



Stour Vale Academy Trust

# REDHILL SCHOOL



**CANDIDATE INFORMATION PACK**

**Casual Facilities Assistant**

# ABOUT OUR SCHOOL

## KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	70.7(FTE)
Date school established	1976
Budget	£8.4m
Pupil Premium	24%
% of students with SEN in the school	14%
% of students on free school meals	23%

## ACADEMIC ACHIEVEMENTS

GCSE Results 2024	<p>Attainment 8—Whole School 48.6</p> <p>Progress 8—Whole School 0.22</p> <p>Basics Standard (English and Maths 9-4) - Whole School 74%</p> <p>Basics Good (English and Maths 9-5) - Whole School 57%</p> <p>E Bacc (4+) - Whole School 50%</p> <p>E Bacc (5+) - Whole School 37%</p> <p>Data used from SISRA Analytics Collaborative Data 2024</p>
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# Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

## **About our School**

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you 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.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

## **Safeguarding**

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection Policy please follow this link:**

**<https://www.redhill.dudley.sch.uk/policies>**

## 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 infant 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.

## 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.

## 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.

## 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.

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.***

## **SPORTS CENTRE**

Following a successful bid to the Football Foundation, Redhill School has an excellent flood-lit rubber crumb pitch with new and recently refurbished changing facilities. We have thriving relationships with local community sports clubs with long-standing user agreements in place with established community partners and we are constantly looking to improve and develop such relationships.

Through the Football Foundation funded 3G Rubber Crumb facility, along with new changing rooms and a new Sports Classroom, we were able to develop numerous opportunities for our Community partners in the playing, officiating and coaching of football. Many football clubs train at Redhill, officiating courses occasionally take place and we have regularly hosted FA Coaching development courses—both FA Level 1 and FA Level 2, delivered through the Birmingham County FA. With the recent refurbishment of the pitch itself, we are now FA approved and users will be able to host home games at our venue at the weekends throughout the football season.

A current successful Inspired Facilities bid with Sport England for an upgrade of our Sports Hall will see our existing partnerships flourish with Volleyball, Cricket, Netball, Archery and Badminton clubs all benefitting from using a high class sporting facility by providing pathways for local people from grass-roots to National levels.

We continue to look for opportunities to develop all our sports facilities for our own and community use and we are also currently looking into the opportunity to improve and develop our tennis courts so that they become a major aspect of our hired facilities.

The Casual Facilities Assistant will be required to tend to our community users, manage bookings and payments as well as help the Sports & Community lettings Officer with the general running and maintenance of the centre. The ideal candidate would have good customer support skills, be friendly and approachable at all times, and be capable of working efficiently alone or as part of a team.

You will be required to work on an agreed and adaptable rota basis on some evenings and weekends during term time and during the day in school holidays, as they are a particularly busy time of year for us. This could include covering shifts occasionally during term time as required.

# JOB DESCRIPTION

**Job Title: Casual Facilities Assistant**  
**Contract: Casual**  
**Salary scale: £12.18 per hour**  
**Responsible to: Sports & Community Lettings Officer**

**We are looking for a Facilities Assistant on a casual basis to assist our Sports & Community Lettings Officer in providing sporting facilities and community lettings on evenings and weekends.**

## **Main Purpose of the Job:**

- The day to day operation of the Sports Centre and its facilities to ensure its effective use by the community in accordance with the development plan.

## **Main Duties and Responsibilities:**

- Opening and closing of the facility ensuring that all areas are safe and ready for use.
- Maintain and develop good working relationships with both internal and external customers including members of the public, clubs and contractors.
- To assist the Sports & Community Lettings Officer in programming of activities and the promotion of the facility.
- To assist the Sports & Community lettings Officer with ensuring that the facility and equipment is maintained and operated in accordance with specified procedures.
- To ensure all customers adhere to requirements set out in our letting policy.
- Manage bookings, handle cash payments and ensure receipts are recorded.
- Promote good health and safety at work practices.
- Ensure that all documentation relating to accidents and incidents are recorded.
- Administer First Aid as necessary and as appropriate to your qualification.
- Maintain security of the site by patrolling all public areas and by enforcing all the regulations with regard to the safe and correct use of the facility.
- To set out and return to store any equipment that maybe required observing at all times the correct procedure and techniques of moving such equipment and ensuring their safe and correct storage.
- To switch on/off the floodlights to the all weather pitch ensuring that it is in accordance with the planning approval requirements.
- Assist in the planned preventative maintenance programme and carry out programmed building checks.
- Undertake regular cleaning duties and maintenance schedules.
- Promote good safety practices inline with the schools COVID policy and perform regular cleaning of touchpoints in the sports centre.

## **Support for the School:**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

## **Special Conditions:**

- Physically be capable of performing the required duties.
- Must be able to work evenings and weekends.
- Be reasonably flexible and available to work with relatively short notice when required.



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, to be reviewed annually.

# PERSON SPECIFICATION

Criteria	Desirable	Essential
<b>Training and Qualifications</b>	<ul style="list-style-type: none"> <li>• Experience of leisure/sports centre operation</li> <li>• Community Sports Leader Aware or similar</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety requirements</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Customer service experience</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge of customer care.</li> </ul>
<b>Practical Skills</b>		<ul style="list-style-type: none"> <li>• Able to supervise customers and exercise the appropriate level of control</li> <li>• Able to communicate effectively with users and colleagues</li> <li>• Able to anticipate problems and prevent accidents</li> <li>• Able to intervene to prevent behaviour which is unsafe</li> <li>• Able to identify emergencies quickly and take appropriate action</li> <li>• Able to give immediate first aid.</li> </ul>
<b>Personal Qualities and Attributes</b>		<ul style="list-style-type: none"> <li>• Able to work unsupervised</li> <li>• Able to work in a busy environment</li> <li>• Able to work as part of a team</li> <li>• Able to communicate assertively but in a friendly and positive manner.</li> </ul>
<b>Age</b>		You need to be 18+ to apply for this role



**REDHILL SCHOOL**  
**Junction Road**  
**Stourbridge**  
**West Midlands**  
**DY8 1JX**

**01384 816355**

**[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

**[www.svat.org.uk](http://www.svat.org.uk)**

**For an informal discussion please contact:**  
**Mr Jack Bridgewater, Sports & Community Lettings Officer.**  
**([jbridgewater@redhill.dudley.sch.uk](mailto:jbridgewater@redhill.dudley.sch.uk))**

**Please send completed application forms to:**  
**Mrs J Endicott, Redhill School, Junction Road, Stourbridge, DY8 1JX**  
**or email to:**  
**[jobs@redhill.dudley.sch.uk](mailto:jobs@redhill.dudley.sch.uk)**  
**or apply via TES**

**CLOSING DATE: Monday 11 November 2024 (9am)**  
**INTERVIEWS: To be advised**

**Only successful candidates will be contacted.**

**Please contact the Headteacher's PA, Mrs Joanne Endicott, to arrange a visit to the school.**

**Either call 01384 816355 or email [info@redhill.dudley.sch.uk](mailto:info@redhill.dudley.sch.uk)**  
**(please include a contact number).**

**Please note only successful candidates will be contacted.**

**All candidates are subject to safer recruitment procedures.**

**NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.**