



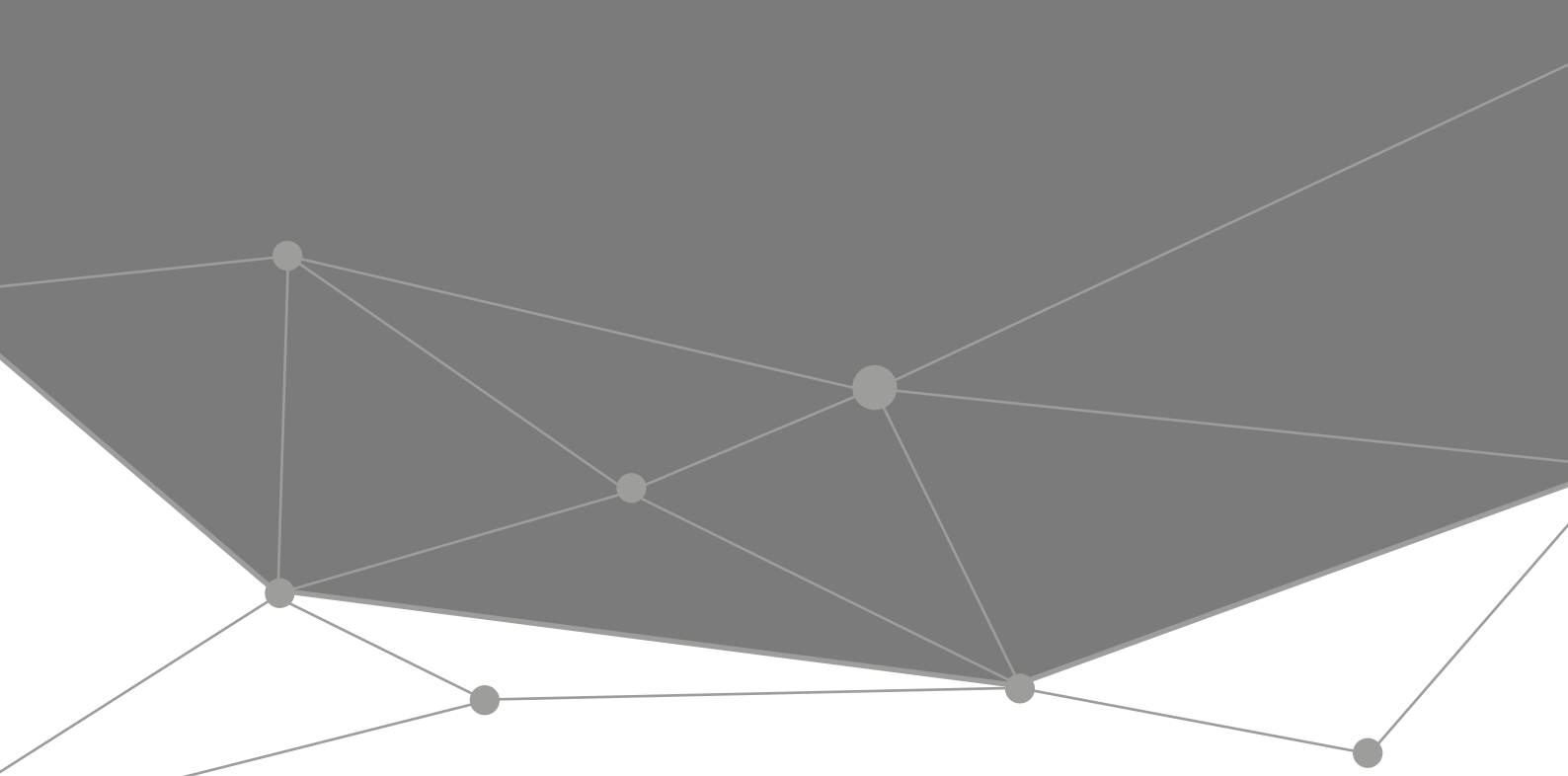
**Royal Greenwich**  
Trust School



## Candidate Information Pack

Royal Greenwich Trust School is part of the





“ Providing transformational educational opportunities for all children... ”

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[Job Title]

Royal Greenwich Trust School

University Schools Trust

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# Welcome

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Thank you for considering applying for a teaching post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross borough Multi Academy Trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust (UST), we have strong partnerships with six world-leading universities and five sector-leading bodies partners. Together we are working hard to deliver the very best outcomes and life chances for all our pupils.

