



Facilities Assistant Applicant Pack

PROUD TO MAKE SUCCESS HAPPEN

Dear Applicant,

Thank you for your interest in applying to work at Uxbridge High School. It is a privilege to lead this school, and I am excited to share my ambition to provide a gold standard education. This appointment is crucial in fulfilling that ambition.

If you possess determination, drive, and moral integrity, we offer an exciting opportunity to be part of a fantastic school with a golden future. Uxbridge High School is a highly successful co-educational academy for students aged 11-18. The school is very popular and has grown considerably over the years, reflecting a rising trend in educational achievement. As the new Principal, I have chosen the colour gold for our logo to symbolise our ambition and commitment to the highest standards in everything we do. Our enrolment now stands at over 1,300 students, including 220 in our sixth form. We are a school of choice and are oversubscribed in all year groups.



We have much to celebrate, including a strong local reputation and a diverse, happy student body. Our staff are highly committed, enjoying very high levels of support, professional development, connection to a common purpose and a sense of community. We are based on an open and green campus which includes a range of state-of-the-art buildings and facilities.

At the heart of the school is its distinctive ethos and vision. Our **PROUD** values of positivity, respect, open-mindedness, uniqueness, and determination define our work. These values provide aspiration and structure for every student, whatever their starting point. We are proud to be a truly comprehensive school preparing students for life in modern Britain.

Academic performance is very good, across the school including the sixth form. We continue to recognise the importance of ensuring all students fulfil their ambitions and potential whatever these might be. They leave school as **PROUD** students with doors open for a bright future.

We have created a culture where staff and students are determined and committed to creating an environment where all can thrive. We hope you relish the opportunity to lead in a school which all stakeholders are proud to be involved with. We need leaders who are committed to nurture the ambitions of all students, right through the school until they are committed to their own aspiration and have the independence to apply to university, work as an apprentice, or excel in a unique field of their choice. Every endeavour and every aspiration are valued and celebrated. As a leader, you will ensure our teachers deliver lessons which give students the knowledge and skills, they need to be successful, but also create experiences that build character, positivity, and happiness. You will ensure students have positive attitudes in the classroom and beyond.

If our school priorities align with yours, I would welcome your application to join a school that creates optimism for the next generation. I very much look forward to reviewing applications in our search for the right person to lead Uxbridge High School into the future.

On behalf of the school, thank you for your interest in Uxbridge High School.

Louisa Seymour
Principal

Our School

Uxbridge High School is a vibrant and ambitious school delivering a **gold standard education** that enriches students academically, socially, and emotionally. **Proud to Make Success Happen**, we work with students, families, and staff to ensure every student reaches their potential. We take pride in our diverse and ambitious students, our dedicated staff, and strong community partnerships

Our **PROUD** values **Positive, Respectful, Open-minded, Unique and Determined**, guide all aspects of school life.

Uxbridge High School Academy Trust is committed to creating an environment where staff feel supported, challenged, and valued. This is reflected in our **gold standard approach** to teaching, curriculum, and professional development. Our [People Strategy](#) outlines how we invest in and value staff as an essential part of the school community.

The Department

The Facilities Department at Uxbridge High School plays a vital role in ensuring a **safe, clean, and well-maintained environment** that supports effective teaching and learning. Responsible for the **day-to-day management of the school site**, the team oversees the upkeep of buildings, grounds, and equipment, ensuring all areas are fit for purpose and compliant with health and safety standards.

The Position

We are looking to appoint a **proactive and reliable Facilities Assistant** to join our Facilities Team. This is a varied and **hands-on** role that plays a vital part in ensuring our **school remains safe, secure**, well-maintained and welcoming for students, staff, visitors and community users.

Working as part of a team, you will undertake a wide range of duties including security, site inspections, maintenance, minor repairs, portering, event support, lettings and customer service. We welcome applications from candidates with experience in **maintenance, caretaking, facilities, estates, construction, engineering, customer service** or similar environments. Above all, we are looking for someone with a positive attitude, a strong work ethic and a willingness to contribute to the wider life of the school.

Closing Date: Wednesday 8th July, midday

Start Date: Immediate

Contract: Permanent, Full Time

Salary: UHS Support Pay Range 5-15, (Full-time equivalent currently £29,434 to £33,985 pa, inclusive of Outer London Weighting) Salary and hours for part-time roles are pro rata to the full-time equivalent.

