



**STOUR VALE
ACADEMY
TRUST**



FACILITIES CO-ORDINATOR

RECRUITMENT PACK



Facilities Co-Ordinator

Part-time/Flexible (30 hours per week)

Permanent

Term Time Plus Three Weeks

Grade 7 - SCP 18 to SCP 23 (£29,269 to £32,076) Pro Rata

Actual Salary: £21,728 to £23,812

Start Date: As soon as possible

We are seeking to appoint a motivated individual with strong attention to detail. Reporting directly to the School Business Manager, this role completes an essential part of the facilities function at Oldbury Academy.

You will help create a healthier and safer school environment by co-ordinating, reporting and advising on all aspects of health, safety and welfare within the school.

You will monitor the built environment of the school and follow up on risks or defects, plan/coordinate significant events contributing to the smooth running of the school day, while maintaining a healthy and safe environment for students, staff and visitors.

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.

For an informal conversation to discuss the role, please contact:

Miss Jose Fitzmaurice
School Business Manager
Oldbury Academy
Stour Vale Academy Trust
0121 533 3750

Closing Date: 12.00pm on Friday 11th October 2024

Interviews: Friday 18th October 2024 – Time TBC

ABOUT OLDBURY ACADEMY

Oldbury Academy is a large secondary school in Sandwell who provide excellent all round education for our pupils. Our success is built upon high quality teaching and learning and an excellent pastoral system to support students.



The comments in our recent OFSTED report in December 2021 highlight the commitment we have to our pupils and wider school community in providing an excellent educational experience.

Oldbury Academy was graded 'GOOD' in all areas.

OFSTED 2021:

The school is well led. The headteacher is committed to making sure pupils receive the best education possible. Able senior and middle leaders support him with this aim

Pupils study an ambitious curriculum

Teachers carefully plan what pupils should learn in lessons

Teachers share high expectations of behaviour. They expect pupils to focus on their work understand the school's values and what is

expected of them. They respond positively to these expectations.

The school is an orderly environment. This helps pupils to concentrate on their work

Pupil's behaviour in lessons and around the school site creates a calm atmosphere

Bullying is not tolerated

Pupils' work is frequently checked and there are high expectations of written work. Pupils value this

Leaders and teachers understand how to safeguard pupils. There is a team of safeguarding leaders who work together well

Oldbury Academy offers a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Pastoral care for pupils is strong and relationships between staff and students reflect this. We have high expectations of ourselves and our students. Our vision 'CARE' underpins all that we do at Oldbury Academy.

- Celebrate together
- Achievement for all
- Respecting each other
- Expectations to succeed



ABOUT STOUR VALE ACADEMY TRUST

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eleven member schools, five primary, one junior, one infants with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.



OUR VISION AND VALUES

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

OUR VALUES

INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

STOUR VALE ACADEMY TRUST

SVAT.ORG.UK

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will **create the difference together**.



Job Description

Facilities Co-Ordinator

Main Purpose of the Role

To help create a healthier and safer school environment by co-ordinating, reporting and advising on all aspects of health, safety and welfare within the school.

To monitor the built environment of the school and follow up on risks or defects, plan/ coordinate significant events contributing to the smooth running of the school day, while maintaining a healthy and safe environment for students, staff and visitors.

Main Duties & Responsibilities

- To work together with all staff to ensure that health, safety and welfare objectives are achieved.
- To ensure a Health and Safety Management System is in place within the school and report regularly to the Governing Body on all health and safety issues.
- To use the trust compliance system – Parago – to report compliance and Health and Safety concerns to the Trust.
- To organise termly fire drills, ensure fire plan procedures are up to date/circulated to all staff and maintain the fire log book. Administer the school's e-learning fire training package and ensure all staff receive annual fire training.
- To manage the annual risk assessments for the school (such as general premise, level one fire risk assessment, home working etc).
- To liaise with the heads of the high risk faculties to ensure they have completed, updated and reviewed their risk assessments.
- Managing the contracted school hours as part of the BSF contract.
- To maintain records of accidents and report under RIDDOR where appropriate. Arrange remedial work to prevent reoccurrences where possible.
- To carry out the annual workplace safety inspection.
- To ensure DSE assessments are completed with all office based staff.
- To co-ordinate investigations and collate evidence following insurance liability claims or investigations by the HSE.
- To maintain detailed knowledge of the Facilities and Catering Contracts, LEP arrangements, legal and regulatory guidelines and procedures for all associated tasks, to manage and ensure effective implementation of a complex facilities management contract, ensuring compliance and challenging service shortfalls, gather evidence on defective items to gain replacement or recompense for the school and ensure minimal charges are incurred by the school.