Our staff are at the centre of all our achievements and, as part of the UST, we are developing an exciting People Strategy focussed on competitive pay and reward, staff well-being and development and family friendly employment practices at its core. The UST has already established the School of Education to support the training and career development of staff at all levels.

On our website you will find other key information about the school; our prospectus, school improvement plan and a range of policies which will give a broader picture of who we are and if we are the right place for you to grow as a school leader.

We warmly invite you to visit the school to see for yourself what a special place it is.

We look forward to receiving your application.

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***Dr Richard Marshall***

Headteacher

## Our Priorities

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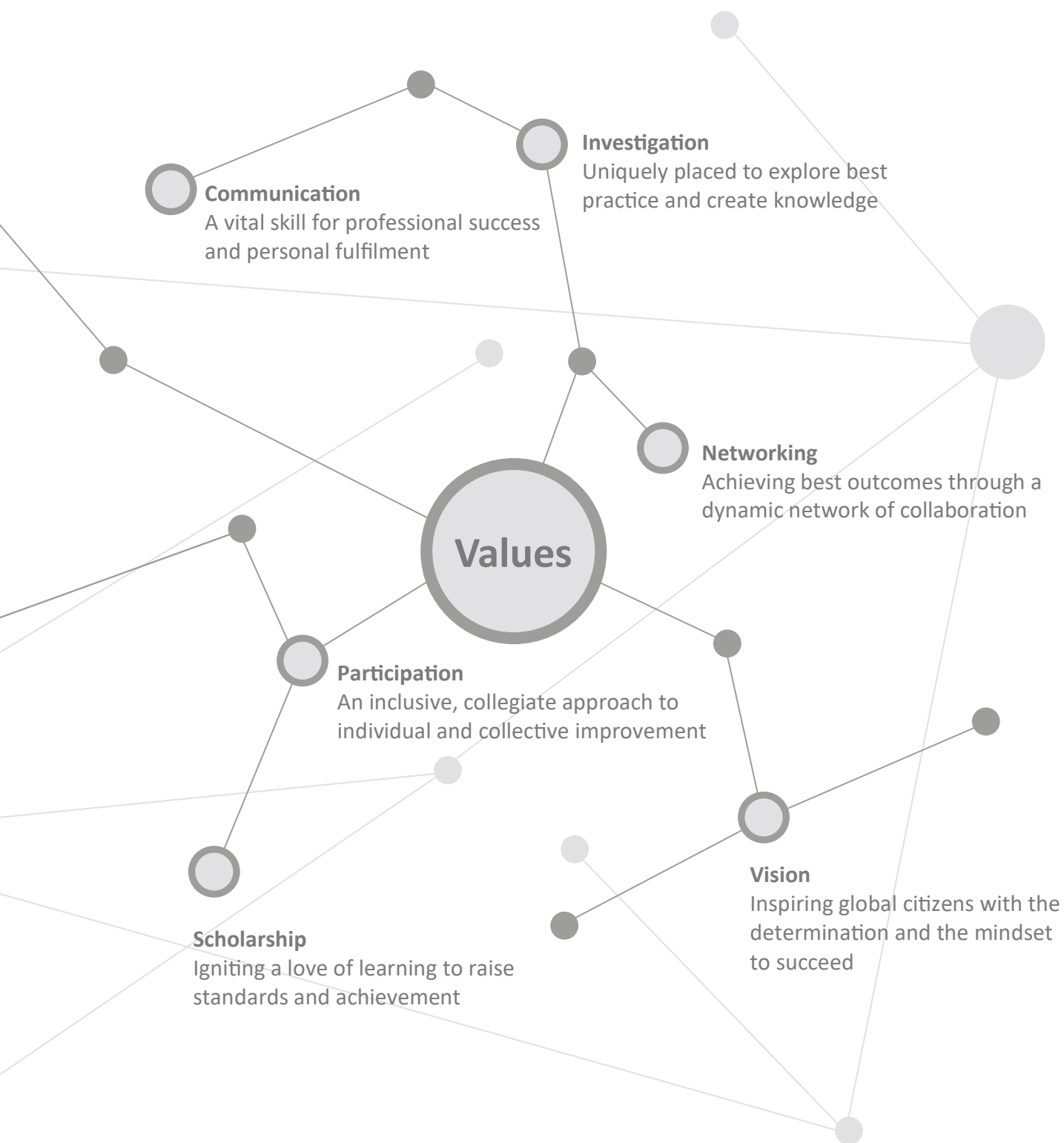
### Vision