How to Apply:

Completed application form on our [website](#)

Include in the application your supporting statement (two A4 pages) outlining why you believe that you have the right skill set to undertake this role successfully. Please be sure to relate to the person specification and include examples of impact and evidence.

Should you have any questions about this role, please contact Danielle Fuller, Recruitment Officer on 01895 234 060 or recruitment@uhs.org.uk.

Uxbridge High School is committed to safeguarding and promoting the welfare of children and young people. All appointments will be subject to receipt of satisfactory enhanced DBS check and pre-employment checks.

Hours Of Work/Flexible Working

We welcome applications from those seeking flexible working.

- Full-time employment
- Part-time employment
- School-hours working patterns e.g. 9am to 3pm
- Term-time plus additional weeks
- Flexible working arrangements that support family and other commitments

Full-time staff work a shift pattern that covers the hours of **7am to 9pm Monday to Friday and 8am to 4pm on Saturday**.



"To be part of an amazing school like this, you have to be PROUD. These values are part of everything we do and we are positive, respectful, open minded, unique and determined at all times. I feel so lucky to be at this school."

Mariam Razaie – Year 10



UXBRIDGE HIGH SCHOOL JOB DESCRIPTION: FACILITIES ASSISTANT

Responsible to:	Facilities Manager
Grade:	UHS Support Pay Range 5-15 (Currently £29,434 to £33,985 pa inclusive of Outer London Weighting)
Hours of work:	Full-time hours: 36 hours per week, 52 weeks per annum Salary and hours for part-time roles are pro rata to the full-time equivalent. Annual holiday entitlement: 28 days pa (pro-rata), to increase to 31 days pa (pro-rata) after five years of continuous service.
Overview of role expectations	
In this role you will ensure that the learning environment is always well maintained, be responsible for a wide range of duties and responsibilities connected with the fabric and grounds of the school, including security, routine maintenance, minor repairs, cleanliness, and portage. The role will also include supporting the maintenance of a safe, clean, secure and well-presented school site for students, staff, visitors and other users, ensuring health and safety standards are maintained in line with the school policy and agreed codes of practice. As part of being a staff member at Uxbridge High School you will model and promote the school's PROUD values through positive relationships, professionalism and service to the school community and work collaboratively with colleagues across the Facilities Team and the wider school community to ensure the effective operation of the school site.	
Responsibilities and Tasks.	
1.	Security: ● To act as a key-holder for the school and participate in the school's emergency call-out arrangements. ● To be responsible for the security of the school buildings and their contents, including patrolling the school, opening and locking of gates and doors, ensuring that windows are locked and secure and that all security systems are properly activated. ● To undertake regular site patrols and security checks of the buildings, site and grounds, taking appropriate action to resolve issues where possible and reporting any concerns as required. ● To request unknown persons on site to furnish proof of identity to prevent trespassing on premises, referring to the Facilities Manager, where necessary. ● To support the implementation of school security procedures. ● Assist in implementing agreed procedures in the event of adverse weather, shelter-in, emergencies or site incidents, extreme heat taking appropriate action and reporting concerns in line with school procedures. ● To take reasonable action to ensure the proper use of car parking facilities so that vehicles do not cause obstructions and access remains available.
2.	Maintenance & Equipment: ● To ensure that the site and grounds are maintained and are always in a safe, clean and healthy state for students, staff and visitors, and other users of the site facilities. ● To provide general maintenance for the site, including painting and decorating and any other minor building projects that your skills allow. ● To check all fire-fighting equipment, alarm system and emergency lighting.



