



Facilities Officer



Dear Candidate,

Thank you for your enquiry regarding the position of **Facilities Officer** at Oasis Academy Hadley. We are part of Oasis Community Learning which runs over 40 academies across the UK.

I hope you find the information pack helpful. If you would like to know more about us before you apply please see our website www.oasisacademyhadley.org. We welcome visits to the Academy. For an informal, confidential discussion, or to arrange a visit please contact our HR Manager, Peri Mehmet, on 020 8804 6946 ext 73012 or hr@oasishadley.org

If you would like to apply, please complete the Application Form (CVs are not accepted) and return it by either of the following ways:

Email: hr@oasishadley.org

Post: Peri Mehmet
Oasis Academy Hadley
143 South Street
Enfield
EN3 4PX

The closing deadline for applications is no later than **8am on Monday 14th August 2017**. Applications will be reviewed on an ongoing basis so early applications are encouraged.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Line Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be on **Thursday 17th August 2017**. If you have not been invited to attend by **Wednesday 16th August 2017**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Lynne Dawes

About Oasis Academy Hadley

Oasis Academy Hadley opened in September 2009 and in January 2013 moved to our new, state of the art building, on South Street, Ponders End, EN3 4PX, a two minute walk from Ponders End train station.

The Academy has been very successful since it opened. In June 2016 Ofsted confirmed that the Academy continues to be good in all areas.

'The Hadley Way is ensuring that pupils' lives are transformed'

'In all phases rates of progress for pupils are at least good'

'The ambition and culture of high expectations have been sustained since the last inspection'

'Good quality care pervades all aspects of the school's life and work'

The popularity of the Academy has increased year on year and we are now the school of choice for our local families and we are over-subscribed in many year groups. The Sixth Form is the first choice for Year 11 students and has become increasingly popular with external students from local schools.

The percentage of students achieving the best grades at both GCSE and A Level has risen significantly over the years. Last summer 60% of students achieved A*- C grades in the Basics English and maths GCSE in line with national average from starting points that are well below national average. Consequently, students making good and outstanding progress. We have been successful in narrowing the gap with disadvantaged students making significantly better rates of progress than other students. At A level our pass rate is in line with the national average and our ALPS rating is good. Over 94% of our students have progressed to university including 47% Russell Group universities following a wide range of courses including from English, politics to engineering, psychology and law.

We began Phase 1, our primary section, in September 2010, admitting 60 Reception age children. These children have moved into Year 6 and we have our first KS2 SATs results this summer. Students make very good progress across Phase 1. Our Year 1 Phonics test results and KS1 SATS results this summer were line with national averages. The Nursery opened when we moved to our new site in January and is very popular. In July 2013 we were asked to be part of the 2 year olds pilot scheme by Department for Education and we now have a very successful 2-year-old Nursery. We will be offering full time day-care for 3 year olds from September. Our admissions arrangements give staff have priority for places in our nurseries and school.

The all-through Academy brings huge benefits to students, their families and to staff in terms of curriculum continuity and progression, parental involvement in their children's learning and professional development opportunities.

The Academy mainly serves ethnically and economically diverse local communities of Ponders End, in North Eastern Enfield. A number of students travel from Enfield Lock, Edmonton and Haringey to the Academy. 90% of students come from 30 most deprived areas in the country. High numbers (60%) receive pupil premium. There is a high proportion of students with English as an additional language (69%) with over 60 languages spoken. Turkish, Black Caribbean, Somali and White British are our biggest ethnic groups. Despite the challenges many of our students face in their day to day lives our students are ambitious and work hard, seeing education as the key to a successful future.

Oasis was established in 1985 and has grown into a group of charities working to deliver housing, training, youth work, health care, family support and primary, secondary and higher education. In the UK Oasis employs over 4000 staff as well as working with over 1000 volunteers. Oasis work in ten other countries around Europe, Africa, Asia and North America. Our academy is twinned with projects in Uganda and Kyrgyzstan.

Oasis Community Learning is an education trust established in 2004 with the express purpose of transforming lives and communities through the development of Oasis Academies. There are over 40 academies each with their own character and identity and as one organisation are committed to share effective practice across the group. As a leading academy sponsor Oasis is a growing organisation which is committed to improving the life chances of children, young people and the communities they live in.

The Oasis Hub Hadley supports the work of the Academy providing integrated, high quality services that benefit the whole person and the whole community. This is achieved by bringing together the Oasis ethos and values, local and national resources and expertise, and working together in and with local partners. Hadley Hub's work includes youth work, family support services, holiday activities, volunteering, community engagement, lettings as well as the Academy. In addition to the main Academy site Oasis rents a shop on South Street to provide an additional facility to work with the local community.



About the Facilities and Estates Team

The Facilities and Estates Team at Hadley consists of the Facilities Team led by the Facilities Manager and the Cleaning Team led by the Cleaning Manager. Together they ensure that our new state-of-the-art academy building is clean and safe for students and staff.

About the Facilities Team

We are looking for a full time Facilities Officer and Apprentice to join our experienced site team.

Both roles will involve shift patterns:

- 5.45am – 2.45pm
- 7am - 4pm
- 8am – 5pm
- 9.30am – 6.30pm

The apprentice will spend one day a week at college.

