

Facilities Assistant

Ash Green School
As soon as possible



**ASH GREEN
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in joining us at Ash Green School.

This position of Facilities Assistant is a key appointment and the successful candidate will be part of a dynamic team with a wide ranging array of responsibilities.

Please complete an application form in full, along with a supporting statement, showcasing your skills and ability to be part of an effective, forward thinking, hard working team. Please use the person specification as a guide for your application.

Tours of the school:

Please get in touch to arrange at a time that is suitable for you

Deadline for applications:

Monday 11 December 2023 at 9am

Interviews:

To be confirmed

If you have any questions please do not hesitate to contact Emma Dickinson,
Emma.Dickinson@ashgreenschool.org.uk.

I look forward to receiving your application.

Fuzel Choudhury

Principal

You can find out more at:
www.creativeeducationtrust.org.uk

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

ABOUT ASH GREEN SCHOOL

Every Moment: High Expectations
Every Lesson: Do Your Best
Every Day: Make A Difference

Our mantra above conveys and underpins our whole approach, identifying and releasing the potential of each child as they proceed through their seven-year journey, giving them the very best possible opportunities to become a successful person in our 21st century global community.

Here at Ash Green School, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. We provide the very best opportunities for everyone to excel and nurture all the fantastic qualities that are not materialistic or target driven. Success for us is measured by sending out happy, confident and independent young people who are ready for the challenges of university and the world of work.

We provide an education that has an international outlook; opening minds to the world around them and instilling skills of enquiry, reasoning and problem solving. We are passionate about developing oracy; from the start of year seven an extensive vocabulary toolkit is developed, and we offer many opportunities to practice speech making.

Being a community academy within the Creative Education Trust family, we benefit from partnership working and enriching opportunities to assist student development. We are fiercely committed to ensuring the academic, technical, creative and emotional support is of the highest quality for every young person we serve. There is no glass ceiling at Ash Green School.

Our on-site facilities include:

- Sports fields including 5-a-side football pitches;
- Multi-Use Games Area marked up for netball and football;
- Lecture Theatre with sound system and projector;
- Hall complete with tiered seating;
- Interactive whiteboards in every classroom;
- Open-plan library with wide range of reading materials
- A new spacious 14 classroom block and office's opened in September 2018



Knowledge Connected

Curricular innovation through our 'Knowledge Connected' programmes promotes creative, integrated and pro-active thinking so that our students are equipped for the challenges of the 21st century

SUPPORT FOR OUR STAFF

WE ALL PURSUE A STRONG WORK LIFE BALANCE

- Our staff are encouraged to make time for themselves and their families.
- There are no expectations for teachers to answer emails outside of working hours and particularly at weekends.
- Our Senior Managers are constantly working to streamline our systems so that they work better and save more time – we strive to only do things that are going to make a difference.
- We openly consult with staff over significant changes which will impact on their working practices.
- We have a strong culture of peer-to-peer praise through our weekly 'Ash Green Gurus' reward cards.
- We provide all of our staff with a half termly opportunity to participate in expert professional supervision – we encourage our staff to talk, keeping things to yourself is not a sign of strength.
- We have an 'Open Door' to Senior Leadership – no concern is too small.
- We run seasonal events that allow students and staff to show their less serious sides e.g. Own-clothes days, Christmas Jumpers and World Book Day.
- We provide our staff countless opportunities to get involved in the life of the school including Duke of Edinburgh Award and international visits and exchange opportunities. Recent activities include an exchange to China, visits to Ghana, Barcelona, Belgium and the USA.



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Facilities Assistant

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Ash Green School, Coventry

SALARY

NJC Scale E point 4-6 FTE £23,114 - £23,893
37 hours per week, 52 weeks a year

Monday – Friday (with the occasional weekend)
The nature of the post requires the willingness to work to a flexible roster, between the hours of 06:00 and 18:00 (with occasional requirements to work evening/late hours) as directed by the Facilities Manager for the needs of the school.

CORE PURPOSE

To support the Principal and teaching staff in their aim to improve student achievement by providing a positive learning environment.

The Facilities Assistant is a member of the Facilities Team undertaking duties as required to meet the needs of the school and the team.

To provide a safe and secure environment that underpins high quality education for all.

The Facilities Assistant delivers a practical and efficient service to the School to ensure that all internal and external areas of the school are clean, tidy, well maintained, and secure.

The post holder will mainly carry out janitorial tasks as well as being on the rota to open up and lock up the site. You will also assist with light portering and maintenance tasks.

A flexible approach is essential and a willingness to remain on-site during evening events (parents' evenings, open evenings, student plays/shows etc.)

The post may include some driving; therefore the applicant must be aged over 21 years and have held a full UK driving licence for a minimum of 2 years.

The role will need both flexibility with hours and a good general degree of fitness due to the nature of tasks and work involved.

REPORTING TO

The post will report to the Facilities Manager.

