



# Facilities Assistant

Endeavour Academy, Headington, Oxford

## Recruitment Pack

# Recruitment Advertisement

## Facilities Assistant

**Job Title:** Facilities Assistant

**Salary:** £21,678.30 - £22,998.15

**Hours of work:** Full Time – 38 hours, all year round

**Closing Date:** 4<sup>th</sup> October 2024

**Start Date:** ASAP

**Reference No(s):** EA FA 0924

**Location:** Headington, Oxfordshire

**Interview Date:** TBC

### About Us

MacIntyre Academies Trust opened its first academy, in Headington, Oxford in September 2014. Endeavour Academy is a new and exciting Academy School for children and young people with autism and associated severe Learning Difficulties aged from 8 to 19 years old.

### The Role

We are currently recruiting for a Facilities Assistant/Handyperson to join this new and exciting Academy and Children's Home.

Reporting to the Facilities Manager you will be responsible for supporting in the upkeep of Endeavour Academy School and Children's Home (Endeavour House), with specific responsibilities for general maintenance, site security and cleaning.

You will need to have awareness of health and safety and cleanliness of workplace, handling and use of hazardous materials experience (COSHH), manual handling experience and experience of carrying out general unskilled maintenance.

Previous experience of working within a school and holding an Apprenticeship, NVQ or equivalent in cleaning or any other relevant trade would also be desirable.

### Benefits

In return, we can offer you:

- A competitive salary
- A local government pension scheme
- Family friendly policies
- Wellbeing, Bereavement and Menopause Policies
- An Employee Assistance Programme to support your health and wellbeing and access to various perks including discounts including Tesco, Cineworld, Go Ape and many more
- Annual flu jabs
- Cycle to work scheme
- Access to further professional development through the Trust's Leadership Programmes
- Training and Development
- Access to Blue Light Card which offers thousands of amazing discounts online and on the high street for emergency and social care staff
- Driving training MPV minibus Awareness Course
- Death in Service
- Enhanced DBS Certificate (paid for by MacIntyre Academies)

We also have an active employee engagement programme which includes termly 'You Are Awesome' awards, an annual Big Thank You Day and a Trust Wide Annual Conference.

## Safeguarding

MacIntyre Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All positions will require an enhanced Disclosure and Barring Service check and registration with the DBS Update Service together with all other relevant recruitment checks including obtaining references. This post includes engaging in regulated activity relevant to children and is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Further information about filtering offences can be found in the DBS filtering guide: DBS filtering guide - GOV.UK ([www.gov.uk](http://www.gov.uk)) It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Referees will be asked to assess suitability of candidates to work with vulnerable adults, children or young people and will be verbally verified. Individual Safeguarding Policies for our Academies can be found on our website under 'Essential Information' and candidates will be asked about this as part of the recruitment process.

In line with the update to KSCIE 2023 MacIntyre Academies will carry out an online search of the candidate once the shortlisting process has been completed as part of their due diligence. This may involve a google search of the candidate's name, looking at the top three search results over the past three years. If any incidents or issues are identified that are publicly available online this will be explored with the candidate at interview stage.

\*Salaries are based on Full-Time-Equivalent and are pro-rata for part time roles. Salaries are dependent on experience with option of additional hours through the extended school provision.

# Letter from the Principal

We would like to extend a warm welcome to you at Endeavour Academy. Our school and residential provision offers a nurturing environment for children and young people with autism and severe learning disabilities aged 8 – 19.

This much needed autism-specific setting has been developed by MacIntyre Academies Trust and Oxfordshire County Council working in partnership to meet the needs of students and their families. Endeavour Academy offers a combination of specialist day school, extended day activities, short breaks and residential care all on the same site.

Our aim is to provide our children and young people with an environment in which they can feel safe and happy and are supported to develop the skills they need to learn effectively, understand their autism and make a positive and successful transition into adult life.

The specialist holistic personalised and integrated curriculum is adapted to offer opportunities to motivate each young person, utilising individual strengths, skills and interests to promote learning that will impact upon every area of development. We strive to acknowledge and recognise all aspects of progress and achievement across the School and this includes

- Personal, Independence and Daily Living Skills
- Social and Emotional Skills
- Communication Skills
- Using our senses
- Cognitive and thinking skills
- Physical Skills – Sport and leisure
- Our world, the world around us – being a part of our community
- Creative and performing Arts
- Preparing for adulthood and work-related learning
- As well as the Academic core for those learners for whom this is appropriate (Maths, English, Science)

Our [curriculum](#) ensures that all students receive a highly personalised, relevant education. For those students who also live at the school for up to 52 weeks a year, we offer a waking day curriculum, which focuses on informal learning opportunities, cultural, social and emotional development as well as providing opportunities to meet the sensory needs of each young person. Communication and sensory integration is embedded throughout all that we offer to our young people in every context.

