A white sign with black text and black text

Description automatically generatedA logo with a purple circle and white text

Description automatically generatedA group of children in school uniforms raising their hands

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# We STRIVE for excellence, step by step.

Applicant Brief

Facilities and Estates Officer

One Degree Academy

A person smiling with a zebra shirt

Description automatically generatedDear applicant,

# Welcome from Jo Addleton, Principal

Thank you for taking an interest in One Degree Academy. It’s an exciting time to join our school as we strive to offer unique opportunities and world-class aspirations.

One Degree Academy is an innovative school. We opened in September 2016 and were graded as outstanding in all areas by Ofsted in February 2019. A founding principle is the idea that tiny changes can have profound effects and that a committed focus on seemingly minor details leads to continuous and sustained improvement. In short, we know that any giant leap to success is preceded by lots of small steps. That is why we place a high value on teacher training and development. One Degree Academy is a great place to develop your career and become part of an inspiring team.

We aim for our academic achievements to be amongst the best in the country and for our young people to become successful employees, citizens, and family members. We are proud to have created an environment where our children are happy, inspired and eager to attend every day.

We also aim for our students and staff to strive constantly for excellence. In our small community, teachers ensure that each child is known and cared for. We firmly believe in scholarship and aim for every child, no matter their background, to be given the ambition and the practical tools to succeed academically and personally, giving them the basis from which any career or academic goal is achievable.

We work tirelessly to ensure that every parent is engaged in their child’s learning, that businesses and charities provide real-life experiences for our pupils, and that through our partnerships with top universities and world-class employers, our students are constantly offered opportunities to explore the range of future paths which lie before them.

Our aspirations for One Degree Academy are simple and ambitious: through our persistent focus on the actions necessary for great teaching and learning, every One Degree Academy student will develop the knowledge, character attributes and cultural capital to succeed at university, enjoy a productive career, and lead a great life.

A child smiling in a classroom

Description automatically generatedJo Addleton  
Principal

All candidates will have a commitment to upholding the One Degree Academy’s STRIVE values:

Scholarship: We focus relentlessly on academic achievement, great learning and continuous improvement to get results. We show a zest for new learning.

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# One Degree Academy Values

Scholarship: We focus relentlessly on academic achievement, great learning and continuous improvement to get results. We show a zest for new learning.

Team work: We work together to overcome difficulties. When one of us succeeds, we all do. We are kind and supportive to all our teammates.

Responsibility: We take ownership of our actions, caring for each other and for our environment. We look to ourselves to do what’s right or to find solutions. We do what needs to be done.

Integrity: We tell the truth even when it’s hard; we do the right thing; we make good choices; own mistakes; are honest and trustworthy.

Value: We are useful and kind. We embrace new opportunities to develop wisdom. We add value to our local communities.

Effort: We never give up on trying to improve - even when it’s hard. We know there are no shortcuts: achievement comes step-by-step.

Our strategic anchors: The ‘4 Cs’

Core Knowledge: we develop powerful knowledge which leads to academic success.

Character Attributes: we foster character strengths and attributes necessary for a great life.

A cartoon of animals and a fox

Description automatically generated with medium confidenceCultural Capital: we raise aspirations and aim to broaden horizons.

Care: we ensure that staff and child well-being underpins everything, through safe and effective processes.

How do we look after our staff?

# Working at One Degree Academy

We know that working in schools can be challenging. Looking after our staff means our children will get the support and help they need to succeed.

The most important way that we make sure that staff are happy is by ensuring ODA is a supportive environment that listens to staff and is committed to getting better.

Please also see information about how we Work Smart at ODA to reduce workload.

## A child playing in a colorful tunnel Description automatically generatedODA Perks

### Staff Development

* Week Bootcamp to induct new staff and set up for the year effectively
* Weekly CPD & Coaching
* Supportive Line Management Structure
* Collaborative Planning time
* 14 whole school staff inset days dedicated to incremental improvement, planning and data analysis
* Free admission to Research ED
* Senior Leaders have access to coaching externally

### Staff of ODA Children

* Free breakfast club
* Free after school wrap-around care
* 1 x free after school club

### Other

* Laptop/devices are lent to all staff who require them
* 10% off Pure Gym Membership
* 10% off car service and MOT at local garage
* Length of service rewards

