



Assistant Facilities Manager

Candidate Information Pack

October 2019

Going beyond what schools ordinarily do

Assistant Facilities Manager – Post Details

The Kingston Academy seeks an Assistant Facilities Manager to work under the direction of the Facilities Manager and in conjunction with the Facilities Assistant and Porter.

Position:	Assistant Facilities Manager
Scale:	Operations pay scale E – F dependent on experience
Salary:	£21,919 - 29,534
Commitment:	Permanent
Contract type:	Full Time
Commencement:	ASAP

Application Process

Please visit the Careers section of the school website where you will find the details for this Facilities role and a link to an online application form. A paper application form is available on request from the school office (t: 0208 465 6200).

Interview Procedure


Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out a practical, facilities related task;
- Meeting with a panel of our pupils for informal question and answer session;
- Written safeguarding exercise;

For those candidates successful at the previous tasks, there will then be an interview with the Head Teacher, Facilities Manager and one other member of staff.

Key Dates

☒ Deadline for applications is midnight on Sunday 10th November 2019. (We reserve the right to foreclose the recruitment process should an appropriately qualified candidate arise prior to deadline).

- Assessment and Interview will take place during the week commencing 11 November 2019 with intention of offer made by 22 November 2019.
 - Latest start date is 1 January 2020 with potential of an earlier start, or short handover/takeover visit, if the successful candidate and circumstances allow.
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- We welcome an introductory visit to the school before application.

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.

Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of teaching professionals. The opportunity to share in the architecture of a new school and be integral in its delivery is unique.



The successful candidate for this role will join us at an exciting stage in our development. The project to build a large modern extension with state-of-the-art STEM facilities to house our growing school has recently been completed. The addition of a new Year 7 intake in September 2019 has taken the total pupil numbers to over 900, whilst our original History Makers, now in Year 11, have embarked on their GCSE year. In addition, planning for the development of our Sixth Form has begun in earnest.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. Our Facilities Manager would be happy to meet with you and tell you about the school and our journey so far. You can contact the school office on 0208 465 6200 to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

I very much look forward to receiving your application.



Ms Sophie M Cavanagh, Head Teacher - The Kingston Academy

Background to the school

The Kingston Academy is an ambitious new free school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The over-riding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school currently has five year groups (7, 8, 9, 10 and 11) and will grow annually by one additional group, eventually to include a sixth form.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.



At The Kingston Academy there are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Pupils are encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Assistant Facilities Manager – Job Description

Reporting to: Facilities Manager

Timings: - School core hours are 08.00 to 17.00 daily. A split shift system will operate to ensure coverage of facilities and Lets.

Salary Scale: TKA Salary Scale Grade E to F £21,919 to 29,534 (dependent on qualifications and experience).

Contract Term: 52 weeks per year – 5 days per week with evening and Saturdays on rotation basis,

Hours of Work: 40 hours per week, Flexible to ensure cover during opening hours

Annual Leave: 25 days (with continuous service being honoured)

This job description is a general outline of the typical duties and responsibilities to be carried out whilst accepting that these may change at the discretion of the Head Teacher. It is vital that, as the new Academy grows to full capacity, you have the ability and willingness to be flexible and versatile within this role.

JOB DESCRIPTION

Main area of responsibility:

- Working under the direction of the Facilities Manager to ensure that the school site is clean, secure and safe for all users.
- To be committed to safeguarding and promoting the welfare of children at all times.

Job Specification / Duties

The job of the Assistant Facilities Manager is an important one, contributing to all aspects of the School's facilities management and premises, providing a safe and secure site for pupils, staff and visitors at all times.

The following specifications provide a more detailed job description.

RESPONSIBILITIES AND DUTIES:

Under the overall direction of the Facilities Manager:



Maintenance

- Undertake appropriate repairs and improvements as part of efficient and effective management of the premises and, in particular, the day-to-day reactive and preventative maintenance programmes. These to include *inter alia* decorating, electrical and mechanical, plumbing, carpentry and joinery, building fabric repairs, parcel deliveries and room setups;
- Ensure compliance with health and safety regulations and codes of practice;
- To maintain full and accurate record of all activities carried out using the Every software and Google Apps;
- Undertake regular site inspections and identify, record, repair and maintenance requirements informing the Facilities Manager as necessary;
- Supervise contractors in the absence of the Facilities Manager;
- Record meter readings monthly and provide these to utility companies and internal staff as required;
- Undertake the maintenance of outside areas including gardening duties e.g. watering, weeding, grass and hedge cutting – winter salting and path clearance;
- Manage and ensure safe systems of work are implemented and followed e.g. permit to work;
- Conduct regular checks of the outdoor equipment and sports equipment across the school identifying and logging any faults or repairs required to the Facilities Manager;
- Ensure that toilets are serviced and cleaned and undertake any emergency and specialist cleaning tasks as directed by the Facilities Manager or Head Teacher.


Resources

- Be responsible for maintaining records, information and data;
- Lead on the coordination of assets management and general condition of school assets;
- Manage chemicals and data sheet in line with COSH regulations;
- Assist in safety audits of the premises and contribute to relevant risk assessment activity;
- Promote and ensure the health and safety of pupils, staff and visitors [in accordance with appropriate health and safety legislation] at all times;
- Create and maintain a purposeful, orderly and productive working environment;
- Porter duties e.g. moving furniture and equipment, dealing with deliveries of goods;
- Assist in clearing of tables and benches for the lunchtime sitting in the School Hall;
- Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.

Security / Lettings

- Lock and unlock school buildings including for evening, weekend and other out of hours use of the school, e.g. lettings, Trustee meetings, FOKTA meetings and events etc.

Supervisory and Organisation

- Deputise for the Facilities Manager and cover for other members of the site team as required;
 - Oversee Facilities Assistant and Porter;
 - Participate in an out of hours call out rota during hours when the school is not occupied;
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- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required;
- Attend key external and internal meetings as required.

General Responsibilities

- Comply with health and safety policies, legislation and procedures at all time;
- Promote and ensure the health and safety of pupils, staff and visitors at all times;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person;
- Contribute to the overall ethos, work and aims of the school;
- Participate in training and other learning activities and performance development as required;
- Complete career personal development activities as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities.

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if require

Other Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.

- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.
- To undertake other duties as required by the Facilities Manager or Head Teacher and that are commensurate with the grade and purpose of the job.

PERSON SPECIFICATION: Senior Facilities Assistant

Criteria	Essential	Desirable
<input type="checkbox"/> Ability to work as part of a team under the direction of the Facilities Manager (Operations Manager, COO and the Head Teacher)	X	
<input type="checkbox"/> Ability to organise and prioritise work and to use initiative and work independently when needed	X	
<input type="checkbox"/> Good written and verbal communication in English and strong interpersonal skills	X	
<input type="checkbox"/> Qualified / experienced in a buildings related trade (decorating, joinery, plumbing for example)	X	
<input type="checkbox"/> Demonstrate a basic understanding of water hygiene and compliance inspections and testing.	X	
<input type="checkbox"/> ² Good basic DIY skills, be able to undertake routine repairs and maintenance tasks	X	
<input type="checkbox"/> Have good IT skills eg MS Office (Word, Excel, Outlook) and Google		X
<input type="checkbox"/> Knowledge and understanding of health and safety procedures, especially as regards the use of gardening and maintenance equipment, e.g. power tools, lawn mowers	X	
<input type="checkbox"/> Experience of working in a school or similar environment		X

