



## Information for Applicants

<b>Academy</b>	<b>Riddlesdown Collegiate, Croydon</b>
<b>Required</b>	<b>As soon as possible</b>
<b>Salary</b>	<b>Negotiable</b>
<b>Contract</b>	<b>1 year fixed term (in the first instance, with potential for permanent role dependent on the Trust's needs)</b>
<b>Closing date</b>	<b>Monday, 8 August 2022, 9.00am</b>





Dear Applicant

Thank you for your interest in the post of *Electrician* at Riddlesdown Collegiate. 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 developing your career with us.

*Riddlesdown Collegiate* is an **outstanding** school (OFSTED, May 2016) with a clear vision to deliver successful outcomes and positive futures for all of 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. Our superb facilities enable us to provide the very best learning environment and learning experiences for our students and it is the combination of these factors that leads to the high academic standards and enviable reputation that *The Collegiate Trust* is known for. I am very proud of what we do and what we have achieved at the Collegiate and, as a *World Class School*, I hold the highest aspirations for what we will do and achieve in the future. You might like to watch our [Welcome](#), [College VI](#) and [Teaching at Our School](#) videos.

This post is within our *Facilities Team* and is intended to support the smooth operation of the Collegiate. This will involve leading on all areas of electrical works and undertaking a range of general tasks to maintain the high standards of the site. The successful candidate will work as part of a team, under the direction of the Facilities Manager. The prime purpose of the role is to support the good maintenance and management of our site, providing an exceptional and safe resource for teaching, learning and the wellbeing of our students, staff and visitors. The person specification describes the skills and qualities required, but in short, the successful candidate will need to:

- Be reliable, committed and hard-working
- Be able to communicate effectively with colleagues and visitors, presenting a positive and professional image at all times
- Possess the skills and knowledge required to undertaking all duties effectively
- Take pride in their work and demonstrate an understanding of the importance of high quality facilities management

In applying to *Riddlesdown Collegiate*, you will need to understand our ethos and approach. Our VALUES underpin the way in which we work and describe our high expectations and our emphasis on positive relationships across the Collegiate. Our motto, "*Learners of today, Leaders of tomorrow*", applies as much to staff as it does to students, and it gives an indication of the significance we place on nurturing talent and leadership. I shall make a presentation to shortlisted candidates at the start of the interview day to outline our requirements for all colleagues who work with us.

I would be delighted to receive an application form from you if, upon consideration, you feel that this role may be right for you. If you have any further questions about this post, please contact Steven Sayer, Facilities Manager, [steven.sayer@riddlesdown.org](mailto:steven.sayer@riddlesdown.org) at the Collegiate who will be pleased to speak with you.

Yours sincerely

Mr S Dey  
Principal



## Key Information

We operate a “small schools” model – one school made up of a number of smaller learning communities, which we call Colleges, each with their own staff and facilities. Each College is led by its own Headteacher (who is an Assistant Principal) and has its own team of approximately 25 teachers and non-teachers, covering most curriculum areas.

Students join one of the Colleges in Year 7 and remain there for five years before transferring to College VI, our specialist post-16 provision. In addition, the Creative and Performing Arts (CPA) College delivers specialist education to students across the Collegiate in Art, Drama, Design Technology, Media, Music and Physical Education whilst the MacKay College co-ordinates inclusion services to students with additional needs.



Small teams, working with just 400 students each, allow us to provide even better pastoral care to all students, as well as engage with learners and their families in more effective partnerships. They also provide teaching across the curriculum and learning teams focusing on personalised approaches and best serving the needs of the individual students in their care.

Riddlesdown Collegiate is part of The Collegiate Trust and is an outstanding academy with:

- A successful “small schools model”
- traditional values and forward-looking approaches
- high standards of achievement at every Key Stage
- a strong commitment to the professional learning of all staff
- a very good reputation with and strong support from parents and the community
- a relentless focus on continuous improvement

***You can find out more information about our school, and our Trust at the following websites:***

[www.riddlesdown.org](http://www.riddlesdown.org)

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

## Information about *The Collegiate Trust*

Our Trust works in the Crawley and Croydon, teaching children and young people from 3-19 years old and with a clear vision to deliver **exceptional education for all**. Such an education achieves excellent outcomes in pupil progress and attainment, a rich creative, cultural and physical learning experience, and great personal and social development for all pupils. We achieve this by working with and developing strong teams of staff in each school, under the direction of the Principal of the school and the *Local Governing Body* (LGB)