	● To undertake and record routine site compliance checks as requires, reporting defects and concerns promptly. ● To direct persons and contractors to places where they are required and to monitor their work, taking due regard of Teaching and Learning requirements. ● To ensure sufficient operation of the heating plant in line with energy conservation policy. ● To undertake minor repairs as appropriate. ● To ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Facilities Manager. To ensure that all equipment is stored correctly and are not accessible by students.
3.	Porterage and Cleaning: ● To provide porterage of goods and materials and movement of furniture and equipment as required. To accept delivery of goods and materials for distribution and storage, always taking into consideration health & safety factors when moving heavy or awkward items. ● To ensure that orders received into the school are delivered to the appropriate area/person as necessary. ● To assist in arranging for the maintenance of furniture and fittings such as lights to be carried out effectively and efficiently. ● To monitor proper use of furniture and to ensure its deployment according to any pre-planned arrangements. ● To record and monitor the use of materials. ● To carry out all cleaning not covered in cleaning contract, including removal of graffiti, removal of litter and debris, disposal of rubbish, weekly valet of minibuses. ● To ensure that all rubbish and broken furniture and equipment is removed from buildings and is taken to bins or a safe storage area so that they can be disposed of. ● To ensure that external litter bins are emptied daily and that the site is kept clear of litter regularly and to undertake routine inspections of playgrounds and outdoor areas, removing litter and addressing issues where possible.
4.	Events and Community Use: ● To assist in ensuring that the premises are prepared for assemblies, after school activities, events and weekend use. ● To assist with the setup, operation and clear-down of school events. ● To support community lettings and out-of-hours activities. ● To ensure that facilities are prepared to a high standard for internal and external users. ● To assist with the preparation, setup and clearing of examination venues and related activities. ● To ensure that all lettings' users are given an excellent service. ● To assist in cover of lettings, as required.
5.	Administration & Customer Service: ● To ensure that all jobs are recorded and completed on the Top Desk system to keep a proper audit trail of works required/completed on site. ● To work flexibly and provide cover for absent colleagues to support the effective operation of the facilities team and to ensure the smooth operation of the school. ● To assist with the completion of necessary staff attendance records. ● To assist in keeping up to date energy records as required. ● To provide a professional, helpful and customer-focused service to students, staff, parents, visitors, contractors and lettings users. ● Adhere to all safeguarding policies and procedures in place at Uxbridge High School.
Any other duties as directed by the Facilities Manager or Director of Finance & Operations or any other member of the senior leadership team, as commensurate with the level of this appointment.	
Name of Post Holder: _____ Signature: _____	
Date: _____	



UXBRIDGE HIGH SCHOOL PERSON SPECIFICATION: FACILITIES ASSISTANT

Criteria

Qualifications / Education / Training

1. Health & Safety Certificates*
2. Relevant C&G/GNVQ/Trade qualifications or similar. *

Experience

3. Experience of working as part of a team.
4. Experience in maintenance, caretaking or facilities environment
5. Experience of working within a customer-facing environment. *
6. Knowledge of schools or educational environments. *

Skills, Knowledge and Abilities

7. General maintenance and handyman skills.
8. Physical ability to carry out manual handling tasks, e.g. including lifting, carrying, climbing and moving equipment and furniture.
9. Ability to undertake basic site checks and report defects appropriately. *
10. Experience of using maintenance equipment and tools. *
11. Ability to organise workload and prioritise tasks effectively.
12. Ability to follow instructions and work using own initiative.
13. Ability to work independently when required and as part of a wider team.
14. Commitment to maintaining a safe, secure and well-presented environment.
15. Good communication and interpersonal skills.
16. Ability to provide a helpful and professional service to staff, students and visitors.
17. Awareness of health and safety procedures and safe working practices.
18. Basic IT skills include email and online systems. *
19. Knowledge of fire alarm systems, CCTV or access control systems. *

Equal Opportunities

20. Commitment to equal opportunities and inclusion.
21. Ability to promote and support the school's Equality and Diversity Policy.

Disposition

22. Ability to work hard with competing deadlines, prioritising appropriately and maintain good humour.
23. Customer focussed.
24. To believe in the importance of teamwork and a collaborative approach, but also happy to work alone.
25. Demonstrate a diligent, "can do" attitude.

*Desirable

PROUD TO MAKE SUCCESS HAPPEN

Our Vision

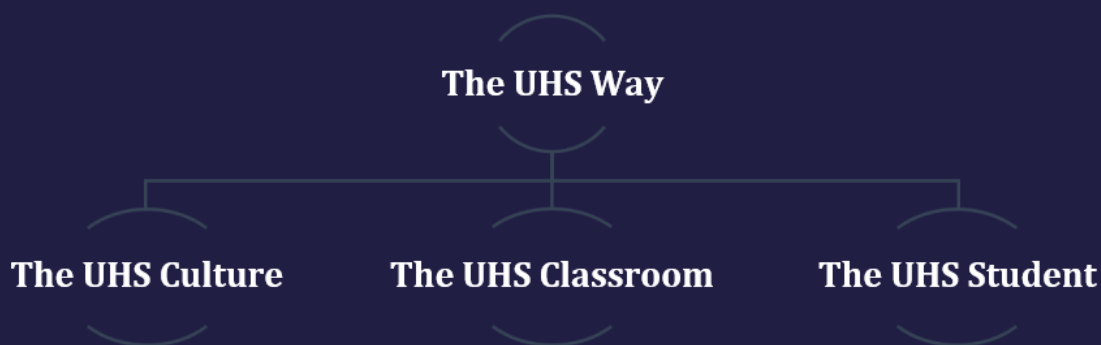
Uxbridge High School is a happy and ambitious school which enriches individuals academically, socially and emotionally.