### **Wellbeing**

* Clear whole school behaviour systems that are implemented by all
* Large teaching team to support the learning and behaviour of students more effectively
* Recognition - we take the time to give shoutouts and say thank you to colleagues
* Additional days of holiday to say thank you for volunteering to support students on events that are outside the usual school day e.g.residential trips, attending student performances etc
* No late-night parents evenings - we hold them during dedicated progress review days
* Termly ‘Golden Weeks’ where we celebrate staff well being
* A golden ticket, enabling staff to enjoy an afternoon off when needed
* A two week winter half term to enable staff to take holidays outside of normal term time and can rest and recharge from those longer darker evenings
* Free breakfast, lunch, tea and coffee
* Discounts on a new bike via the ‘Cycle to work’ scheme
* Free flu jab
* Free eye test
* Leaders given planning time to drive forward whole school initiatives

## Unique opportunity to join a new school in North London

# Join the One Degree Academy family

* Do you want to play a key role in the founding of an exciting, new, and innovative school?
* Do you want to move your career forward in an environment which nurtures talent and has scope for career progression?
* Do you want to be part of an exciting new venture that aims to transform the lives of children?

As a school, One Degree Academy has been given a rare opportunity to raise standards of education in North London. Our Primary school opened in September 2016; we now have Reception, KS1, Years 3, 4 and have been rated outstanding by OFSTED. We will move from our current site to a new temporary building at Chase Farm Hospital this year. We will then open a permanent building with state of the art facilities in September 2022 – come and help us grow!

We know that success and habits of excellence are achieved through perseverance and incremental improvement - ‘one degree’ at a time. This idea is at the heart of our school. Whether you are an experienced support and Estates Officer or someone seeking to enter this profession, you will play a key part in the academy’s development. As with our students, we want to grow and develop our team, ‘step by step’: all staff receive professional development inline with their role, with potential opportunities to progress as the school grows.

We are seeking to appoint an outstanding Facilities and Estates Officer to help develop our new school. We are looking for someone with a positive and professional attitude, who will thrive serving the needs of our visitors, staff, children and parents. This is an exciting and rare opportunity to help shape One Degree Academy from its beginnings, and to be part of something profound and special.

## Successful candidates will:

* Have an unfaltering commitment to serving the school, it’s pupils and staff
* Welcome feedback and be committed to the idea of continuous improvement and self-development
* Be committed to the One Degree Academy vision and values.

## In this role, you will have the opportunity:

* To join an engaged staff and organisation utterly committed to developing its staff through incremental improvement - step by step
* To play a key role developing our school, with the potential to progress as the school grows
* To be part of something profound and special

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| --- | --- |
| Title | Facilities and Estates Officer |
| Salary | 7 – S11 (27,352 – 29,457) + LGPS Pension. Starting salary point negotiable dependent on experience. |
| Reports to | Senior Membership Team |
| Start date | Required from August 2024 (Flexible start date considered)  Highly competitive salary |
| Working hours | 7:00am – 11:00am, 2:30pm – 6:30pm (Hours negotiable for an exceptional candidate) |
| Working pattern | 52 Weeks of the year, with flexibility during school holidays |

# Job Description: Facilities and Estates Officer Part 1

## We would consider 2-part time positions with the start and finish times as detailed above

## Specific duties:

**Security**

* Lock/unlock school and other areas
* Key Holder
* Operate and respond to alarm systems where appropriate
* Monitor fire safety equipment and carry out fire system tests
* Provide emergency access to the school site including out of hours for authorised personnel or appropriate emergency services
* Provide support for after school events and lettings outside of the school day

**Maintenance**

* To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the building is satisfactory
* Identify and undertake appropriate repairs and improvement work e.g. redecorating and fixing, minor plumbing, unblocking drains, erecting shelves, notice boards etc
* Undertake regular site inspections and identify and record repair and maintenance requirements
* Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises e.g. free of litter, weeds, surfaces are gritted/salted when required
* To contribute to the operation of a preventative planned maintenance programme and for the routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions

### **Cleaning**

# Job Description: Facilities and Estates Officer Part 2

* Ensuring that the school grounds, premises and furnishings are cleaned to a satisfactory standard in accordance with set requirements and methods
* Carrying out emergency cleaning measures as necessary, following storms, break-ins, vandalism, floods and any spillages including bodily spillages
* Carrying out regular maintenance cleaning of toilet areas throughout the day. Checking regularly that adequate supply of soap, toilet rolls, etc are available throughout the school replenishing these as necessary
* Ensuring that all hard covered areas and paths on the school site are free from litter, weeds and the excessive accumulation of dirt or leaves
* Moving dustbins for disposal of refuse, as appropriate disposing of refuse by proper means and cleaning dustbin areas
* Removing unsightly litter from grassed areas and shrub beds of the school, general gardening duties including planting seeds, digging flower beds, pruning, weeding, strimming and mowing
* Cleaning windows and glazed areas, both internally and externally, in accordance with the LEAs safety policy

