



The Collegiate Trust
Exceptional Education for All

FACILITIES ASSISTANT (School Caretaker / Premises & Site)

Information for Applicants

Academy	Riddlesdown Collegiate, Croydon
Required	As soon as possible
Salary	TCT S20 – S24 £25,373 - £28,120 (potentially more for a highly skilled candidate)
Closing date	Thursday 1st June, 2023 (9 am)
Interviews	12th June 2023



Welcome

Dear Applicant

Thank you for your interest in the post of *Facilities Assistant* 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 beginning or developing your career with us.

Riddlesdown Collegiate is an **outstanding** school (Ofsted, March 2023) with a clear vision to deliver successful outcomes and positive futures for all of our students. The report highlighted that: “*Leaders ensure that all pupils receive an exceptional education*”; “*The focus on academic rigour, creative and cultural learning enables pupils to excel*”; “*Behaviour in the school is exemplary*”; “*Pupils are kind and caring towards each other*”; “*Leaders are considerate of staff workload and take their wellbeing seriously*”; “*Staff feel valued and are highly motivated*” and that “*Leaders have developed an exceptional professional development programme*”.

Students 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 opening and closing the site, overseeing visitors using the site for lettings 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 caretaking 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, who will be pleased to speak with you.

Yours sincerely



Mrs K Turner
Principal



Job Description

Post: Facilities Assistant

Salary: TCT S20 – S24 £25,373 - £28,120

Basis: 36 hours per week x 52 weeks, 22 days annual leave plus bank holidays

Purpose of the Post:

To ensure that our facilities and site are well maintained and managed. The post holder will work shift work between the hours of 6.00 am & 10.00 pm (36 hours per week) and will oversee all aspects of the site including lettings and contractors.

Reporting to:

Facilities Manager

Principal Accountabilities

- To manage the security of the buildings and grounds, carrying out procedures in accordance with relevant Collegiate policies.
- Manage the locking / unlocking of the Collegiate as required.
- To liaise with external contractors and suppliers, as necessary
- To be responsible for Health & Safety across the site in accordance with the Health & Safety Policy, ensuring appropriate risk assessments are in place and appropriate checks being carried out.
- To liaise with all organisations / individuals who use the facilities.
- To carry out maintenance / caretaking duties as directed by the Facilities Manager.
- To maintain an awareness of statutory requirements and ensure they are applied to the Collegiate.
- To attend training as required.
- To work with staff to ensure outstanding facilities for teaching and learning.

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 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

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

Facilities Assistant	
Qualifications	
1	Good basic education Entitled to live and work in UK Full clean UK driving licence (not essential)
Experience	
2	Experience of building and general maintenance work. Working as part of a team.
4	School experience is not essential but would be advantageous.
Skills and Attributes	
5	Ability to plan and organise, with a high attention to detail and accuracy Commitment to maintaining high standards
6	Excellent interpersonal and communication skills Flexible and reliable Team Player
7	Work effectively and efficiently under pressure and have the ability to deal calmly with emergencies
8	Understanding of safeguarding issues and promoting the welfare of students and young people

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

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, March 2023) 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 1st March 2018. A second secondary, *The Quest Academy* (in Croydon), joined on 1st June 2018 and two further primaries, *Courtwood Primary* and *Gilbert Scott Primary* (both in Croydon) joined on 1st September 2018. *Kenley Primary* joined on 1st September 2021 and *Woodcote High School* become the most recent member of our family of schools in April 2023.

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 include¹:-

- ✓ 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

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

- ✓ Free Flu Vaccination available
- ✓ Free Microsoft Office apps
- ✓ 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.

Value each other

Aim high

Lead by example

Use and develop our talents

Excel in our efforts

Stick 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.



How To Find Us

By Car

Please see the map.

M25 J6 or J7 are 10-15 minutes drive.

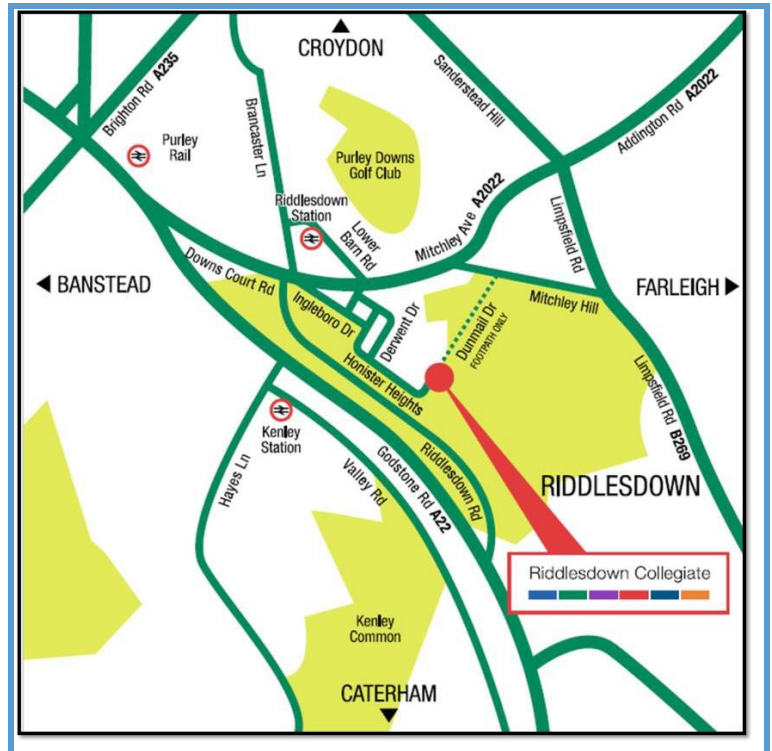
Parking is available on and off site.

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.



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✉ admin@riddlesdown.org

💻 www.riddlesdown.org