Providing transformational educational opportunities for all children, including those facing disadvantage, setting the agenda for social mobility and sector-wide innovation and change.

### Mission

Excellent outcomes for all our pupils, we deliver the highest quality teaching and learning by working collaboratively within impactful university, public body and private sector partnerships which influence policy locally, nationally and internationally.





# The University Schools Trust

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The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

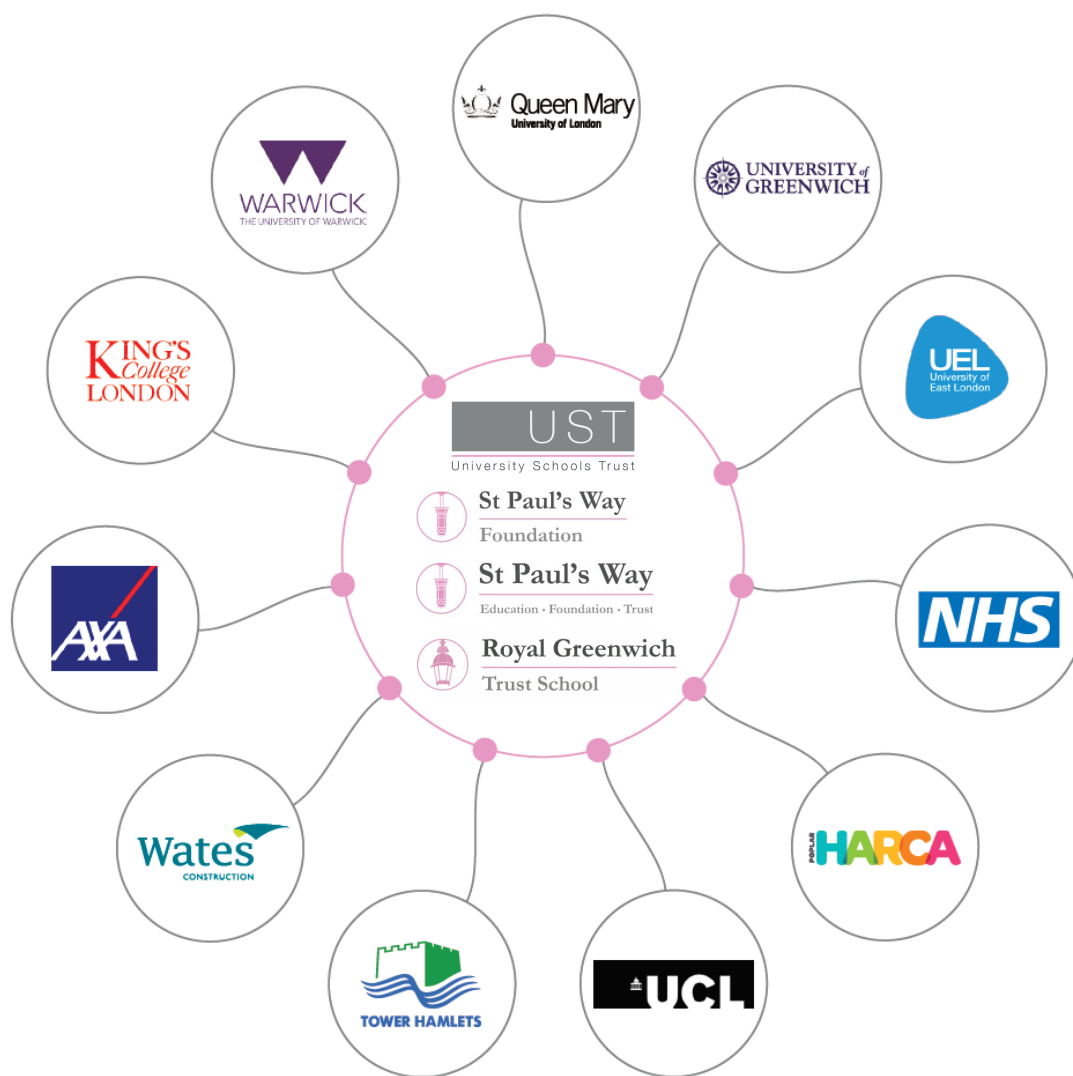
Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

