



The Collegiate Trust  
Exceptional Education for All

FACILITIES MANAGER

## Information for Applicants

<b>Academy</b>	Woodcote High School
<b>Required</b>	January 2024 (or as soon as possible thereafter)
<b>Salary</b> <b>Full time</b>	TCT Scale P33 (£39,797) – P38 (£44,843)  (36 hours per week, 52 weeks, including some weekends, 25 days annual leave)
<b>Closing Date</b>	9am, Monday 8 <sup>th</sup> January 2024
<b>Interviews</b>	To be advised





## The Collegiate Trust

Exceptional Education for All

### Our Partnership of Schools

The Collegiate Trust exists to improve education in Croydon, Crawley and the surrounding areas. Our schools choose to work together because of their shared values, an alignment in their approaches to delivering an exceptional education and a common culture of ambition that is focussed on PEOPLE and LEARNING. Collaboration within our forward-thinking family of schools is key to our success.

#### Our Vision

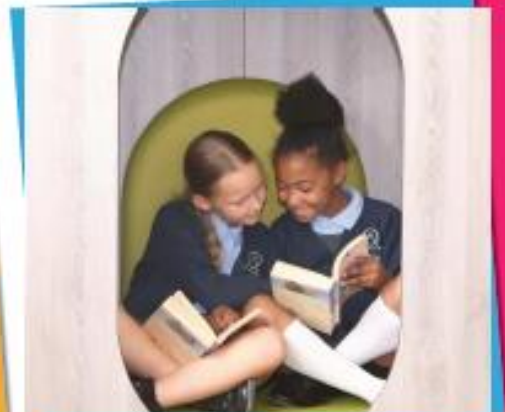
Our vision for The Collegiate Trust is to deliver **Exceptional Education for All** in safe and nurturing environments. Such an exceptional education has three features:

- A **rigorous academic education** which makes sure young people have a rich understanding and knowledge of a wide and relevant curriculum
- A set of **creative and cultural learning experiences** which involves all young people in (and develops an appreciation and understanding of) the creative, performing and physical arts
- The building of **personal qualities and skills** through the rich curricular and extra-curricular work in the school and beyond, developing successful adults who respect each other and their surroundings



#### Schools in The Collegiate Trust...

- are happy places to work, learn and grow
- value **Partnership**, promote **Progress** and focus on the **Preparation** of young people for the future
- maintain a strong individual identity within our family of schools
- work collaboratively to improve the quality of education and the learning experiences that we provide
- drive forward standards and improve outcomes under a well-supported Principal and a strong Local Governing Body
- achieve value-for-money on highly cost-effective services delivered through the Trust
- deliver our mission of **Collaboration to Deliver Exceptional Education**
- achieve our vision of **Exceptional Education For All**





# Welcome



Dear Applicant

Thank you for your interest in the post of *Facilities Manager*. 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.

Woodcote High School is a fantastic place to work and learn. We have recently joined The Collegiate Trust whose vision of an exceptional education for all accurately describes the ambitions we hold for our students. They are bright, well-motivated and a pleasure to work with, whilst our staff are talented, hard-working and ambitious for themselves and others. We are determined to provide the very best learning environment and learning experiences for our students, as it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. We are very proud of what we do and we are looking forward to collaborating with others in our new family of schools to accelerate our improvement and achieve even more in the future.

The prime purpose of this new role is to ensure that our facilities and site are well maintained, managed and used, providing an exceptional and safe resource for teaching, learning and the wellbeing of our students and staff. The person specification describes the skills and qualities required, but in short, the successful candidate will need to:

- Understand the needs of a very large, busy and successful school
- Be very well-organised and manage time effectively
- Provide excellent leadership to the site team and communicate effectively with a range of colleagues and external agencies
- Be solution-focussed, achieving great outcomes in a cost-efficient manner
- Demonstrate integrity and a commitment to high standards

I would be delighted to receive an application from you if, upon consideration, you feel that this role and the school may be right for you. To submit an application, please complete the form on our website, attaching where requested a statement of no more than two sides of A4, identifying clearly how you meet the person specification.

If you would like to visit the school or have an informal discussion about the post prior to application, please contact my PA, Lynda Allen, either by email [lallen@woodcotehigh.org.uk](mailto:lallen@woodcotehigh.org.uk) or telephone 020 8668 6464. She will be pleased to make an appointment for you to speak with me or visit Woodcote High School if you are able to.

Thank you again for your interest and I wish you the best of luck for your next steps.