### **Other**

* Undertake other various responsibilities as directed by the Principal
* Under take necessary training as required by the role
* Act as a fire marshall
* Carry out compliance duties as required by the site

### **Culture**

* Support the school’s values and ethos by contributing to the development and implementation of policies, practices and procedures
* Help to create a strong school community, characterized by consistent orderly behaviour and caring respectful relationships
* Help to develop a school culture and ethos that is utterly committed to achievement.
* Support and work in collaboration with colleagues and other professionals in and beyond the school

This document is considered to provide an outline of the areas that this role involves. This document does not preclude the post holder developing systems and structures not specifically mentioned but related to his/her broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken.

Requirements

# Person Specification: Facilities and Estates Office

D = Desirable

E = Essential

|  |  |
| --- | --- |
| Education |  |
| GCSE Maths and English (grade A\*- C) or equivalent level 2 / relevant experience | E |
| Right to work in the UK | E |
| Qualifications relevant to role e.g First Aid, Fire Marshall, PAT Testing | D |
| Experience and training |  |
| A basic knowledge of building maintenance in at least two of the following areas: plumbing, decorating, carpentry, basic electric’s (such as plugs, fuses & light bulbs). | E |
| Have good IT skills using Gmail, Word and Excel . Capable of learning the use of new software interfaces and dashboards for Facilities Management | E |
| Knowledge of Health & Safety regulations in schools including COSHH guidelines. | D |
| Behaviours and Attitudes |  |
| Strong interpersonal, written and oral communication skills | E |
| Takes personal responsibility for their own actions and prioritise own workload and that of others | E |
| Work collaboratively with colleagues and contractors to improve the school | E |
| Ability to work independently | E |
| Ability to enthuse and inspire others | E |
| Ability to thrive in a ‘no excuses’ culture | E |
| Commitment to the safeguarding and welfare of all pupils and awareness of health and safety. | E |
| Highly professional approach to work | E |
| A passionate desire to make a difference and to close the achievement gap | E |
| A flexible approach to working patterns and expectations, understanding the evolving nature of the role and school | E |
| A good sense of humour, energy and enthusiasm | E |
| Evidence of commitment to equality and diversity | E |

**To apply**

# Application process

* Download an application pack from onedegreeacademy.org/vacancies
* Completed applications should be e-mailed to: HR@onedegreeacademy.org
* Closing date: Wednesday 10th July 2024
* Early Applications and school visits are encouraged – We will process all applications on a rolling basis.

To arrange a visit or if you have any questions, please email Katie Palmer:  
HR@onedegreeacademy.org

**Encouraging Diversity**

ODA is committed to eliminating discrimination and encouraging diversity amongst our employees. We consider ourselves incredibly fortunate to be opening a school in London, one of the most diverse cities in the world. Our aim is that our workforce will be representative of all sections of society and each employee will feel respected and able to give their best.

Fairness in how we recruit and select our employees plays a significant part in creating an equal-opportunity environment. Our aim is that every internal and external applicant who applies for a position within the School is considered against criteria, which relates only to the requirements of the job. To that end, we are committed to providing equality and fairness for all.

Appointment is conditional upon receipt of references from appropriate referees, which, in the view of the Academy, are satisfactory.

**Safer Recruitment**

ODA is committed to safeguarding and promoting the welfare and safety of our children and young people in our schools. We expect all staff to share this commitment in line with “Keeping Children Safe in Education” (2020). The Academy will not unfairly discriminate against any applicant for employment on the basis of conviction or other details revealed. The Academy makes appointment decisions on the basis of merit and ability. If an applicant has a criminal record this will not automatically debar him/her from employment within the Academy. Instead, each case will be decided on its merits in accordance with the objective assessment criteria.

ODA requires all employees to undertake an Enhanced DBS check because of the nature of our work. Applicants are required, before the appointment, to disclose all previous convictions, cautions, reprimands or warnings (except those which are “protected” as defined in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013). A failure to disclose a previous conviction, caution, reprimand or warning may lead to an application being rejected or, if the failure is discovered after employment has started, may lead to termination of employment.

**A child with a purple nose

Description automatically generated**Further information can be found at www.gov.uk/government/organisations/disclosure-and-barring-service

Adnan Jaffery Academy Trust trading as One Degree Academy

Registered No. 09026334  
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www.onedegreeacademy.org