*[www.ust.london/444/school-of-education](http://www.ust.london/444/school-of-education)*





6

University  
Trust Partners

5

Trust Partners

3

Schools

# The Royal Greenwich Trust School

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The Royal Greenwich Trust School is a new school facing exciting times.

We recognise that learning is complex and there are several forces that influence learning. In order to harness this, we recognise that complexity and diversity are increasingly integrated using time, technology and space in new ways.

Our curriculum and our approach to teaching and learning places strong emphasis on our six UST values. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

We place learner engagement and learner voice at the heart of our vision. Students must be able to access, analyse, and synthesise information in pursuit of solutions to real-life problems, work cooperatively with others and be receptive to new ideas, value education

and maintain excellent attendance and disciplinary records. The students must study wherever needed information is to be found, must participate in the construction of their learning and must be transitional learners, moving comfortably and confidently between structured to unstructured learning environments.

We aim to work reflecting the knowledge that all children have the potential to succeed and should go as far as their talents can take them; that children and young people need to enjoy their childhood as well as grow up prepared for adult life; that our school needs to be shaped by and responsive to children, young people and families, not designed around professional boundaries and that it is always better to prevent failure than tackle a crisis later.



In addition, we are excited with the extension of our new build which will extend and enhance our current accommodation to ensure that the school becomes the educational hub on the Greenwich peninsula. This £13.8 million building project funded by Greenwich Local Authority is due open in Summer 2020 in order to accommodate the projected increased number of students brought about by the new admissions arrangements.

Currently the school building is designed to accommodate 600 students. By the time the school is full in 2022 the school will have 950 students. The new accommodation will include brand new classrooms, including new science laboratories, a Dance and Drama Studio, music facilities, a large multi-purpose atrium and a four court Sports Hall. This is an exciting project and will ensure that students and staff are provided with a world class set of educational facilities.



# Organisation Chart







# Our People Strategy

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Like many schools, and their overarching organisations, the Royal Greenwich Trust School and the UST prioritises the support and development of its staff. Our people are our most important resource. However, our approach is special given our expertise in developing talent.

The UST has its School of Education whose remit is to develop and support all its staff. The School offers training courses, an annual conference and bespoke support for its staff so they can develop their skills. The work of the School of Education is primarily focussed on developing the skills of our teaching staff, but essential training (for example on safeguarding, health and safety, information technology, etc) is available for all our staff.

Overall the Trust looks at its staffing policies under three broad headings:

- Recruitment and Retention
- People Development
- Well-being and Workload

Further information on our approach and activities on all these areas of work are detailed on the Key Information page of our website:

*[www.ust.london/352/key-information](http://www.ust.london/352/key-information)*

This year we have seconded some of our most talented staff into the UST School of Education to further develop our work to support our staff.



# Our Offer to you

## Exceptional outcomes

- Outstanding English and Maths GCSE resit results.
- BTEC average grade: Distinction.
- Continuous upward trend of A-Level results.

## Attractive pay/conditions

- Inner London pay spine.
- Cycle to work scheme.

## Great location

- Located in the Royal Borough of Greenwich and very near to Greenwich Peninsula.
- Walking distance from Charlton Station.
- 10 minute bus journey to the O2 Arena.
- Walking distance from Charlton Riverside Retail Parks.
- On the Quietway 14 Cycle route.
- On the Thames Pathway.
- 5 minutes by bus to Woolwich Arsenal DLR.
- Access to the proposed Charlton redevelopment and 'creative quarter' along the Thames Barrier.

