



HEARTLANDS
COMMUNITY TRUST

Job Pack
Facility and Letting Assistant

Content

CEO Letter	Page 3
Job Description	Page 4
Person Specification	Page 7
Job advert	Page 8

December 2020

Dear Applicant,

I am delighted that you have chosen to apply for a post with Heartlands Community Trust.

Our well-established values and ideals which are at the heart of our Community Trust now provide a space within the wider education system where we can come to work together, to grow and flourish.

We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We take a 'by schools for schools' and a 'for the common good' approach to our Trust decisions within a clear framework of values and goals, which help each school to express its individual ethos and identity, whilst also appreciating the importance of family and collaboration.

We focus on continual school improvement, which is achieved through nurturing effective partnerships, school-to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development.

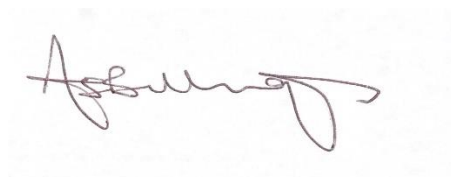
All our Trust Services are directed toward helping our schools to give our young people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the aims and values of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust, as an individual as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for Heartlands Community 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. We look forward to receiving your application.

Yours Faithfully



Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer

Job description

Post	Facility and Letting Assistant
Grade	Scale 4 & 5 - £22,995 to £26520
Contract	Permanent
Hours	36 hours per week, Monday to Sunday 52 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	Director of Operations

Purpose

The Site Assistant will be responsible to the Facilities Manager 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.

Principal Accountabilities

The Site Assistant will have a background in a caretaking or maintenance role with knowledge of heating systems and the control of similar plants. He/she 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 Site Assistant will be a member of the facilities team.

Main Activities and 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 collect 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 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.
- 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 specified 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 Premises Manager;
- 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.
- To undertake basic grounds maintenance at the school's linked pitches at Alexandra Park.

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.

Key Organisational Objectives

The postholder will contribute to the HCT objectives in service delivery by:

- Enactment of Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

HCT is committed to safeguarding and promoting the welfare of children and young people. We expect all 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 such information 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 ascertain details 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 of issue:

Signature of postholder:

Name of postholder:

Signature of CEO/ Head Teacher:

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 Community Trust is committed to safeguarding and promoting the welfare of our students and young people and expect all staff and volunteers to share this commitment.

We encourage applications from all sectors of the community to reflect our diverse student population. We are committed to safeguarding the welfare of our students. The successful applicant will therefore be required to complete an enhanced DBS check.

Facility & Letting Assistant

Salary: Scale 4/5 -£22,995 to £26520

Location: Haringey

Contract /term 36 hours per week, Monday to Sunday -52 weeks / Permanent

Responsible to: Director of Operations

Post Tenable: February 2021

Heartlands Community Trust was formed in May 2013 and has a well established reputation for educational excellence and the aspiration for all young people to become the best they can be through the emphasis on 'Search for Success'.

The Trust has two schools - 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. The Grove, a new school is now a very successful school, an all through academy, which caters for the needs of learners with autism and maintains strong links with mainstream provision in the Trust.

We have a commitment to developing schools with a strong ethos, outstanding achievement, high-quality teaching and learning, and by creating exciting partnerships.

We offer great training and development opportunities to all of our staff, plus excellent career advancement opportunities within this evolving Trust.

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 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 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.

For further information, please contact our HR department at HR@heartlands.haringey.sch.uk.

Unfortunately, we are unable to show candidates around during this time but we are happy to answer any questions that you may have or have a Zoom conversation with you.

If this role is of interest to you and you can contribute to our future success, an Application pack can be downloaded from TES online or the trust website:

For more information, visit: <https://heartlandstrust.co.uk/> and information for Prospective staff.

Applications should be submitted no later than 10 a.m. on Friday 22nd January 2021. Interviews will be held on Friday 29th January 2021.

Please note that only shortlisted applicants will be contacted by the School.

Please note that CV's or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Heartlands Community Trust reserves the right to close adverts earlier than the stated deadline.