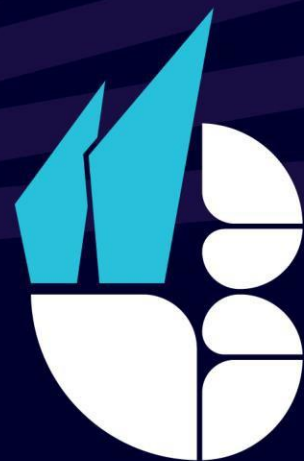


# Facilities Assistant

Caister Academy  
As soon as possible



**CAISTER  
ACADEMY**  
*Creative  
Education  
Trust*

# Dear Colleague

Thank you for your interest in the role of **Facilities Assistant at Caister Academy**.

This is an exciting opportunity for a dynamic and inspiring colleague to join Caister Academy. The successful candidate will join a team of committed professionals, working collaboratively to support staff and students. They will be working within a Trust where staff development is prioritised. This role would be particularly suited to someone who would like to have a positive impact on the lives of young people.

Caister Academy is one of Norfolk's leading co-educational secondary schools, situated in the coastal village of Caister, just north of Great Yarmouth. It is well regarded for excellence in literature and performing arts, with aspirations to lead nationally in all areas. As part of Creative Education Trust we work in collaboration with other local Academies, and receive development opportunities and support from Creative Education at a national level. We are looking for a colleague who:

- Is innovative, self-motivating and able to **inspire** others.
- Has the ability to **support** colleagues in order to ensure young peoples' success.
- Enjoys working as part of a team to ensure the **success** of our community.

In return Caister Academy will offer you:

- A **thriving**, innovative learning community, committed to excellence.
- A **supportive**, welcoming community of professionals.
- Extensive **development** and **collaboration opportunities**, through the Creative Education network.
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For further details, or an informal discussion about the role with the Facilities Manager, Hayley Hall, please contact Ruth Woods, Human Resources & Business Support Officer, at [ruth.woods@caisteracademy.org.uk](mailto:ruth.woods@caisteracademy.org.uk).

For more information about Caister Academy visit [www.caisteracademy.org.uk](http://www.caisteracademy.org.uk)

For more information on Creative Education Trust visit [www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk).

**Closing date: 27 October 2023.** However, we will hold interviews as soon as we have received enough applications from suitably qualified applicants. If a successful appointment is not made then we will repeat the process. Please do not hesitate to contact Ruth Woods if you would like an update on your application and details of a potential interview date.

I look forward to receiving your application.

Yours sincerely,

**Helen Seath**  
**Head Teacher**

*Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people. Shortlisted candidates will be required to undertake relevant safeguarding checks which will include checks of social media accounts.*

# 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:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)



# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

# ABOUT CAISTER ACADEMY



Caister Academy is an 11-16 co-educational day school, specialising in Literature and the performing arts. We offer a rigorous, traditional curriculum; supplemented by a broad choice from the arts, technology, and sport; all personalised to the strengths of individual students.

Located half an hour from Norwich, on the beautiful Norfolk coast in the picturesque village of Caister-on-Sea, we have excellent access to the famous Norfolk Broads, local seaside towns, and picture postcard views of the sea. We are proud to serve at the heart of our community, and through our core values of ambition, opportunity, character, and community, seek to do so in all that we do.

In March 2015, we joined the Creative Education Trust. This provides us with immediate access to a national network of support, whilst retaining the autonomy to make the decisions that are best for our students. We work closely with other local Creative Education Trust schools, and as a family, have the resources and support to find and develop the potential of every individual.

We are fortunate to have excellent facilities in many areas, but through the Creative Education Trust, we are currently engaged with Walters & Cohen Architects to develop and deliver a five-year site development and refurbishment plan which will completely modernise all areas of our provision.

## Our on-site facilities include:

- A large multi-purpose Sports Hall
- A well-equipped technology area
- A Drama studio
- Dance studio complete with sound system and mirrored wall;
- Interactive whiteboards in every classroom;
- Modern and open-plan library with wide range of reading materials



‘Through consistently hard work, sharply identified training and effective support for staff, leaders have ensured that pupils are well prepared for the next stage in their education.’

OFSTED - 2018



## Facilities Assistant

# JOB DESCRIPTION AND PERSON SPECIFICATION

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### LOCATION

Caister Academy, Caister-on-Sea, Gt Yarmouth

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### SALARY

Caister Scale SC3, Point 5 – 6

35hrs per week (hours determined weekly by rota), 52 weeks per year.

To work as part of staffing rota to ensure that the needs of the school and lettings are met. Lettings vary from ending at 6pm to 10pm. Late and Early rotas would rotate between Facilities Assistants.

Rota timings to be determined weekly, for example:

- Early – 7am to 2.30pm (to open up)
  - Late – 1pm to 8pm or later (to close following lettings)
  - Weekend – hours to suit lettings bookings (hours deducted from weekdays)
  - Key holder emergency callouts will be paid as additional hours.
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### CORE PURPOSE:

The Facilities Assistant will work closely with the Facilities Manager to ensure effective and efficient running of the school premises. Assist with the responsibilities but not limited to site and grounds maintenance, contractors, security, cleaning services. Ensuring that the school site provides an attractive, safe, secure, clean and welcoming environment for all.

Allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health & Safety at Work Act of 1974.

This is a hands-on position for which the key responsibilities are for the smooth running of all areas of the school site(s), providing security, maintenance and assist in cleaning, portering and caretaking service to the whole site.

Work with and support Academy Trust partners as and when required.

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### REPORTING LINES

Report to the Facilities Manager

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You can find out more at:

[www.creativeeducationtrust.org.uk](http://www.creativeeducationtrust.org.uk)

## KEY RESPONSIBILITIES

### Leadership:

- Lead by example, through the;
  - consistent completion of all tasks to the highest possible standard,
  - modelling of welcoming, sensitive and constructive communication, with all stakeholders at all times.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
    - treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
    - having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
    - showing tolerance of and respect for the rights of others
    - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
    - ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - Have proper and professional regard for the ethos, policies and practices of the Academy, following the Academy's policies at all times.
    - Maintain high standards of personal attendance, presentation, and punctuality.

## Responsibilities:

- To assist in all aspects of the Estates function, ensuring that all duties are completed efficiently and effectively and participation in CPD events.
- To work flexibly to meet the needs of the school, combining planned and regular tasks with day to day needs and emergency responses.
- To assist on compliance checks, ensuring statutory compliance is met in accordance with current regulations.
- To ensure that the buildings and grounds are maintained appropriately and operate in a safe and secure way, especially during adverse weather conditions.
- To assist with access arrangements for contractors and service providers and ensure all works carried out is in accordance with all Health & Safety requirements.
- To assist on-site cleaning operations, cleaning all designated areas ensure that they are kept in a clean and hygienic condition and be responsible for sanitary conditions and replenishing sanitary materials.
- To be aware and comply with all departmental instructions and procedures relating to Health and Safety at Work, and to take an active role in Health and Safety inspections, defects to be reported to the Facilities Manager, or in their absence, the Assistant Principal for Operations or the Principal.
- To be aware and comply with the control of substances hazardous to Health regulations.
- To assist with access arrangements for statutory compliance checks including but not limited to legionella, fire, electrical.
- To assist with ensuring the efficient operation of all utilities including heating, lighting, water, sewerage, refuse disposal, etc. through liaison with the Operations Manager on contractors, suppliers, Local Authorities and other appropriate agencies attendances.
- To liaise with school's Facilities Manager for Health and Safety to ensure compliance with school health and safety procedures and legislation, COSHH

You can find out more at:

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regulations and codes of practice and education sector best practice.

- To develop a work ethic within the Facilities Team that promotes a responsive service and responds to the needs of the school community in a timely manner.
- To fully participate in, an operational staffing rota which ensures cover for holidays, out of hours events, emergency callouts, weekend working and staff absences.
- To assist aspects of school vehicle management including usage and maintenance requirements.
- Consistently promote positive student behaviours, for example, orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students.
- Consider and care for the health and safety of themselves, colleagues and students.
- Recognise, reward, praise and promote student success wherever possible.
- Ensure equality for all students by consistency upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform etc...
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.

## Variation:

- Undertake other duties;
  - commensurate to the post holder's abilities, position and grade, as requested by the Principal or line manager,
  - of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

I have read this job description and fully understand all my job duties and responsibilities. I understand that these may be subject to change due to the needs of the academy and that any changes will be done through consultation with me.

Signed (employee):

Print name:

Date:

Signed (line manager)

Print Name:

Date:

You can find out more at:  
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PERSON SPECIFICATION			
CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Interview)
<b>Qualifications</b>			
Good general education	✓		Application
Right to work in the UK	✓		Application
Full and appropriate driving license (Minibus D1/MIDAS)		✓	Application
<b>Professional development, skills, experience and knowledge</b>			
Excellent communication skills, providing high levels of support and service	✓		Interview
First Aider or willingness to undertake suitable training		✓	Application/ Interview
Experience working in a maintenance environment, willingness to carry out routine maintenance tasks and basic refurbishment work	✓		Application/ Interview
Basic ICT skills, with knowledge of Microsoft Office packages including Outlook, Word and Excel	✓		Application/ Interview
Good understanding and experience of health and safety in the workplace	✓		Application
<b>Personal skills and attitudes</b>			
Team player, Flexibility, willing to work outside core hours and during weekends according to the requirements of the Academy, both on a roster and on call basis	✓		Interview
Ability to cope with a diverse range of duties and responsibilities, some of which will require non-standard attendance patterns	✓		Application/ Interview
A demonstrable commitment to supporting and promoting safeguarding, equality and diversity	✓		Application
Strong interpersonal skills and excellent oral and written communication	✓		Application

You can find out more at:  
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An understanding of young people and the ability to communicate with them tactfully and with respect		✓	Application/ Interview
The post holder must be able to meet the physical demands of the role			Application
Willingness to participate in Continued Professional Development (CPD)	✓		Application/ Interview

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