## Bespoke career pathways

- University of Greenwich accredited 'research-lead' professional learning opportunities.
- IOE accredited leadership courses (NPQML/NPQSL/NPQH).
- Lead Practitioner development programme.
- Bespoke career pathways for teaching and non teaching support staff.

## Partnerships

- Teacher Development Trust membership.
- University partners including those from Russell Groups.
- 3 year partnership with Bloomberg including the Bloomberg Start-Up Programme.
- UST school - opportunities to positively affect student life chances in schools across London.

## Unique curriculum

- Fully comprehensive sixth form intake.
- Academic and Vocational pathways for sixth form students.
- Inclusive provision.
- Engineering specialism.
- Opportunity to shape the curriculum as the school grows.
- Innovative pupil feedback mechanisms - use of the revolutionary 'Dynamic Progress Reporting' system.

## Workload and well-being

- Annual workload/well-being survey.
- Access to school gym.
- Tickets for sporting events.
- Free staff breakfast.



## Job Description

### Facilities Manager

<b>Job Title:</b>	Facilities Manager	<b>Department/Group:</b>	Support Staff
<b>Line Manager:</b>	School Business Manager	<b>Salary Range</b>	PO3 £35,991 - £38,994
<b>Start date:</b>	asap	<b>Contract Type</b>	Permanent Full time

#### Job Description

##### Main purpose of this role

To manage and direct Facilities Management services in both an operational and strategic capacity and have direct stakeholder and client relationships so that communication is clear and informed.

To deliver The Trust mission by:

Management, supervision and client-side communication for the effective delivery of Facilities Management Services by the in-house team and incumbent service providers. Supporting and implementing the strategic delivery of the site service and providing advice and support to the school on all aspects of the day to day facilities management service delivery.

##### Duties and Responsibilities:

- Hard Services including Building and Mechanical & Electrical asset maintenance including reactive and Planned & Preventative Maintenance (PPM) and 'first fix' services
  - Soft Services including cleaning, catering, caretaking and handyman services
  - Ensure day to day delivery of facilities management services directly, or through contracted services.
  - Ensure the service is applied in such a way as to minimise the risk to staff, students and visitors and damage to all premises and/or vehicles
  - To maintain health, safety and security
  - To maintain the fabric of any leased out premises
  - Ensure organisational statutory compliance and data protection
  - Direct liaison & management for out of hours and outsourced commercial lettings
  - Provision of technical support and minor project delivery
  - Act as a key holder for school premises and responsible for emergency call outs
  - Reporting into the School Business Manager, the position is a hands-on role to ensure that the provision of FM Services is provided to the required standard.
  - In addition, there will be times where, at the direction of the School Business Manager, the Facilities Manager will be required to provide support and assistance for senior relief and demands in workloads at all Trust locations.
- Support the School Business Manager in delivery of all EFM services and ensure that performance levels and delivery are in line with agreed KPI's and standards.



- Ensure that all outsourced facilities management contracts are managed, including the monitoring, reporting and follow up actions taken, minimising risk and maximising opportunities for efficiency, improved services and reporting
- Undertake regular inspections/audits at the School site(s), identifying issues and areas for improvement and report back to the School Business Manager
- Monitoring of all KPI's and SLA's and any other performance parameters relating to the quality of service performance and commercial performance, and ensure reporting to the School Business Manager
- Monitoring of non-compliance KPI's, recommend Actions Plans required
- Attend the weekly service review meetings with contractors and attend monthly review meetings and any other ad-hoc review meetings as required. All meetings to be fully minuted with notes circulated.
- Monitor, audit and report on organisational statutory compliance
- Administer and take responsibility for the FM budget, and ensure best value in service delivery and that contractor invoices are verified prior to submission for payment.
- Support of Health & Safety to ensure H&S issues are reported and resolved and ensure security meets safeguarding requirements.
- Ensure contractors carry out all cleaning and catering duties and ensure that reactive maintenance, planned maintenance and other works are carried out to the correct schedule and standard, including M&E and fabric works
- Monitor all works completed by all contractors, ensuring any additional cost related work is within the contract structure for each service provider
- Ensure that third party contractors are carrying out statutory testing and inspections and that these are reported and filed diligently
- Ensure processes are in place to manage the PPM schedule
- Management procurement of any additional works and provide advice on projects
- Undertake any other reasonable duties as required by the School Business Manager

- **Financial Responsibilities:** All staff are responsible for management of their own time and resources.