Yours sincerely

Kirstie Woodcock  
Principal

## Our Approach

Woodcote High School is on an exciting journey, one that is going to allow us to build on our strong academic success. We have high aspirations for all our students in our care, both pastorally and academically. We are committed to ensuring that every child who joins us will have every opportunity to reach their full potential and leave us well equipped for integration into society as well rounded citizens who will be able to make a contribution to the wider community.

Woodcote is very much the school of choice for students in our local community and our academic track record of success over the years gives confidence to all our stakeholders.

*You can find out more information about us at the following websites:*

[www.woodcotehigh.org.uk](http://www.woodcotehigh.org.uk)

[www.tct-academies.org](http://www.tct-academies.org)

## Our Values

We want to ensure that our students live by our ASPIRE values of high Ambition, Self-reliance, Perseverance, Inquisitiveness, Respect and Enthusiasm for life. We have developed our curriculum to be not only academically rigorous, but to foster a culture of success in our students.

At Woodcote High School, our purpose is excellence. We will be robust in the delivery of lessons ensuring that we enthuse a thirst for knowledge and develop confident, critical thinkers who embrace challenge. In creating an exceptional learning environment, we will meet the needs of all our students, supporting them in their journey to reach their full potential.

By delivering quality first teaching, our students will be independent, lifelong learners who are ambitious, self-reliant, persevering, resilient and reflective. We will encourage our students to be inquisitive; develop enquiring minds that will increase their enthusiasm and provide academic enrichment. We will develop students with a strength of character that will shape well rounded respectful global citizens equipped to make a positive contribution to society.

In partnership with all stakeholders, our aim is to provide our students with a world-class education.

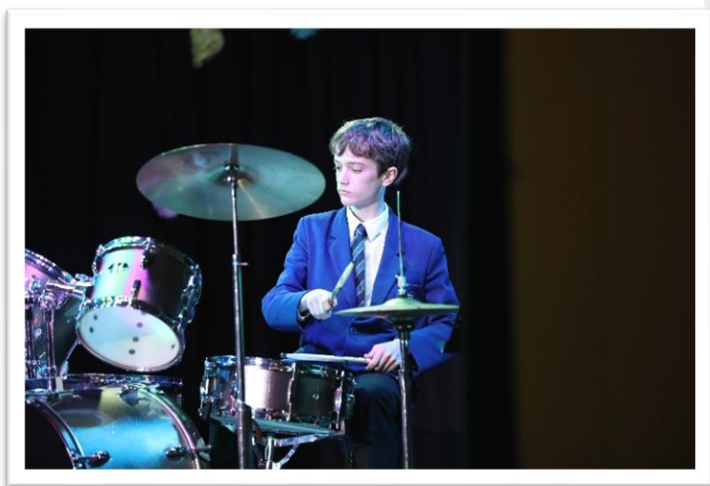
## Our Students

At Woodcote High School we feel that students who are happy perform at their best. We provide a positive learning environment, where all students work with confidence and motivation to reach their full potential. We feel that students gain enormously from feeling that their work is valued and that extra effort on their part deserves both praise and reward.

Our Praise and Reward scheme is linked to academic achievement by going above and beyond in, for example, progress, participation, an excellent piece of coursework/homework, test result or consistent effort over time. The Headteacher holds reward breakfasts once a term to celebrate students' success.

Students enjoy their parents being informed of good work and staff regularly send out positive praise postcards so that parents/carers are immediately aware of good work or behaviour.

Year group praise and reward systems are in place; these feed into celebration assemblies and prize draws.



At the end of each term, our whole school end of term assembly concentrates on praise and reward and students receive certificates, prizes, and trophies for their achievement.

Woodcote High School is also part of the Jack Petchey Foundation Achievement Awards Scheme - a recognition and reward initiative which enables us to celebrate the achievements of our students as well as receive additional funding. In the summer term we hold a Praise and Awards' Evening where we present certificates for achievement in all aspects of school life. Parents are invited to attend and watch their child receive these awards. A separate Sports Awards' Evening is held annually to reward the considerable sporting achievements within school.

## Information about *The Collegiate Trust*

**MISSION:** *Collaboration to deliver an exceptional education*

**VISION:** *Exceptional Education for All*

TCT has grown out of *Riddlesdown Collegiate*, a large, **outstanding** (OFSTED, March 2023) secondary school in Croydon with a longstanding reputation for high standards and an exceptional education. Since 2015, our Trust has been growing and, today, we are a family of 8 schools with c.6000 pupils and 800+ employees. The planned addition of a further secondary school in Autumn 2023 will bring our Trust to c.7000 pupils and c.1000 employees.