The Trust has grown out of *Riddlesdown Collegiate*, an **outstanding** (OFSTED, May 2016) secondary school in Croydon with almost 2000 students and over 200 staff. *Gossops Green*, in Crawley, was the next school – and the first primary – to join the Trust, followed by *Waterfield Primary* (also in Crawley) on 1<sup>st</sup> March 2018. A second secondary, *The Quest Academy* (in Croydon), joined on 1<sup>st</sup> June 2018 and two further primaries, *Courtwood Primary* and *Gilbert Scott Primary* (both in Croydon) joined on 1<sup>st</sup> September 2018. Most recently, *Kenley Primary* joined on 1<sup>st</sup> September 2021.

Each school within the Trust is supported centrally by a designated *Director of School Improvement* on teaching and learning issues, the *Chief Operating Officer*, *Chief Finance Officer & HR Manager* on business management and HR issues, and the *CEO* on wider leadership issues. This complements rather than replaces in-school functions and allows the Principal and LGB to operate with a high level of autonomy in delivering the highest standards in their school. The LGB works to a *Scheme of Delegation* approved by the Trust's Board of Directors.

## 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 seven schools (two 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>:-

- ✓ Exceptional performance rewards
- ✓ Two-Week October Half Term (instead of 5 INSET days)
- ✓ Well-equipped Staff Rooms and Work Rooms in each College
- ✓ Excellent learning resources in classrooms
- ✓ Cutting-edge technology provision
- ✓ Staff Diner (delicious hot and cold meals every day)
- ✓ Early finishes (at 2.40pm on Wednesdays & Fridays)
- ✓ Free use of Fitness Suite
- ✓ Other fitness and wellbeing activities, e.g. Staff Football, Yoga, Spin, Staff Choir
- ✓ Free Flu Vaccination available
- ✓ Free Microsoft Office apps

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

- ✓ Potential for rapid pay progression on The Collegiate Trust scale
- ✓ Contribution to cost of Masters in Education
- ✓ Superb *NQT Induction Programme* including two-week paid training in June/July
- ✓ The Collegiate Trust's *Developing Leaders Programme* for aspirant leaders

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.

## Our Values

Our ethos is to be a community in which all members are valued and value each other. We are the leaders of the Riddlesdown community, responsible for our learning and the Collegiate. We work together to maximise our own achievement and those of others. In applying for a post at Riddlesdown Collegiate, applicants should consider how they would promote our values in their day-to-day work with students, colleagues and other stakeholders.

**V**alue each other

**A**im high

**L**ead by example

**U**se and develop our talents

**E**xcel in our efforts

**S**tick at it



## Our Students

The vast majority of our students join the Collegiate in Year 7 with above average attainment. Behaviour is outstanding and our students consistently demonstrate their desire to learn and to achieve. They enjoy coming to school (attendance is over 95%) and enjoy lessons where they can explore, investigate and feel challenged by their learning. They equally value the opportunities they have to learn outside of the classroom and we are proud of the extensive and varied extra-curricular programme that our students enjoy and benefit from. It is these additional, high quality learning experiences, together with a strong set of academic qualifications that we believe provides our students with the very best chances of success in their future lives.



## Job Description

**Post:** Electrician  
**Salary:** Negotiable  
**Basis:** 36 hours per week x 52 weeks, 22 days annual leave plus bank holidays

### **Purpose of the Post:**

To lead on all aspects of electrical work and support the good maintenance and management of the site.

### **Reporting to:**

Facilities Manager

### **Principal Accountabilities**

- Perform planned preventative maintenance, compliance tasks and reactive works
- Service, test, diagnose and repair systems related to the building services plant room
- Carry out electrical and mechanical system checks
- Use provided test and monitoring equipment to maintain engineering systems to aid fault and repair
- Maintain records for all repairs, installations and testing of electrical systems and components
- Advise management of all electrical safety requirements and failures
- Assist in repairs, improvements and other maintenance works
- Assist with the management of the maintenance teams day-to-day work in accordance with appropriate H&S legislation
- Report any failings or concerns to the Facilities Manager; address any immediate concerns with the team members directly
- Track and follow up all requests to ensure they are completed fully and in a timely manner
- Assist in the monitoring of equipment, stock levels and their usage against school works and projects

