assistant Woodcote High School



Job Description

Woodcote High School

| | | | |
|--------------------------|--|-----------|---|
| Role Location | Woodcote High School, Meadow Rise, Coulsdon, CR5 2EH | | |
| Salary | £29,874 - £31,967 | P18 -P22 | |
| Details | Permanent | Full time | 52 weeks, 36 hours per week - shift pattern |
| Start date | 1 st September 2024 (or earlier) | | |
| Application Closing Date | Monday 17 th June 2024 @ 9am | | |

A Message from the CEO

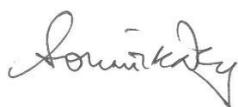
Thank you for your interest in joining the Collegiate Trust. I hope that this information pack will help you to learn more about our fantastic family of schools and the exciting prospect of joining us.

The Collegiate Trust is a dynamic place to work. Our mission is to collaborate to deliver an *exceptional education for all* and our culture of ambition is focussed clearly on our people and their learning. It is this culture which leads to the high academic standards and the enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Trust, and I hold the highest aspirations for what we will achieve in the future.

Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. We take our responsibility as an employer very seriously, always striving to do best by our staff and focusing on wellbeing, development and achievement.

We would be delighted to receive an application from you if you feel that this role and our Trust may be right for you.

Yours sincerely



Mr Soumick Dey
Chief Executive Officer



Why work with us? The benefits

At TCT, we understand that your time, wellbeing, career opportunities and work-life balance are key things you will look for when choosing where to work. We work hard to continually develop what we offer, striving to be recognised as an employer who looks after all our employees.

On top of our proactive and supportive approach to employee wellbeing and development, we offer a range of additional employee benefits. Please click [here](#) to see more detail about some of the fantastic employee extras we offer.

We have a comprehensive CPD programme, designed to ensure all staff in all roles have the opportunity to grow and develop in their career. Our appraisal process ensures that each and every member of staff is flourishing. Whether you are at the very beginning of your career or are looking to develop your experience, a school within *The Collegiate Trust* is a great place for professional growth. ECTs and Apprentices benefit from a focused induction period, prior to appointment, and a well-established programme of support throughout the year, whilst more experienced colleagues have many opportunities to develop skills and extend their professional learning through an extensive and varied programme of professional development.

We are an inclusive and supportive trust who understands that our employees have commitments beyond work. We have a generous approach to flexible working, annual leave, compassionate leave and supporting our staff in times of difficulty. Your wellbeing is of utmost importance to us!

An Introduction to the role

A Message from the Principal

Thank you for your interest in the post of *Facilities Assistant*. I hope that this information pack will help you to learn more about our fantastic school and that you will be excited about the prospect of joining our excellent team.

This post is within our *Facilities Team* and is intended to support the smooth operation of the school. This will involve opening and closing the site, overseeing visitors using the site for lettings and undertaking a range of general tasks to maintain the high standards of the site. The successful candidate will work as part of a team, under the direction of the Facilities Manager. The prime purpose of the role is to support the good maintenance and management of our site, providing an exceptional and safe resource for teaching, learning and the wellbeing of our students, staff and visitors. The person specification describes the skills and qualities required, but in short, the successful candidate will need to:

- Be reliable, committed and hard-working
- Be able to communicate effectively with colleagues and visitors, presenting a positive and professional image at all times
- Possess the skills and knowledge required to undertaking caretaking duties effectively
- Take pride in their work and demonstrate an understanding of the importance of high quality facilities management

If you would like to visit the school or have an informal discussion about the post prior to application, please contact my PA, Lynda Allen, either by email lallen@woodcotehigh.org.uk or telephone 020 8668 6464. She will be pleased to make an appointment for you to speak with me or visit Woodcote High School if you are able to.

Thank you again for your interest and I wish you the best of luck for your next steps.

Mr A Crofts
Executive Principal



About Woodcote High School

Woodcote High School is a fantastic place to work and learn. We have recently joined The Collegiate Trust whose vision of an exceptional education for all accurately describes the ambitions we hold for our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others.

At Woodcote High School, our purpose is excellence. We are robust in the delivery of lessons ensuring that we enthuse a thirst for knowledge and develop confident, critical thinkers who embrace challenge. In creating an exceptional learning environment, we will meet the needs of all our students, supporting them in their journey to reach their full potential. We want to ensure that our students live by our **ASPIRE values of High Ambition, Self-reliance, Perseverance, Inquisitiveness, Respect and Enthusiasm for life**. We have developed our curriculum to be not only academically rigorous, but to foster a culture of success in our students.

By delivering quality first teaching, our students will be independent, lifelong learners who are ambitious, self-reliant, persevering, resilient and reflective. We will encourage our students to be inquisitive; develop enquiring minds that will increase their enthusiasm and provide academic enrichment. We will develop students with a strength of character that will shape well rounded respectful global citizens equipped to make a positive contribution to society.