School	Range	Date joined	Roll	Principal	OFSTED
Riddlesdown Collegiate	11-18	founding school	2063	Dr Parimal Bhatt	Outstanding
Gossops Green Primary	4-11	1.11.2016	594	Mrs Sarah Dunne	Good
Waterfield Primary	3-11	1.3.2018	390	Mr James Purveur	Good
The Quest Academy	11-18	1.6.2018	974	Mr Andy Crofts Mr Tom Beecham	Good
Quest Primary	3-11	1.9.2018	206	Mr Andy Crofts Miss Jo Stawman	Good
Courtwood Primary	4-11	1.9.2018	213	Mrs Natasha Grant	Good
Kenley Primary	4-11	1.9.2021	196	Mrs Katie Turner Mrs Jacki Keogh	Good
Woodcote High School	11-18	1.4.2023	1273	Ms Kirstie Woodcock	Good

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.

Our culture of ambition is clearly focussed on our PEOPLE and their LEARNING. We support all members of our team to do the best job they can by ensuring high quality professional development in a healthy workplace environment where wellbeing is seen as an essential requirement for success.



## Why Work With Us?

The Collegiate Trust is an exciting, fast-paced group of schools committed to progress, collaboration and excellence for all... staff and students alike. We are a dynamic and expanding trust of eight schools (three secondaries with Sixth Form provision, and five primaries) with numerous and diverse career opportunities for both new and existing staff.

All staff and governors, at every level of their career, in both teaching and business support functions, have an equal entitlement to Continuous Professional Development (CPD). This promotes, develops and supports staff in their shared commitment to lifelong learning. Results are reviewed and evaluated regularly in order to support further development of our CPD programme and drive constant improvement.

Through expert facilitation, Trust-wide collaboration, inter-school networking, and our extensive CPD programme, every member of staff has the opportunity to make substantial contributions to the development of the curriculum, pedagogy and delivery of business services, whilst improving their own prospects of career progression.

We are committed to:-

- facilitating **career progression**
- offering **excellent professional development**
- providing **opportunities to lead**
- extending **support from Trust experts**
- developing **collaborative opportunities** to generate new and next practice

Other tangible benefits of working within a TCT school include<sup>1</sup>:-

- ✓
- ✓ Well-equipped staff rooms and work rooms
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Free Microsoft Office apps
- ✓ Staff diner (hot and cold meals every day)

Individuals who are successful in their application to The Collegiate Trust join us at an exciting time. In return for the opportunity to be part of our Trust, we ask that all joining members of staff share in our vision of “Exceptional Education For All” and are motivated to work continuously towards developing their own professional excellence.

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<sup>1</sup> At the time of publication, not all benefits available at every TCT school.

# Job Description – Facilities Manager

## **Job Purpose:**

To ensure that our facilities and site are well maintained, managed and used, providing an exceptional and safe resource for teaching, learning and the wellbeing of our students, staff and visitors.

## **Reporting to:**

Principal / SBM

## **Line Management of:**

- Site Officers
- Cleaning Supervisor
- External operatives when on site

## **Duties:**

### **Principal Accountabilities**

- To manage the security of the buildings and grounds, carrying out procedures in accordance with relevant school policies.
- Leadership of the site officers and cleaning teams, including all aspects of performance management and professional development. Issuing daily work ensuring all works carried out to a high specification by all concerned.
- Training and Development of site staff as appropriate commensurate with the job roles. Keeping robust training records for each member.
- Managing the schools internal Lettings platform for internal/external lettings, ensuring hirers are aware of school policies e.g. KCSIE and Health and safety.
- Reviewing policies as commensurate with the job role and site safety.
- Ensuring the site is fit for purpose ensuring the safety of students and staff.
- Manage the locking / unlocking of the school and that caretaker shift patterns are in place and meet the needs of the school.
- Ensuring adequate cover for lettings and weekend work.
- To liaise with external contractors and suppliers, as necessary. Ensuring all School safeguarding policies are adhered too when on site.
- To devise, manage, implement, and monitor a programme of preventative maintenance delivered by the site team and external contractors.
- Oversee and coordinate maintenance tasks, including repairs, painting, and general upkeep of facilities, including undertaking maintenance tasks able to be completed in-house.
- To ensure that all work is consistently completed to a high standard both from the caretaking team and external contractors.
- To be responsible for Health & Safety across the whole site in accordance with the Health & Safety Policy, ensuring appropriate risk assessments are in place and appropriate checks being carried out.
- To be one of the school's trained first aiders (expected to undergo appropriate training).
- To oversee all capital projects on site.
- To maintain an awareness of statutory requirements and ensure they are applied to the school.
- Ensure all fire alarm equipment is serviced and managed in line with the HSE directive.
- Ensure all school site security is robust and in line with latest technology.



- Attend training as required.
- Reporting any issues or concerns to their immediate line manager.