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- All expenditure in line with Trust Financial policy for obtaining 3 quotes before sign-off by the School Business Manager
- Support of Capital Programme and minor projects



- **Management of People**

	• Manages and supervises site management staff at the School	
	• Liaises with contractor site management in relation to their on-site teams	

**Additional Requirements**

- The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.
- Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
- The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
- Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
- Complete any training required to improve performance and take part in the school performance management systems (where relevant)
- Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

Reviewed By:		Date:	
Approved By:	<b>Deputy Head teacher</b>	Date:	
Last Updated By:		Date	



## Person Specification

### Education and Experience

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Membership of the WIFM or similar alternative technical qualification to City and Guilds in M&amp;E services</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of managing an outsourced facilities management services, and/or co-ordinating contractors</li> </ul>
<ul style="list-style-type: none"> <li>• Trained and working knowledge of H&amp;S legislation and management in the application of FM Services (H&amp;S Certificate/NEBOSH)</li> </ul>
<ul style="list-style-type: none"> <li>• Proven budget and financial management in the delivery for FM services.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience with statutory compliance including water, fire, asbestos etc.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience of leading outsourced FM service delivery ensuring deadlines, KPI's and SLA's are adhered to</li> </ul>
<ul style="list-style-type: none"> <li>• Proven competency in Microsoft Office, Word, PowerPoint, Excel and Outlook.</li> </ul>
<ul style="list-style-type: none"> <li>• Experience and competency of a recognised CAFM system</li> </ul>
<ul style="list-style-type: none"> <li>• Enhanced DBS clearance</li> </ul>
<b>Desirable</b>
<ul style="list-style-type: none"> <li>• A safety qualification to NEBOSH certificate level.</li> </ul>
<ul style="list-style-type: none"> <li>• Have a basic competence of using CAD systems.</li> </ul>

### Job Specific Competencies

<b>Essential</b>
<ul style="list-style-type: none"> <li>• Self-motivated and self-directing, capable of working with the minimum supervision in terms of meetings standards and timescales.</li> </ul>
<ul style="list-style-type: none"> <li>• Capable of motivating and controlling contracted resources to deliver standards and timescales.</li> </ul>
<ul style="list-style-type: none"> <li>• Highly collaborative style to problem solving, building and maintaining strong working relationships with subordinates, colleagues and stakeholders.</li> </ul>
<ul style="list-style-type: none"> <li>• Team worker capable of motivating others and developing solutions to problems with others.</li> </ul>
<ul style="list-style-type: none"> <li>• Good verbal and written communication skills, and capable of conversing directly with external customers, senior management, and contractors under their control</li> </ul>
<ul style="list-style-type: none"> <li>• A proven hands on practical approach to problem solving and delivery.</li> </ul>

# Application and Selection Process

All applications will be acknowledged. There is a nominal closing date for this role, however candidates are encouraged to submit their applications as soon as possible, as preliminary discussions may begin as soon as expressions of interest are received.

## Timetable

<b>Advert goes live</b>	Day date month year
<b>Closing date for applications</b>	9.00 am, day date month year
<b>Shortlisting and advising candidates of the next steps</b>	Day date month year
<b>First round interviews/ assessments</b>	Day date month year
<b>Final round interviews</b>	Day date month year