MAIN RESPONSIBILITIES

- To maintain a clean site free of litter/seasonal waste at all times of the school day and in all areas.
- Assist the clearance of pathways and grounds of hazards including ice and snow to ensure safe opening of the site and continued safety throughout the school day.
- Ensure that the building and grounds are maintained and operate in a safe and secure way, especially during severe weather conditions.
- Carry out light maintenance as listed on desktop helpdesk system or as instructed by the FM. Ensure jobs are signed off when complete.
- To approach each task in a methodical way being sensitive to the daily operation needs of the school.
- To use all hand tools (powered and otherwise) and operate machinery in the manner in which they were designed and purchased for. To use all hand tools (powered and otherwise) and operate machinery in the manner in which they were designed and purchased for.
- Complete daily / weekly and monthly compliance checks and audits using in house and SmartLog systems.
- Maintain tools and equipment ensuring security and appropriate use and returning safely to designated storage area.
- To keep all tools and equipment in a safe working condition. Report all breakages and tool failure to the Facilities Manager immediately.
- To work in a clean manner both during and on completion of each task. To use all hand tools (powered and otherwise) and operate machinery in the manner in which they were designed and purchased for.
- Ensure H&S is always at the forefront of both the school and trusts activities.
- To store all harmful or dangerous products in a safe manner and in accordance with COSHH regulations and manufactures storage instructions.
- To report all faults to the Facilities Manager immediately. In his absence contact appropriate approved contractor to carry out repairs that pose an H&S risk or disruption to the normal running of the school.

You can find out more at:

www.creativeeducationtrust.org.uk

SITE RESPONSIBILITIES

- To set up room spaces according to instructions for school use (assemblies, open evenings etc.).
- Participate in the opening and locking up rota.
- To supervise out of hours events.
- Designated out of hours key holder.
- Willing to attend site during out of hour's emergency response situations.
- Responsible for ensuring that the school is properly secured after each working day.
- Responsible for ensuring the site remains in secure state during school operating and non-operating hours.
- Be available on a daily basis to operate as a minibus driver.
- Accept deliveries of stores, materials and other goods and convey to appropriate areas.
- Attend to cleaning spillages throughout the school.

HEALTH AND SAFETY

- To follow all health and safety instructions in full.
- Work in a safe manner and in accordance with industry regulations and schools safety policy.
- To seek advice and guidance on any activity which may cause harm directly or indirectly to all persons.
- To be supplied PPE at all times (including outside of term time) whilst on site regardless of the school's normal hours of operation.
- To wear any additional safety or PPE equipment when using equipment likely to cause harm regardless of the likelihood or severity of risk.
- To wear regulation uniform as specified at all times during the school's normal hours of operation.
- Attend relevant training as required.

SCHOOL ETHOS AND COMMUNITY

- Work with parents and students to ensure that they have an understanding of the aims of the school, its policies and procedures and future direction.

You can find out more at:

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- Foster a culture where students respect others and their physical surroundings through implementing a range of strategies developed with external consultants, monitoring their impact on outcomes.

PERSONAL QUALITIES

- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- High level interpersonal and communication skills.
- Commitment to equality and diversity.
- Integrity, openness, energy and enthusiasm.
- Must be adaptable, flexible, and change agile.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Develop strong, positive relationships with Creative Education Trust colleagues, participating in trust-wide work and projects as appropriate.
- Participate with internal and external partners and specialists to share best practice, contribute to the development of Trust strategies and policies and promote the school and Creative Education Trust in a national context.
- Undertake any other reasonable duties deemed appropriate to the role.

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> • Numeracy and literacy skills with an ability to keep accurate records. • Full driving license held for 2+ years. • Maintenance Background Level 2 or above 	<ul style="list-style-type: none"> • Awareness of COSHH regulations. • IOSH and H&S training.
EXPERIENCE	<ul style="list-style-type: none"> • Basic Maintenance skills. • Knowledge of Health & Safety regulations including good practice in relation to caretaking/cleaning/hygiene. • Awareness and understanding of working in a school environment. 	<ul style="list-style-type: none"> • Experience of security and safety, including use of intruder and fire alarm systems. • Previous caretaking and/or cleaning experience.
KNOWLEDGE & UNDERSTANDING	<ul style="list-style-type: none"> • Good organisational skills. • Ability to meet deadlines to the required quality standards. • The ability to use and manoeuvre relevant equipment. • Knowledge of building repair and refurbishment practices. 	<ul style="list-style-type: none"> • Knowledge of building management systems. • Core trade skill e.g. carpentry, painting, plumbing, electrics. • IWFM qualification.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. • Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked. • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people. 	<ul style="list-style-type: none"> • Experience with safeguarding young children/vulnerable adults within an educational setting. • Safeguarding trained e.g. NSPCC (full training will be given). • Empathetic and approachable.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom. • A commitment to working to improve the life chances of all the young people in our academy. • Ability to work extra hours throughout school holidays as and when required. 	