

# Facilities Assistant

08:00 – 13:00, Monday to Friday

Harpfield Primary Academy

Spring 2024



**HARPFIELD  
PRIMARY  
ACADEMY**  
*Creative  
Education  
Trust*



## Dear Colleague

**Thank you for your interest in the role of Facilities Assistant at Harpfield Primary Academy.**

Harpfield Primary Academy joined Creative Education Trust in April 2015. We are a single form entry school from Nursery to Year 6.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students. All of our schools that have been visited by Ofsted since joining the Trust are now rated 'good', having previously been 'inadequate' before joining the Trust.

As a smaller academy we have the privilege of being able to form fantastic relationships with staff and children. It is important to us as an academy to provide a broad and balanced curriculum. In this way, we provide our children with a wealth of experiences to find out where their strengths and interests lie.

At Harpfield Primary Academy, we want each child to be ambitious, successful and most importantly; happy. Children should leave us well equipped for high school and beyond and confident enough to handle the challenges of the wider world; academically and socially. We believe in providing the best possible start to education for all of our children.

Our vibrant school can be sampled on our website. We look forward to the chance to meet you and the opportunity to show you what we have to offer.

I look forward to receiving your application.

Yours sincerely,

Jemma Adlington  
Headteacher

**“Harpfield Primary Academy provides each and every child an opportunity to blossom.”**

You can find out more at:  
**[www.creativeeducationtrust.org.uk](http://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](http://www.creativeeducationtrust.org.uk)



# ABOUT HARPFIELD PRIMARY ACADEMY



**Harpfield Primary Academy is a successful one-form entry primary school in an area of rich cultural diversity. Due to the retirement of our existing Headteacher, we are seeking a leader to continue their excellent work and progress with the school.**

Our children are encouraged to be open, friendly and honest and we aim to ensure that pupils make outstanding progress during their time with us. We pride ourselves on our close relationships with all our parents and carers.

Our vision for the curriculum is to challenge each child to reach their full intellectual, creative, physical and emotional potential through a fully integrated curriculum. We encourage ALL children to become independent, life-long learners by developing intellectual curiosity, a thirst for discovery and achievement, a sense of understanding and compassion for others and the courage to act on their beliefs. We strive to create a diverse community that fosters mutual respect and social responsibility, enhanced by a strong partnership between home and school.

## **At Harpfield Primary Academy we offer:**

- A friendly school where staff and children offer a warm welcome.
- A newly refurbished Early Years unit with good outdoor facilities.
- Well-equipped ICT with devices available in all classrooms and interactive screens in all rooms
- A specialist music/drama workroom with a specialist music teacher
- A large outdoor environment with excellent recreation facilities and two forest school areas
- Changing facilities and showers for PE and games lessons
- Access to a range of in-school support facilities including Speech Therapist and Younger Minds
- A wide range of extra-curricular clubs run by all members of staff.



**‘The school is a well-led and stimulating place in which to work and learn and has continued to improve since the last inspection.’**

**OFSTED GOOD – MARCH 2019**

# SUPPORT FOR OUR STAFF

**We are committed to providing our academy leaders with the highest quality support and challenge to ensure that their schools excel and give our students the education they deserve.**

Our Principals and Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and our Director of Standards and Primary Education.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. We run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. We have an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

Each of our Headteacher is a member of the Headteachers' Forum that meets regularly to help Creative Education Trust develop its ethos and strategy, and to share their professional expertise. As the network of Creative Education Trust schools grows, this forum has increasing value as a means of professional development and problem solving.

There are also a number of cross-group, phase leader and year-specific forums.



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# FACILITIES ASSISTANT

## JOB DESCRIPTION AND PERSON SPECIFICATION

### LOCATION

Harpfield Primary Academy, Hartshill, Stoke-on-Trent

### SALARY

Negotiable

### THE ROLE

To provide a practical and efficient service to ensure that all internal and external areas of the school are clean, tidy, well maintained and secure.

### 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.
- 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 the designated storage area.
- To work in a clean manner both during and on completion of each task. To use all hand tools (powered or otherwise) and operate machinery in the manner in which they were designed and purchased for.
- Ensure Health and Safety is always at the forefront of both school and trusts activities.
- To store all harmful or dangerous products in a safe manner and in accordance with COSHH regulations and manufacturers storage instructions.
- To report all faults to the Facilities Manager immediately.

### 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 the site remains in a secure state during school operating and non-operating hours.
- Accept deliveries of stores, materials and other goods and convey to the appropriate areas.

### HEALTH AND SAFETY

- Work in a safe manner in accordance with industry regulations and schools safety policy.
- To seek advice and guidance where appropriate.
- To utilise supplied PPE at all times (including out of term time) whilst on site regardless of the schools normal hours of operation.
- To wear the uniform as specified at all times.
- Attend relevant training as required.

### PERSONAL QUALITIES

- Excellent inter-personal skills and the ability to remain constructive under pressure.
- A 'can do' and 'will do' attitude.
- Must be adaptable, flexible and open to change.

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

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.

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

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