Our outstanding specialist staff team undergo a thorough induction and have the opportunity to access continuing and specialist training opportunities. The team ensure that each student is presented with learning that is motivating and reinforcing. They strive to provide an environment that flexibly and creatively responsive to individual needs.

In all that we do, we continue to work closely with our families and carers, as well as all the professionals who may be involved in the life of the young person, to ensure that, they too, feel supported, are reassured that their child is safe, happy, supported to learn, respected and celebrated.

Endeavour continues to create a happy and nurturing environment with an ethos of warmth and understanding. We are privileged to have a staff team who really understand the needs of children with autism and how they can support them towards the best possible outcomes.

If you would like to know more about Endeavour Academy, are interested in working for us or would like to find out more about how we can support you, please do not hesitate to get in touch with our office.

Mark Shears  
Principal

## Information for Candidates

MacIntyre Academies Trust opened its first academy, in Headington, Oxford in September 2014. Endeavour Academy is a new and exciting Academy School for children and young people with autism and associated severe Learning Disabilities aged from 8 to 19 years old.

MacIntyre, is a national charity founded in 1966 by the parents of a disabled child, is delighted to have been chosen as the sponsor for this new Academy. With over 40 years of experience in providing specialist provision for over 1,000 children and adults with learning difficulties and autism across the UK, MacIntyre has developed a strong reputation both nationally and locally in Oxfordshire, as a high quality, person centered organisation.

Currently, in Oxfordshire, a significant number of children and young people with autism are placed in out of county residential placements. Many parents and carers have told us that they would prefer their child to be as close to home as possible. We also understand that there is a gap in specialist provision in Oxfordshire and the prevalence/diagnosis of autism is increasing. The trustees of MacIntyre (many of whom are family members of people with disabilities) have created the independent MacIntyre Academies Trust and this trust runs the residential special school academy, Endeavour. It is exciting, as young people are able to remain close to their families and friends, but also MacIntyre uses its wider expertise to develop a more integrated approach to delivering our support to all local children and their families.

The school building and Childrens Home, Short Breaks and After School Club are located in Headington, Barton and has capacity for 25 students and the availability of 12 placements within Endeavour House. The Academy provides some 52-week placements and the opportunity for day placements and some shorter stays (e.g., weekly, weekend, term- time boarding or holiday periods).

As a priority, the Academy welcomes children and young people from Oxfordshire who have a statement of special educational needs that details the provision required to help the child to overcome the barriers to learning caused by their autism. Referrals are through the local authorities who have named the school in individual children's statements.

## Pre-interview checks /references

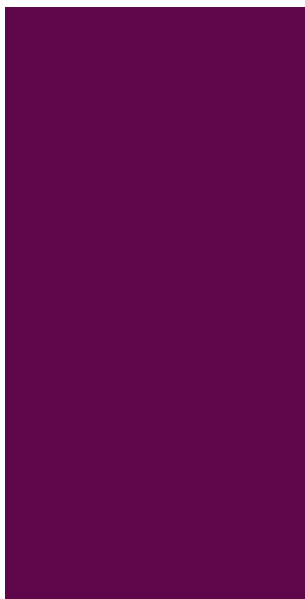
Details of two referees must be provided on the application form including full postal address and an email address. Referees must know you in a professional capacity and should be well placed to comment on your suitability for the position for which you are applying. One should be your current or most recent employer. References will be obtained if you are shortlisted for interview for consideration during the selection process unless you specifically state you do not wish this procedure to be adopted. We also reserve the right to approach any previous employer listed on your application form. We will ask previous employers to provide information on your suitability to work with children and any disciplinary offences, allegations and investigations, including expired offenses.

Please note that the school will conduct a social media check on applicants invited for interview in line with Keeping Children Safe in Education (2023).

## Interviews

If your application is successful, full details of all the selection activities will be provided in the letter inviting you to interview.

The Asylum & Immigration Act 1996 and the immigration (Restrictions on Employment) Order 2004 require employers to establish that an individual is entitled to work in the UK prior to that person commencing employment. This entitlement must be evidenced at the interview stage and a copy will be retained once a formal offer has been made and accepted. You will be therefore asked to bring documentary evidence of your identity to the interview as evidence of your right to work in the UK such as passport, national insurance card or work permit. If applying for a teaching post, original documents confirming your educational / professional qualifications will also be required.





