Job Pack

Facility and Letting Assistant

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September 2023

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job Description

Post	Facility and Letting Assistant
Grade	Scale 4 – 5 £25,629 to £29,214
Contract	Permanent
Hours **Holidays**	36 hours per week on a shift rota working 5 days between Monday - Sunday 52 weeks (normally one weekend every 3 weeks) Leave will not normally be granted during the term time and other peak times e.g. enrolment (late August to early September)
Responsible to	Site Supervisor / Director of Operations

Context: The Facility and Letting Assistant will be responsible to the Site Supervisor / Director of Operations and will be a member of a team required to respond in a flexible and responsive manner to identified needs throughout the School and with its Lettings Schedule.

The Facility and Letting Assistant will have a background in a caretaking or maintenance role with knowledge of heating systems and the control of similar plants. They will be familiar with hand and power tools appropriate to basic maintenance needs, have a flexible approach to work, a sense of humour and the ability to work under pressure.

The Facility and Letting Assistant will be a member of the facilities team.

Main Responsibilities

- To be a key holder for the school, opening and closing the school before/ after lettings.
- To communicate with the letting/user, ensuring they are fully aware of the Health and Safety policy and Emergency procedures.
- To ensure all documents from the user have been collected and filed.
- To assist in the setting up of equipment, and ensure the areas used are tidy and ready for use for the next day.
- To undertake cleaning duties when necessary.
- To report any damage that has been caused by the user to the Site Supervisor / Director of Operations.
- To ensure the school is secure and classrooms are kept locked at all times.
- To have knowledge in Health and Safety procedures
- To carry out a facility inspection of the school and report any defects.
- To direct visitors to the designated area of hire.
- To be the main contact for the users while on duty.
- Ensure all Fire Exits and escape routes are clear from obstruction.
- Ensure pathways are clear and safe at all times.
- To be the responsible person in the event of a Fire alarm.

- Support fully at all times the aims and objectives of the School.
- Be responsible for the general care of the School premises and the identification, and reporting of minor defects.
- Provide a basic repair and maintenance response.
- Be responsible for the locking and unlocking of the School to ensure that the premises are unlocked and locked and that rooms are prepared for teachers, examinations, conferences, meetings, etc.
- Prepare a range of surface areas (e.g. woodblock, floors etc.) to receive application(s) of protective coatings.
- Make safe any broken glass and arrange for appropriate replacements.
- Carry out regular inspections including start up and shut down procedures of heating systems and control units (including hot and cold water systems).
- Select and use safely, appropriate hand-powered tools to carry out minor repairs to buildings, equipment, furniture and fittings.
- Take an active part in general energy saving and management and make appropriate recommendations.
- Receive and porter light goods and materials including the relocation of furniture and equipment, subject to safe practices of materials handling and lighting.
- Ensure compliance to Health and Safety requirements in terms of PPE.
- Receive specific training and development as required.
- Act as School First Aider with appropriate training and updating.
- Respond (on a list basis) to call outs by police and Alarm Company Control during closure periods including nights and weekends in compliance with the schools **Lone Working Policy.**
- Ensure cleaning is carried out to contract standards both internally and externally:
- Undertake cleaning role as determined by Site Supervisor / Director of Operations;
- Keep cleaning equipment in good condition; Remove graffiti;
- Ensure ready access to the School at all times (e.g. removal of snow);
- Follow all agreed quality assurance systems operating in the School and contribute generally to the establishment and development of a quality provision/service.
- Undertake staff development activities that support personal development and the changing needs of the School and its environment.
- To promote and safeguard the welfare of young people that he or she is responsible for or comes into contact with.
- To assure reasonable care for the health and safety of themselves and others affected by their acts or omissions at work and co-operate in meeting the requirements of the law, as required by the Health and Safety at Work Act 1974.
- To respect the confidentiality of matters relating to students and other members of staff. The post holder must be aware of and comply with the requirements of the Data Protection Act (DPA), details of which are available in the School.
- To undertake additional duties commensurate with the post as required by the Head Teacher.
- To undertake ground maintenance and cleaning at the school.

Please note:

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the School. It does not form part of the terms and conditions of employment.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expectall staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose suchinformation at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application,prior to taking up post they will be required to give written permission to the Department to ascertaindetails from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: ……..

Signature of postholder: ……..

Name of postholder: ……..

Person specification

	Essential	Desirable
Qualifications		
Good standard of general education	✓	
A relevant qualification or NVQ in joinery/plumbing/glazing/painting & decorating/ electrics – or relevant experience	✓	
Holding or willing to work towards a recognised first aid certificate	✓	
Experience		
A minimum of 1 years' experience in general caretaking, and/or maintenance work or premises work	✓	
Employment experience in one or more of the skill areas listed above	✓	
Experience of working within an educational environment	✓	
Experience of working with young people	✓	
Skills		
Personal		
Good communication skills	✓	
Ability to work as part of a team	✓	
Ability to work without direct supervision	✓	
Good interpersonal skills	✓	
Keen eye for detail and commitment to promoting a pleasing and safe environment	✓	
Enthusiasm and positive attitude	✓	
Well organised	✓	
Flexible approach to work and the ability to work under pressure	✓	
Manual dexterity	✓	
Able to work flexible hours to address the needs of the service during the academic year	✓	
Administrative		
Good numeracy/literacy skills	✓	
Relations		
Ability to deal well with staff and visitors	✓	
IT Skills		
Good basic IT skills e.g. Experience of Microsoft Office application	✓	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Commitment to the implementation of the School's Equal Opportunities Policy	✓	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Facilities and Lettings Assistant – Heartlands High School

Salary: Scale 4 - 5 £25,629 to £29,214

Location: Haringey

Contract type: 36 hours per week, on a shift rota working 5 days between Monday - Sunday
52 weeks (normally one weekend every 3 weeks)

Holidays: Leave will not normally be granted during the term time and other peak times e.g. enrolment (late August to early September)

Contract term: Permanent

Closing date: Friday 20th October at 10am

Interview Date: Week commencing 23rd October 2023

Start Date: ASAP

Heartlands High School has the opportunity to invite a colleague interested in joining our facilities and lettings team. We are looking to appoint a responsible and well organised individual with excellent communication skills to ensure the smooth running of the School's facilities and lettings during its extended hours. The successful applicant should have a good knowledge of Health and Safety regulations and have good skills in practical maintenance.

The successful candidate will have:

- To be a key holder for the school, opening and closing the school before/after lettings
- To communicate with the letting/user, ensuring they are fully aware of the Health and Safety policy and Emergency procedures
- To ensure all documents from the user have been collect and filled
- To assist in the setting up of equipment and ensure the areas used are tidy and ready for use for the next day
- To undertake cleaning duties when necessary
- To report any damage that has been caused by the user to the Facilities Manager
- To ensure the school is secure and classrooms are kept locked at all times
- To have knowledge in Health and Safety procedures
- To carry out a facility inspection of the school and report any defects
- To direct visitors to the designated area of hire

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

With state-of-the-art facilities, Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a real reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

If you would like to find out more about the position, we would love to talk to you

For further information, please contact PA to the Headteacher and Customer Services Manager Maria.levenson@heartlands.haringey.sch.uk.

Completed application forms must be submitted via TES by 10 a.m. on Friday 20th October 2023.

Interviews to be held week commencing 23rd October 2023.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school.

Applications may be considered whilst the posts are being advertised. SEARCH Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.