## To apply please:

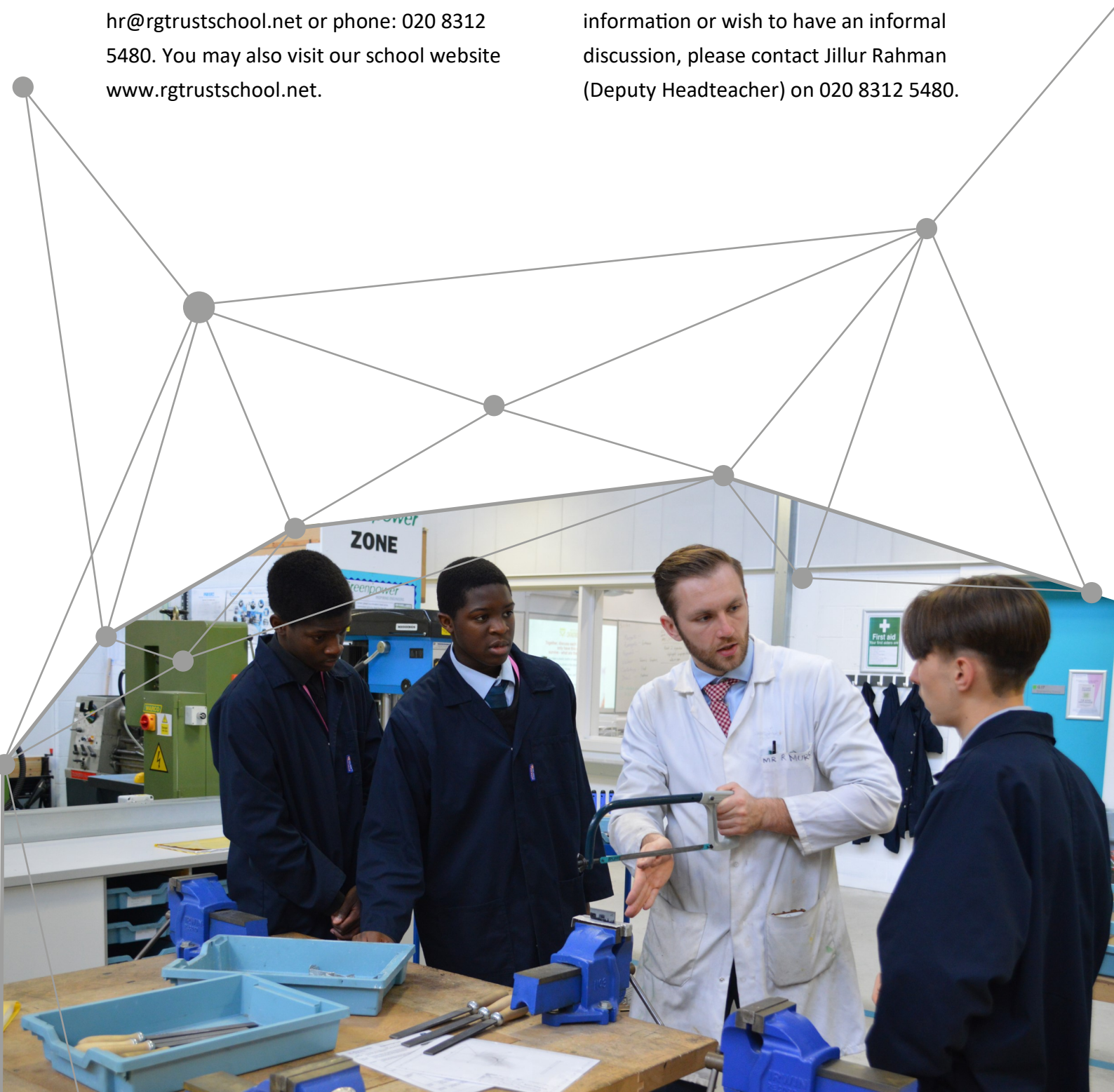
- Download and forward your completed UST application form, including names, positions, organisations and telephone contact numbers for at least two referees (preferably your most recent employer(s)). If you do not wish referees to be approached without your permission, please indicate this clearly.
- Provide a short (no more than two pages) personal statement highlighting your motivation for the role. This provides you with the opportunity to explain your motivation, as well as highlighting how your experience and achievements fit with the requirements of the role as well as the School's and Trust's objectives.
- Complete the equality and diversity questionnaire within the application form.