## Our Vision and Ethos

We believe all young people, regardless of disability, deserve the best education possible. We want our students to be ambitious for themselves and we need to be ambitious on their behalf. Therefore, our aim is to deliver an 'outstanding' school with outstanding outcomes. A school which is truly family centered with education individualized to each child/young person. Endeavour Academy provides a healthy, safe and enjoyable environment, with excellent teaching and learning with a focus on high quality personalized education and support. It will evolve according to local needs. Parents/carers are encouraged to be fully involved and connected from the outset.

This project, which was run in close partnership with Oxfordshire County Council, was particularly exciting to MacIntyre and its Academies Trust as we have for many years been successfully providing innovative and person-centered services to local children/young people and their families. Many of these children and families struggle to access facilities and services successfully due to their complex autism, and MacIntyre has established an excellent reputation locally.

By understanding and responding to the current and future requirements of local young people, Endeavour Academy will be a centre of excellence within Oxfordshire, with a national reputation.

With a curriculum that focuses on developing life skills and on the achievement of each child's full potential, Endeavour Academy offers flexible arrangements that meet the needs of individual children and families. Key to the academy's success is the recruitment and development of a highly skilled, flexible workforce that delivers outstanding education and support, and benefits from MacIntyre Academies Trust's in-depth understanding and experience of how to design bespoke education solutions to children who requires specialist support strategies to achieve excellent outcomes.

We have a holistic approach to supporting behavior that empowers the child or young person to engage in education.

To achieve this vision, partnership working is crucial. MacIntyre Academies Trust works alongside Oxfordshire County Council, staff and stakeholders to ensure that Endeavour Academy is successful in delivering their strategic aims.



# Facilities Assistant

## Job Description

### Reporting to

Facilities Manager

### Purpose:

To support the Facilities Manager in the upkeep of the Endeavour Academy and Children's Home, with specific responsibilities for general maintenance, site security and cleaning.

### Key Responsibilities:

- Maintain the School, House and its grounds to a high standard of presentation
- Daily facilities check to include Health & Safety checks, reporting the findings to Facilities Manager. Checks include, but not limited to, Water Purge, Temperature checks and standard visual checks.
- To identify and undertake general maintenance tasks on a daily basis
- Escort contractors around the premises when required
- Assist with daily transport protocol.
- Receiving and controlling the daily taxis collecting and delivering children.
- Cleaning of specialist areas on an ad hoc and scheduled timescale, such as Sensory Room(s), Ball pit(s)
- Deliver and collect, both within the Academy and from outside suppliers, equipment and supplies and distributing accordingly, adhering to Manual Handling policy
- Maintain orderly and stocked storage cupboards
- Weekly Vehicles checks
- Set up areas for large meetings, assemblies and training as and when required
- Operate and maintain our facilities log and checks with our dedicated software
- To maintain Health and Safety precautions in all working areas and to comply with good practice, policies and procedures, as laid down in the School's Health and Safety policy, with particular regards to COSH, Risk Assessments, Electricity at Work, Safe Systems at Work, Manual Handling, safe use of Hazardous substances, etc.
- To maintain good relationships with all other members of staff.
- To attend training as appropriate and to keep all necessary skills up to date.
- To assist at special functions, which may be out of normal working hours.
- To strictly adhere to the School's Safeguarding Policies and Procedures.



# Facilities Assistant Person Specification

	<u>ESSENTIAL</u>	<u>DESIRABLE</u>
<p>Knowledge Experience Qualification</p>	<ul style="list-style-type: none"> <li>• Awareness of health and safety and cleanliness of workplace.</li> <li>• Handling and use of Hazardous Materials experience (COSHH)</li> <li>• Manual Handling Experience.</li> <li>• Cleaning experience.</li> <li>• Experience of carrying out general unskilled maintenance.</li> <li>• Demonstrative Written and verbal communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>• To hold an Apprenticeship NVQ or equivalent in cleaning</li> <li>• Previous experience of working within a school.</li> </ul>
<p>Personal attributes and skills</p>	<ul style="list-style-type: none"> <li>• Ability to prioritise tasks</li> <li>• Able to lone work</li> <li>• Able to work to deadlines and on own initiative</li> <li>• Self-motivated</li> <li>• Flexible</li> <li>• Committed to high standards</li> <li>• Sensitive to the needs of children and young people with learning disabilities and an attitude towards others based on respect, dignity and equality</li> <li>• Hold a full clean manual driving licence for a minimum of 1 year</li> <li>• Ability to get on with others and work in close proximity of young people with special needs</li> </ul>	

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MacIntyre Academies is an equal opportunities employer. Our policy on the Recruitment of Ex-Offenders is available to applicants on request and is also available on our website under 'Work for Us.'



**MacIntyre Academies Trust**

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