#### Students

- To establish productive working relationships with students and staff as appropriate, acting as a role model and setting high expectations This paragraph refers to students

#### Staff

- To establish productive working relationships with staff and to work with them to ensure outstanding facilities for teaching and learning.

*The duties and responsibilities listed above describe the post as it is at present. This role will be reviewed annually as part of the performance appraisal process and the post holder is expected to accept any reasonable alterations that may from time to time be necessary.*

## Person Specification

Attributes	Essential (or expected to train/qualify to that standard)
General	<ul style="list-style-type: none"> <li>▪ Polite and courteous</li> <li>▪ Confidentiality, probity, proactivity &amp; integrity</li> <li>▪ Excellent time management</li> <li>▪ Good verbal and written communication skills</li> </ul>
Qualifications & Training	<ul style="list-style-type: none"> <li>▪ Good basic education to GCSE standard or equivalent</li> <li>▪ Entitled to live and work in UK</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>▪ Experience of building and general maintenance work</li> <li>▪ Managing and leading a team</li> <li>▪ Working as part of a team</li> <li>▪ Contract management</li> </ul>
Skills, and Attributes	<ul style="list-style-type: none"> <li>▪ Ability to plan and organise, with a high attention to details and accuracy</li> <li>▪ Commitment to maintaining high standards</li> <li>▪ Excellent interpersonal and communication skills</li> <li>▪ Flexible and reliable Team Player</li> <li>▪ Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies</li> <li>▪ Self-motivation and willingness to learn new skills</li> <li>▪ Demonstrated practical approach to work</li> <li>▪ Understanding of safeguarding issues and promoting the welfare of students and young people</li> <li>▪ Well-developed communication skills, including high level of written and oral literacy</li> <li>▪ Enjoy working and suitability to work with young people</li> </ul>

***The Collegiate Trust* is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.**

**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.**

**Appointment will be dependent upon further health, medical and attendance checks.**

## How To Find Us

### By Car

Please see the map.  
M25 J6 or J7.

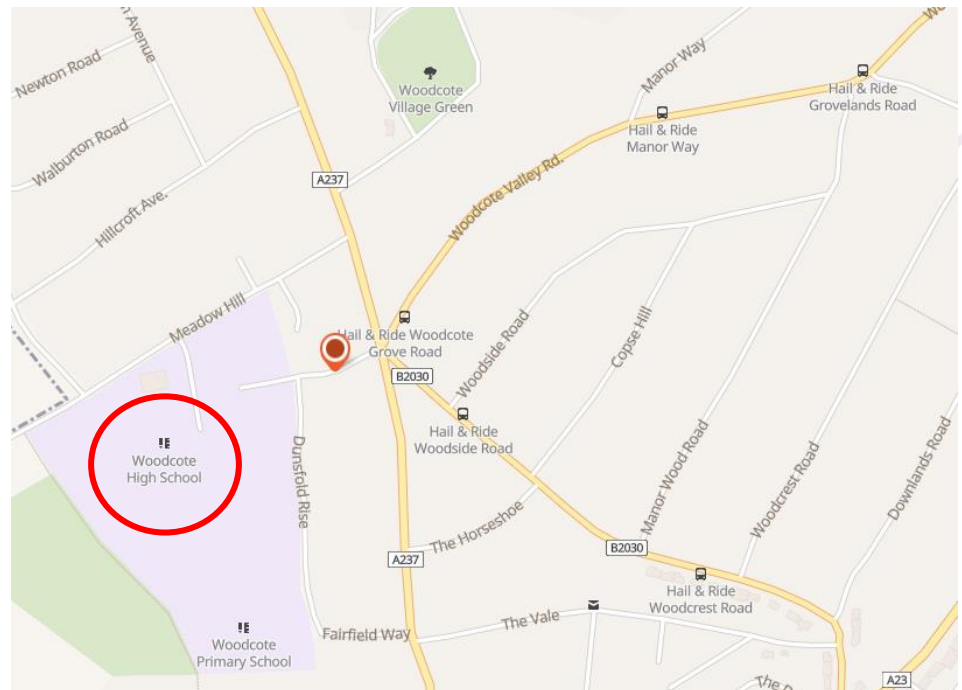
Parking is available on and off site.

### By Train

Into Coulsdon South,  
Coulsdon Town, Reedham or  
Purley stations.

### By Bus

On routes 434 and 463.



## Woodcote High School

Meadow Rise, Coulsdon, CR5 2EH

☎ 020 8668 6464

✉ [enquiries@woodcotehigh.org.uk](mailto:enquiries@woodcotehigh.org.uk)

💻 [www.woodcotehigh.org.uk](http://www.woodcotehigh.org.uk)