Additionally, we provide a positive learning environment, where all students work with confidence and motivation to reach their full potential. We feel that students gain enormously from feeling that their work is valued and that extra effort on their part deserves both praise and reward. Our Praise and Reward scheme is linked to academic achievement by going above and beyond in, for example, progress, participation, an excellent piece of coursework/homework, test result or consistent effort over time. The Headteacher holds reward breakfasts once a term to celebrate students' success.

The school is also part of the Jack Petchey Foundation Achievement Awards Scheme - a recognition and reward initiative which enables us to celebrate the achievements of our students as well as receive additional funding. In the summer term we hold a Praise and Awards' Evening where we present certificates for achievement in all aspects of school life. Parents are invited to attend and watch their child receive these awards. A separate Sports Awards' Evening is held annually to reward the considerable sporting achievements within school.

We are determined to provide the very best learning environment and learning experiences for our students, as it is the combination of these factors that leads to the high academic standards and enviable reputation that The Collegiate Trust is known for. We are very proud of what we do and we are looking forward to collaborating with others in our new family of schools to accelerate our improvement and achieve even more in the future.

You can find out more information about Woodcote High School on our website:

[Woodcote High School - Part of The Collegiate Trust](#)



About the Collegiate Trust

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school will bring our Trust to c.7000 pupils and c.1000 employees.

Our strong culture of ambition is focussed clearly on **PEOPLE** and **LEARNING**. We ensure that the best interests of all those in our communities are always at the heart of our decision-making.

The work of *The Collegiate Trust* is informed by our core values: **Ambition and Collaboration**, leading to **Achievement and Enjoyment**.

There are three particular themes that drive our work and can be described as our *keys to success*:

Partnership – We work hard to cultivate strong professional relationships with each other, with our pupils, with their families and the wider community as we see this as the foundation on which our Trust is built.

Progress – To us, progress means much more than academic improvement. We place a great focus on personal and professional growth for all members of our community and it is this emphasis on continuous improvement.

Preparation – Whether for the next stage of education, for work or for a future that is uncertain, it is our view that the prime purpose of school is to prepare young people for the rest of their lives and it is our intention is to prepare all pupils to help them achieve their goals and to go on to enjoy happy and successful futures.

You can find out more information about our Trust on our website:

[The Collegiate Trust | Exceptional Education for All \(tct-academies.org\)](https://www.tct-academies.org)



What Will I be doing?

Job description and details

Contract: Permanent
Location: Woodcote High School, Meadow Rise, Coulsdon, CR5 2EH
Reporting to: Facilities Manager

Purpose of the Post: To ensure that our facilities and site are well maintained and managed. The post holder will work shifts between the hours of 6.00 am & 9.00 pm (36 hours per week) and will oversee all aspects of the site including lettings and contractors.

Main Responsibilities:

- To manage the security of the buildings and grounds, carrying out procedures in accordance with relevant school policies.
- Manage the locking / unlocking of the school as required.
- To liaise with external contractors and suppliers, as necessary
- To be responsible for Health & Safety across the site in accordance with the Health & Safety Policy, ensuring appropriate risk assessments are in place and appropriate checks being carried out.
- To liaise with all organisations / individuals who use the facilities.
- To carry out maintenance / caretaking duties as directed by the Facilities Manager.
- To maintain an awareness of statutory requirements and ensure they are applied to the school.
- To attend training as required.
- To work with staff to ensure outstanding facilities for teaching and learning.

The above is not an exhaustive list and the successful applicant may be required to carry out additional duties as required by the role.

Why am I right for this job?

We know that some people may not have 100% of the things we might think we want for a role but can make an EXCELLENT addition to our team and bring new things to the table that we may not have considered. If you think your skills and experience make you a good fit for this role, please do not be put off if you do not match 100% of the desired criteria! The notes should help you see if something is absolutely essential for you to be considered.

Person specification

| Qualifications | Notes |
|---|-----------|
| Good basic education to GCSE standard or equivalent (GCSE grade C or equivalent in Maths and English) Entitled to live and work in UK Full clean UK driving licence | Essential |
| Experience | |
| Experience of building and general maintenance work. | Essential |
| Working as part of a team. | Essential |
| Skills & Attributes | |
| Ability to plan and organise, with a high attention to detail and accuracy Commitment to maintaining high standards | Essential |
| Excellent interpersonal and communication skills Flexible and reliable Team Player | Essential |
| Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies | Essential |
| Understanding of safeguarding issues and promoting the welfare of students and young people | Essential |

All our staff MUST be able to fulfil to following criteria:

- Undergo a full enhanced Disclosure and Barring Service check (which will confirm there had been no criminal activity that means you might be unsuitable to work with young people)
- Right to work in the UK
- Be medically suitable and safe to fulfil the role
- Provide 2 references that support your application, one of which must be your most recent employer (unless this is your first ever job, in we can advise on alternatives)

How to Apply

If you feel that this role and our school may be right for you, we would very much like to receive your application.

To apply, please use the TES application form, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

If you have any queries or would like an informal discussion about the role, please do not hesitate to contact us at lallen@woodcotehigh.org.uk

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, online searches and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical, safeguarding and attendance checks.