About the Cleaning Team

We are looking for full or part time day-time cleaners who will join the other day time cleaners in cleaning the site during the Academy day. The day-time cleaners work Monday to Friday 8am – 4pm Monday to Thursday and 8am – 3.30pm Friday.

In addition we are looking for evening cleaners to work from 5.00pm to 8.00pm Monday to Friday.

There may be an opportunity to cover additional shifts, as and when required, if the successful candidates are interested in additional work.





About Oasis Community Learning

Oasis Community Learning was set up in 2004 with the express purpose of transforming learning, lives and communities through the development of the Oasis Academies.

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on www.oasiscommunitylearning.org

At Oasis Academy Hadley we interpret the Oasis Ethos through the Hadley Way.

The Hadley Way

ASPIRE: We will have the highest expectations of ourselves and others for both learning and behaviour.

ACHIEVE: We will be the best we can

CARE: We will consider others and make positive contributions to the Academy, local and global communities in which we live

ENDEAVOUR: We will be resilient, enjoy a challenge and not give up easily.

Job Description

POST:

Facilities Officer

ACCOUNTABLE TO:

The Principal, under the day-to-day management and leadership of the Facilities Manager

GRADE:

Scale 4, point 18 – 21 (Outer London)

£19,917 - £21,984

KEY RELATIONSHIPS:

Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning

LOCATION:

Oasis Academy Hadley

WORKING PATTERN:

37 hours per week

52 weeks per year

JOB PURPOSE:

To provide general facilities management around the Academy

RESPONSIBILITIES:

- To ensure the safe, efficient and effective day to day running of the academy premises and grounds.
- To be responsible for the security of the premises during the day including locking and unlocking of the building.
- To comply with Health and Safety regulations.
- To promote and safeguard the welfare of children you come into contact with.

OUTCOMES:

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Key Tasks

- Ensure delivery of FM standards for a building or site ensuring service delivery, financial viability and value for money as directed
- Assist in the development and delivery of building plans and key work objectives
- Assist in the collation of all performance data, complete records and documents recording information consistent with the correct protocols and procedures
- Ensure that the service meets the ongoing and changing needs of stakeholders.
- Receive deliveries and distribute materials to users.
- Provide movement of furniture and equipment and specified room set-ups for daily events including assemblies, lunch, examinations and other specific requests, clear away and clean after each event as required
- Inspect and carry out remedial tasks to ensure buildings, sites, forecourt/pavement areas and car parks are clean, tidy and litter free.

OUTCOMES:

- Report building maintenance issues
- Monitor and if necessary escort Authorised Contractors.
- Carry out periodic internal and external building inspections and monitoring procedures, documenting and ensuring all information is passed to the relevant officer for action.

3. Health and Safety

- Ensure that all facilities, workspaces and rooms are kept tidy and that storage of materials is in accordance with appropriate health and safety requirements
- Maintain health and safety standards in the department and comply with health and safety policies and procedures work safely utilising appropriate safe working practices, including the safe use of machinery associated with the job
- Take care of health and safety of self, other persons and resources
- Ensure that all chemicals have COSHH records and remove all non-conforming products from site.
- Ensure stores remain locked at all times when not occupied.
- Report any building defect, bad practice or health and safety issue to the Facilities Manager so that improvements can be made.
- Report all accidents, incidents and dangerous occurrences to the Facilities Manager.
- Report damage and defects to equipment, fittings, fixtures and infrastructure as required to the Facilities Manager.
- Ensure that all facilities, workspaces and rooms are kept tidy and that storage of materials is in accordance with appropriate Health and Safety requirements
- Maintain health and safety standards in the cleaning team and comply with health and safety policies and procedures
- Work safely utilising appropriate safe working practices, including the safe use of machinery associated with the job
- Wear appropriate protective clothing as provided
- Ensure that all work is carried out in line with Health and Safety, Quality and Environment policies and procedures.
- Ensure that high personal hygiene and infection control standards are maintained in relation to personal tasks

4. General

- Attend team meetings
- Participate in the Academy's Performance Management process
- Attend training as appropriate.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 1 Maths and English qualifications (GCSE grade D-G or equivalent) 	
Skills, experience and knowledge	<ul style="list-style-type: none"> Good manual dexterity Ability to understand and follow instructions Organisational skills Ability to converse at ease with staff, students and members of the public and provide advice in accurate spoken English Understanding of the practical application of Equal Opportunities in an Academy context Demonstrate an understanding of processes, systems and routines in the job Ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English Proficiency in the effective and safe use of machinery of equipment associated with the job 	<ul style="list-style-type: none"> Experience of working in a school or academy setting Knowledge of Health & Safety procedures
Personal Qualities	<ul style="list-style-type: none"> Calm and adaptable Self-motivated and committed Hard working, confident and eager to learn Good organisational skills, ability to show initiative Ability to work alone and as part of a team Demonstrate physical fitness to perform any lifting and handling materials and periods of standing required in the job Ability to form and maintain appropriate relationships and personal boundaries with children Emotional resilience in working in a range of challenging situations 	

	<ul style="list-style-type: none">• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos	
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Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly 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.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

For teaching posts

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.