### *In general:*

- Interact positively and confidently within the school community
- Ensure, where necessary, that all decisions or problems are communicated back to the Facilities Manager in a timely manner
- Maintain good time keeping and work in the most efficient and effective manner possible
- Attend and undertake all training necessary, including refresher training to enable fulfilment of the job description at all times
- Attend external meetings or courses as required
- Obtain and maintain professional qualifications in-line with the role and responsibilities
- Present a smart and professional image at all times
- Complete any other reasonable requests made by the Facilities Manager

*The above is not an exhaustive list of responsibilities and duties and the post holder will be expected to carry out other duties as requested by the Senior Leadership Team. All duties are subject to periodic review and job descriptions can change according to the needs of the Collegiate. In all cases, such changes will only be implemented after consultation with the Principal. All colleagues appointed at Riddlesdown Collegiate will be expected to demonstrate a wholehearted commitment to the development of support for the student and a willingness to assist in preparing for, and adapting to, the changing needs of the Collegiate.*

## Person Specification

Electrician	
	<b>Qualifications</b>
1	PAT testing NVQ Level 3 Electrical qualification including 2391 Inspection and Testing 18th Edition IET Wiring regulation accreditation Good basic education Entitled to live and work in UK Full clean UK driving licence
	<b>Experience</b>
2	Previous relevant industry electrician role Experience of building and general maintenance work. Working as part of a team. Up to date and relevant knowledge of Health and Safety regulations
	<b>Skills and Attributes</b>
3	Ability to plan and organise, with a high attention to detail and accuracy Commitment to maintaining high standards
4	Excellent interpersonal and communication skills Flexible and reliable Team Player
5	Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies
6	Understanding of safeguarding issues and promoting the welfare of students and young people
7	Ability to prioritise and multi-task

**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 and the *Disclosure and Barring Service*. Appointment will be dependent upon further health, medical and attendance checks.**

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## How To Find Us

### By Car

Please see the map.

M25 J6 or J7 are 10-15 minutes drive.

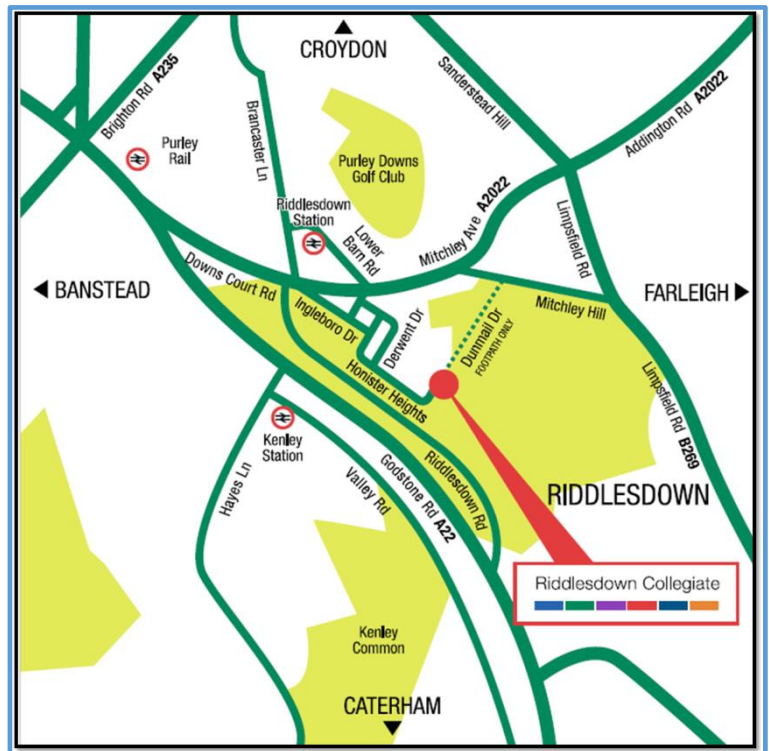
Parking is available on and off site.

### By Train

A direct train from Victoria to Riddlesdown station takes 24 minutes. Riddlesdown station is a short walk from the school. Kenley station is also a short walk from the school, over the common. Kenley has direct trains from Victoria and London Bridge. More frequent trains run from Purley Station, where a 412 bus can be taken to Lower Barn Road, leaving a 10 minute walk.

### By Bus

On routes 407, 412, 612.



## Riddlesdown Collegiate

Honister Heights, Purley, CR8 1EX

☎ 020 8668 5136

✉ [admin@riddlesdown.org](mailto:admin@riddlesdown.org)

💻 [www.riddlesdown.org](http://www.riddlesdown.org)