The UHS Way

We develop the whole student in a safe, inclusive, and supportive environment. We nurture students' ambitions ensuring all are **PROUD** of their success.

The UHS Way is the foundation to everything we do, ensuring we:

- Provide exceptional learning experiences.
- Cultivate excellence in each student.
- Have a safe, respectful and happy community.
- Prepare students for future opportunities as global citizens.



Uxbridge High School students are **PROUD to be:**

POSITIVE to learn new knowledge and thrive on developing their skills.

RESPECTFUL and kind to all members of our school community and its environment.

OPEN MINDED and happy about all new opportunities.

UNIQUE in their demonstration of skills and talents.

DETERMINED to achieve their best in all areas of the curriculum.

Benefits & Rewards

Uxbridge High School employees benefit from:

- **Early finish on Fridays** (our students are dismissed at 1.00 pm)
- **We support flexible working:** 16% of our staff work flexibly (including 9% of teaching workforce and 37% of associate staff).
- We support **the work life balance** and **have family friendly policies:** we give our staff three paid days of special leave for medical appointments and three paid days for childcare/emergency leave.
- We offer **private health care** which includes: 24/7 GP and mental health helplines, medical diagnosis and treatment, physiotherapy, cancer support, social care advice and wellbeing hub, rewards and benefits.
- **July start for Early Careers Teachers**, paid induction for new starters, paid duties, interest free travel loans, interest free loan for ECTs (up to £1500), financial support for higher and further education.
- **Staff events:** Christmas lunch and end of year event, sport days.
- **Staff wellbeing:** staff wellbeing group, yoga sessions on site, running club, five annual INSET days to deliver exceptional CPD with TOIL days for twilight INSET which gives staff longer Christmas and Easter holidays, wellbeing is our appraisal target, Occasional Day off in Autumn.



FURTHER INFORMATION

We have energetic and dedicated teachers, middle leaders, and senior leaders at Uxbridge High School. The board of trustees is well established and is resolved to drive and support our future development.

We value the dedication of our staff and are mindful to create a work environment that ensures well-being and supports productivity in the classroom. Uxbridge High School was one of the first schools to fully partner with Teach First. We continue to support new recruits into the profession and value the energy that they bring. We are innovative, creative and flexible in our recruitment and development of all staff.

Our Facilities

We are fortunate to have an open campus with extensive playing fields. Our original school building, dating from the early 1900s, is still in use and is complemented by a range of more modern buildings. You will work in an exceptionally well-maintained school with high-spec specialist classrooms, laboratories and facilities.

Our most prestigious accommodation includes an excellent £6m sixth form centre, a state-of-the-art full size indoor sports facility and a new £2.1m art, drama and music centre.

Our Partnerships

To ensure the best opportunities for our students we have strong relationships with several local universities and partner schools in Hillingdon, nationally and internationally. We also work closely with organisations such as Teaching Leaders, Teach First, Be Her Lead and the Royal Shakespeare Company.

Our Website and Social Media

You can find out more about our work by looking at our public profile. Our website www.uhs.org.uk and a selection of our social media accounts, linked below, give a fantastic insight into the extensive opportunities that form such a valuable part of our curriculum and are used widely by parents and other stakeholders:

- <https://x.com/uxbridgehighsch>
- [instagram.com/uxbridgehigh](https://www.instagram.com/uxbridgehigh)
- www.facebook.com/uxbridgehighsch

- We also have a LinkedIn page, giving updates and current vacancies:
<https://uk.linkedin.com/company/uhs-uxbridge-high-school>

Our Location

Uxbridge is in the London Borough of Hillingdon in West London. We are in an urban area with a rapidly expanding population, but have easy access to the green spaces surrounding London.

The school is close to Uxbridge town centre, which is served by bus and tube links to central London, and has easy links from Hayes and West Drayton which is served by the Elizabeth Line. The M4 and M25 motorways link us to the national road network and Heathrow Airport provides global connections.





UXBRIDGE
HIGH SCHOOL