



The Collegiate Trust  
Exceptional Education for All



## FACILITIES ASSISTANT

Riddlesdown Collegiate

The Collegiate Trust



Application Pack

# The Collegiate Trust

## Riddlesdown Collegiate



Role Location	Riddlesdown Collegiate, Honister Heights, Purley, CR8 1EX		
Salary	£32,369 – £34,531	P18 – P22	
Details	Permanent, Full-time	36 hours per week	
Start date	As soon as possible		
Application Closing Date	Friday 2 <sup>nd</sup> January 2026 at 3:00pm		

### A message from the CEO

Thank you for your interest in joining *The Collegiate Trust (TCT)*. I hope that this information pack will help you to learn more about our fantastic family of schools and that you are excited by the prospect of joining us.

*The Collegiate Trust* is a dynamic place to work with a clear purpose: to improve the life chances of young people by delivering an **exceptional education for all** in a nurturing learning environment which leads them to excellent academic outcomes and happy and successful futures. Our culture of ambition, focussed clearly on our people and their learning, 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 9 schools with c.7000 pupils and c.1000 colleagues in our team. We know that our greatest resource is each other and so, as an employer, we continually strive to do our best by our staff, with a focus on wellbeing, professional learning and success.

Please do not hesitate to get in touch for an informal discussion if you feel that this role and our Trust may be right for you. We would be delighted to receive your application.

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 details.

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 approach to Performance Development 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, *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.

## 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.

In applying to Riddlesdown Collegiate, you will need to understand our “small schools” model and your potential role within it. Our VALUES underpin the way in which we work and describe our high expectations and our emphasis on positive relationships across the Collegiate. Our motto, “Learners of today, Leaders of tomorrow”, applies as much to staff as it does to students and it gives an indication of the significance we place on nurturing talent and leadership. I shall make a presentation to shortlisted candidates at the start of the interview day to illustrate our structure further and outline our requirements for all colleagues who work with us.

I would be delighted to receive an application from you if, upon consideration, you feel that this role and The Collegiate Trust may be right for you. To apply, please submit an application via the TES portal, outlining your suitability for the post. If you have any further questions about this post, I would be pleased to speak with you; please feel free to telephone me at the Collegiate.

**Mr D Osborne**  
Principal

# About The Collegiate Trust

“Exceptional Education for All”

## Academic Rigour



## Creative and Cultural Learning



## Development of Skills & Qualities



## Our Family of Schools

Each school within the Trust is supported by our Central Team who work with Principals and their teams on school improvement, teaching and learning, finance, facilities and operations, IT, HR and governance issues. This support allows the Principal and Local Governing Body (LGB) to focus on delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

School	Age	Date Joined	Roll
Riddlesdown Collegiate	11-18	Founding School	2085
Gossops Green Primary School	4-11	01/11/2016	580
Waterfield Primary School	3-11	01/03/2018	397
Courtwood Primary School	4-11	01/06/2018	219
Quest Primary	3-11	01/06/2018	198
The Quest Academy	11-18	01/06/2018	863
Kenley Primary School	4-11	01/09/2021	156
Woodcote High School	11-18	01/04/2023	1286
Ifield Community College	11-18	01/06/2025	1240

## Our Mindsets:

We approach our work with a mindset that is:

- Open minded
- Solution focussed
- Collectively responsible
- Intentional in seeking improvement

## Our Behaviours:

We act with:

- Honesty
- Kindness
- Ambition
- Professionalism
- Unconditional positive regard

**Our Success** - We succeed through cohesion, a strong sense of belonging, and a shared determination to deliver and enable our collective vision to deliver an exceptional education for all.

**Our Ambitions** - At our schools, we are committed to creating environments where children thrive, communities place genuine trust in our work, and talented individuals are proud to be part of our team.

We strive for our schools to be:

- Safe, happy and welcoming places where everyone feels valued
- Learning-focused, with a clear commitment to academic and personal growth
- Ambitious for all pupils and staff, always aiming higher
- Creative in our approach to teaching, learning, and problem-solving
- Organised, ensuring consistency and clarity in everything we do
- High achieving, with a focus on excellence in outcomes
- Well led, with strong, purposeful leadership at all levels
- Inclusive, celebrating diversity and ensuring equity of opportunity
- Warm and caring, placing wellbeing at the heart of our culture



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

<https://tct-academies.org/>

## What will I be doing?

### Job Description and Details

<b>Contract:</b>	Full-time, Permanent
<b>Hours:</b>	36 hours per week
<b>Location:</b>	Riddlesdown Collegiate, Honister Heights, Purley, CR8 1EX
<b>Reporting to:</b>	<b>Facilities Manager</b>

**Purpose of the Post:** To ensure that our facilities and site are well maintained and managed and 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 Collegiate policies.
- Manage the locking / unlocking of the Collegiate 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 Collegiate.
- 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 applicants may not entirely meet all elements of the Person Specification but may still make an excellent addition to our team by bringing additional skills and experiences that add value to the role. 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 below indicate whether a particular element is essential for you to be considered.

### Person Specification

Qualifications	Notes
Good Basic education	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	Desirable
Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies	Desirable
Understanding of safeguarding issues and promoting the welfare of children and young people	Essential
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	Desirable

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 which case we can advise on alternatives)

## How to apply

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

To apply, please use the TES application form, 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 [HR@tct-academies.org](mailto:HR@tct-academies.org).

## Safeguarding Statement

The Collegiate Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the school's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974, and the school is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent", unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children. Please note that if you are added to a Barred List then it is against the law to work, apply for work or volunteer in Regulated Activity with children.

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 (DBS)*. Appointment will be dependent upon further health, safeguarding and attendance checks.