- To undertake regular building inspections and audit school property to ensure repairs or defects are identified. Decide on appropriate response to ensure the availability of building facilities and equipment, whilst ensuring the Health and Safety of pupils and staff.
- To represent the Academy at external meetings, with the FM services manager, senior management of the LEP, contractors (Agilisys, BSF team and Mitie) to negotiate solutions to any outstanding issues relating to FM or catering services, ensuring adherence to the relevant contracts and facilitating the needs of the school and advise the School Business Manager of issues of note.
- To develop and keep under review the CCTV policy.
- To coordinate maintenance of the school's CCTV system, including the planning & installation of new CCTV cameras and record data for official use when requested.
- To manage the repairs, furniture and Health and Safety budgets.
- To support senior and middle leaders with logistics and planning around large events such as exams, school shows, drop down days and parents evenings.
- To work with the HR lead in school on Health and Safety matters involving staff, such as pregnancy risk assessments and other related documentation.
- To support the Medical Officer in the planning of the injection programme.
- To deputise for the Medical Officer and support with the management of first aid needs across the site.
- To train and carry out the responsibilities of the school's Educational Visits Coordinator (EVC).
- Carrying out the responsibilities of the post with due regard to the Academy's policies, organisation and arrangements, including (but not exclusively) those relating to Child Protection, Health and Safety at Work, Data Security and Confidentiality and Equality.
- Performing such other duties as may be required from time to time.

This job description is current at the date shown but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate within the grade and job title.

Person Specification Facilities Co-Ordinator

No	Categories	Essential	Desirable
PHYSICAL			
1.	<ul style="list-style-type: none"> • Able to undertake all the physical requirements of the post and use equipment, according to health and safety guidelines. 	◆	
2.	<ul style="list-style-type: none"> • Clear speech and smart appearance. 	◆	
QUALIFICATIONS & EXPERIENCE			
3.	<ul style="list-style-type: none"> • Minimum of 3 years' working in facilities. 	◆	
4.	<ul style="list-style-type: none"> • Educated to GCSE Grade C or equivalent in English and Maths. 	◆	
5.	<ul style="list-style-type: none"> • Willingness to undertake ISOH training. 	◆	
6.	<ul style="list-style-type: none"> • Willingness to undertake 3 day first aid training. 	◆	
7.	<ul style="list-style-type: none"> • High level of competency in Microsoft Office. 	◆	
8.	<ul style="list-style-type: none"> • Working methodically with good attention to detail. 	◆	
9.	<ul style="list-style-type: none"> • Using excellent communication skills. 	◆	
10.	<ul style="list-style-type: none"> • Applying good organisation skills. 	◆	
11.	<ul style="list-style-type: none"> • Effective prioritisation of own work 	◆	
12.	<ul style="list-style-type: none"> • Presenting information in a clear and effective manner appropriate to the audience. 	◆	
13.	<ul style="list-style-type: none"> • Working within a team. Supporting others in the delivery of their own duties. 	◆	

SPECIAL KNOWLEDGE/SKILLS			
14.	<ul style="list-style-type: none"> • Knowledge of Facilities and Health and Safety procedures. 	◆	
15.	<ul style="list-style-type: none"> • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. 	◆	
16.	<ul style="list-style-type: none"> • Awareness of confidentiality requirements. 	◆	
PERSONAL QUALITIES AND ATTRIBUTES			
17.	<ul style="list-style-type: none"> • Customer focused - has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. 	◆	
18.	<ul style="list-style-type: none"> • Open, honest and an active listener. 	◆	
19.	<ul style="list-style-type: none"> • Takes responsibility and accountability. 	◆	
20.	<ul style="list-style-type: none"> • Committed to the needs of the pupils, parents and other stakeholders. 	◆	
21.	<ul style="list-style-type: none"> • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. 	◆	
22.	<ul style="list-style-type: none"> • Is adaptable to change/embraces and welcomes change. 	◆	
23.	<ul style="list-style-type: none"> • Ability to form good working relationships with colleagues. 	◆	
24.	<ul style="list-style-type: none"> • Empathy with the aims and ethos of the school. 	◆	
25.	<ul style="list-style-type: none"> • Seeking new opportunities and challenges, open to ideas and developing new skills. 	◆	
26.	<ul style="list-style-type: none"> • Able to work under pressure and meet short deadlines. 	◆	

PRACTICAL AND INTELLECTUAL SKILLS			
27.	<ul style="list-style-type: none"> • Very good ICT/keyboard skills. 	◆	
28.	<ul style="list-style-type: none"> • Has the ability to learn from experiences and challenges. 	◆	
29.	<ul style="list-style-type: none"> • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas. 	◆	
LEGAL REQUIREMENTS			
30.	<ul style="list-style-type: none"> • Enhanced DBS clearance 	◆	

Stour Vale Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will carry out pre-appointment checks including DBS and will disqualify any applicant where we consider the outcomes to be unsatisfactory. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.

We are equally committed to ensuring that no applicant will be disadvantaged or discriminated against because of their protected characteristics under the Equality Act 2010.



**STOUR VALE
ACADEMY
TRUST**

CONTACT US

For informal talks please contact:

Miss Jose Fitzmaurice
School Business Manager
Telephone: 0121 533 3750

Please visit our website: <http://www.oldburyacademy.org.uk>