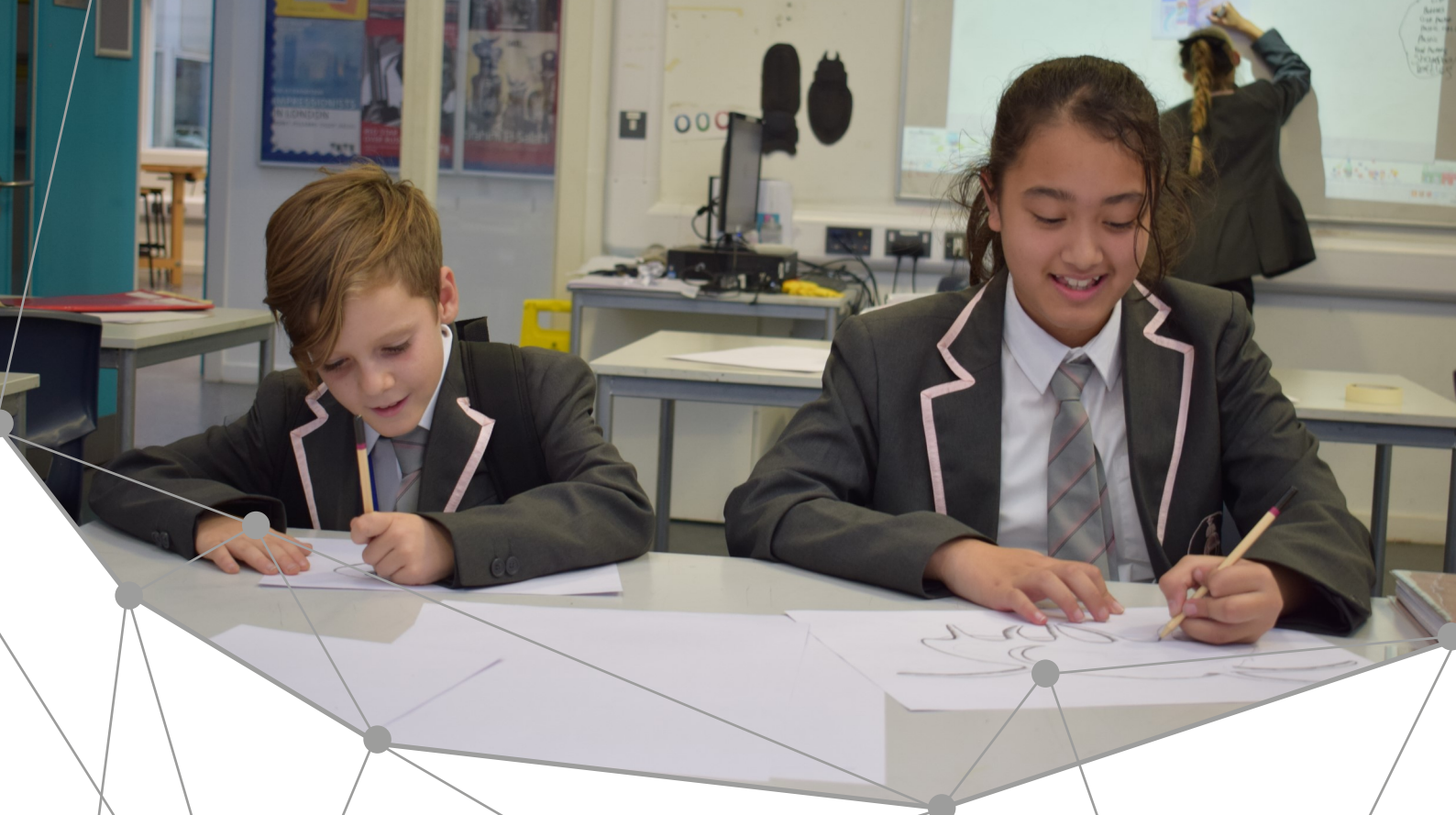
Applications should be submitted to [hr@rgtrustschool.net](mailto:hr@rgtrustschool.net) for the attention of Fiona Benjamin.

### Further information

To arrange a visit to the school, please contact Fiona Benjamin (Senior HR Advisor) by email [hr@rgtrustschool.net](mailto:hr@rgtrustschool.net) or phone: 020 8312 5480. You may also visit our school website [www.rgtrustschool.net](http://www.rgtrustschool.net).

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact Jillur Rahman (Deputy Headteacher) on 020 8312 5480.





# Royal Greenwich Trust School

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