

Facilities Assistant



**THISTLEY
HOUGH
ACADEMY**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Teacher of Facilities Assistant at Thistley Hough Academy.

Thistley Hough Academy joined the Creative Education Trust in September 2013 and has been on a journey to now become one of Stoke-on-Trent's most improved schools.

As our Academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. At Thistley Hough Academy we pride ourselves on delivering an ambitious, broad and balanced curriculum, enabling

“We believe every student is entitled to outstanding educational provision”

every student to be successful, responsible, resilient, confident and skilled young people.

In education there should be equity for all, and we strongly believe that a postcode should not influence the learning standard a student receives, or limit the aspirations they have for their future.

As well as academic excellence, we encourage pride, respect and commitment, which have become a mantra throughout our academy. Thanks to our high standards of behaviour teachers are free to teach, and students can develop a lifelong love of learning in a caring supportive environment.

At the heart of everything we do is a desire to create learners who are articulate, creative, resourceful and independent with a strong moral purpose. We aim to cultivate independent learners who make connections, who strive for academic success and for personal achievement.

We raise aspirations through a knowledge connected curriculum based on a sequence of learning aimed at developing the knowledge and thinking of all our students. This is achieved through a tailored curriculum, outstanding pastoral care, and an extraordinary range of extra-curricular activities which are the cornerstones of our academy.

We are looking for ambitious, experienced, committed and dynamic individuals to join our team. You must believe passionately in making a difference to the life of every student, and in return you will be rewarded with a highly competitive career package. I look forward to receiving your application.

Yours sincerely,

Jayne Schofield

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 aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity

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



ABOUT THISTLEY HOUGH ACADEMY



Thistley Hough Academy is a mixed school catering for students aged 11-16 located in the village of Penkhull, Stoke-on-Trent.

The Academy joined the Creative Education Trust in September 2013 and is now one of Stoke-on-Trent's most improved schools and is graded as Ofsted 'good'.

With strong pastoral support for both staff and students, coupled with a broad range of co-curricular activities, Thistley Hough Academy offers a supportive learning community where you can reach your full potential.

MORE ABOUT THISTLEY HOUGH ACADEMY

- £15m state-of-the-art building and facilities
- Rated 'Good' by Ofsted with 'outstanding features'
- Winner of the Happiest School Award 2018
- TES Community and Collaboration Award 2018 – shortlisted
- Dedicated staff CPD programme & wellbeing group
- Training and mentoring opportunities through the Creative Education Trust



Summary of Thistley Hough Academy's Progress Scores in 2019:

- Progress 8 score: **-0.3**
- Attainment 8 score: **37.0**
- Pupils entering EBacc: **53%**
- Staying in Education or entering employment: **98%**

To see full details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/139068/thistley-hough-academy>

SUPPORT FOR OUR STAFF

Our staff are dynamic individuals who believe passionately in making a difference to every student, and we are committed to providing them with the highest quality support and opportunities to increase their skills and progress.

Personal and professional development is supported through our 'Growing Our Own' model of bespoke continuous professional development which enables professional learning pathways for individuals, departments and groups of staff.



OUR 'GROWING OUR OWN' MODEL

- Coaching entitlement at all career levels including mindfulness coaching.
- Undertake externally recognised accredited training e.g. for aspiring middle senior leaders NPQML, NPQSL etc.
- Leadership secondment opportunities.
- Subject specific development - exam specification training, teacher subject specialist training etc.
- Access to cross-trust learning support - focus groups, year-specific forums
- Weekly professional development entitlement – dedicated 2 hours for activities including research action groups, departmental development etc.



Staff well-being and work/life balance are central to the success of our academy. We openly consult with staff over changes which impact on their working day, and actively encourage participation in our staff wellbeing group.

You will find an academy that:

- Provides strong and effective leadership at all levels.
- Fosters and develops a strong team ethos among all its staff.
- Is highly supportive and values and develops people.
- Is forward thinking and outwardly facing.
- Is committed to developing staff and student leadership skills.
- Encourages wider participation in local and national agendas.
- Offers an exceptionally supportive Academy Council and local community.
- A staff wellbeing group to ensure their views are represented at senior leadership team meetings.



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

FACILITIES ASSISTANT

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Thistley Hough Academy, Stoke-on-Trent

SALARY

Grade 5, Point 6-11 (£19,698 - £21,748) 52 weeks per 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 0530 – 2200 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 also includes minibus 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 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 daily maintenance schedule or as instructed. 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.
 - 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 store all harmful or dangerous products in a safe manner and in accordance with 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.
-

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 hours 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.
-

You can find out more at:

www.creativeeducationtrust.org.uk

- 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 wear safety footwear 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.
- 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.

You can find out more at:

www.creativeeducationtrust.org.uk

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Numeracy and literacy skills with an ability to keep accurate records. Full driving licence held for 2+ years. 	<ul style="list-style-type: none"> Awareness of COSHH regulations. MiDAS certificate – training will be given.
EXPERIENCE	<ul style="list-style-type: none"> Knowledge of Health and Safety regulation, 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 AND 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. Ability to undertake minor repair and maintenance tasks. 	
SKILLS AND PERSONAL ATTRIBUTES	<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. Ability to undertake minor repair and maintenance tasks. 	
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 and children and young people. 	
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. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

You can find out more at:

www.creativeeducationtrust.org.uk