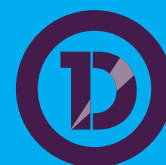




Applicant Brief
Facilities & Estates Officer
One Degree Academy

We STRIVE for excellence,
step by step.



ONE DEGREE
ACADEMY

Dear applicant,

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 2018 and again in December 2024. 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 training and development and giving each other precise feedback. One Degree Academy is a great place to start or 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 students to become successful employees, citizens, and family members. We are proud to have created an environment where our students 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, adults ensure that each student is known and cared for. We firmly believe in scholarship and aim for every student, 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 students, 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 fruitful career, and lead a great life.

Jo 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.

Teamwork: 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 and we do the right thing. We make good choices, own mistakes and 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.

Cultural Capital: We raise aspirations and aim to broaden horizons.

Care: We ensure that staff and child wellbeing underpins everything through safe and effective processes.



How do we look after our staff?

We know that working in schools can be challenging. Looking after our staff means our students 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.

We work smart at ODA and have robust systems and processes that reduce workload and allow us to focus on important tasks.

ODA Perks

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 shout-outs 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 wellbeing
- 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 so they 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
- Leadership planning time to drive forward whole school initiatives

Staff Development

- Week-long Bootcamp to induct new staff and set up for the year ahead 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
- External coaching for Senior Leaders

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



Salary:	Salary: S10-S14 £31,103 - £35,242 + LGPS Pension. Subject to annual pay review
Start Date:	ASAP / Interview Date (Anticipated): 7 October 2026
Reports to:	Principal
Working hours:	40hrs per week (Site Open Monday – Friday, 7:00-18:10 - Hours negotiable)
Working pattern:	52 Weeks

Unique opportunity to join a new school in North London

- ♦ Are you passionate that all children get the best start in life?
- ♦ Do you want to play a key role in the development of an exciting and innovative school?
- ♦ Do you want to move your career forward in an environment that nurtures talent and has scope for career progression?

One Degree Academy has been given a rare opportunity to raise standards of education in North London. Our school is consistently in the top 2% of over 16,300 primary schools nationally.

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 experienced working in schools 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 in line with their role, with potential opportunities to progress as the school grows.

We are seeking to appoint an outstanding Facilities & Estates Officer to help develop our school. We are looking for someone with a positive and professional attitude, who will thrive serving the needs of our school community. This is an exciting and rare opportunity to help grow One Degree Academy and to be part of something profound and special.

Successful candidates will have an opportunity to:

- ♦ Have an unfaltering commitment to serving the Academy, its students 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 team and organisation utterly committed to developing its staff through incremental improvement, step-by-step
- ♦ Play a key role developing our school, with the potential to progress as we grow
- ♦ To be part of something profound and special

Successful candidates will:

- ♦ Have an unfaltering belief in the ability of all children to achieve through great teaching and a culture of high expectations
- ♦ Welcome feedback and be committed to the idea of continuous improvement and self-development
- ♦ Have the skills and dedication to have a positive impact on the lives of our students and on the school community

The role:

- To ensure the academy site is safe, secure, well-maintained, clean and welcoming for students, staff, visitors and the wider academy community
- To maintain high standards across the buildings, grounds, facilities and site infrastructure, responding effectively to operational requirements and contributing to the continuous improvement of the academy

Specific duties:

Site Management and Maintenance

- Undertake regular inspections of the academy buildings, grounds, fixtures, fittings and facilities, identifying, recording and responding appropriately to maintenance, repair and improvement requirements
- Carry out a range of routine and minor maintenance tasks, including repairs, decorating, basic plumbing, furniture and fittings, shelving, signage and general site improvements
- Ensure that the academy site is maintained to a consistently high standard, addressing issues promptly and taking appropriate action to prevent deterioration
- Contribute to and support the academy's planned and preventative maintenance programme, ensuring routine checks, inspections and maintenance activities are completed effectively
- Liaise with contractors, suppliers and external agencies as required, ensuring that work is undertaken safely, efficiently and to the required standard
- Support the effective management and use of the academy's buildings, grounds, equipment and facilities, identifying opportunities to improve the site and its environment

Security, Safeguarding and Health & Safety

- Ensure the security of the academy site through effective opening and closing procedures, management of keys and access arrangements, and appropriate use of alarm systems
- Support the academy in maintaining high standards of safeguarding, health and safety and site security, reporting and responding appropriately to any concerns or hazards
- Monitor fire safety arrangements and undertake routine checks and testing of relevant systems and equipment in accordance with academy procedures
- Provide appropriate emergency access to the academy site for authorised personnel and emergency services, including outside normal academy hours when required
- Support emergency procedures, including evacuation and lockdown arrangements, and undertake relevant training as required
- Maintain appropriate records of site inspections, checks, incidents, maintenance and compliance activities, with an appropriate level of discretion

Cleaning, Presentation and Grounds

- Ensure that the academy buildings, grounds, toilets, communal areas and furnishings are maintained to a consistently high standard of cleanliness, hygiene and presentation
- Monitor cleaning standards and take appropriate action to ensure that agreed standards and procedures are consistently achieved and maintained
- Respond promptly to emergency cleaning requirements, including spillages, vandalism, flooding, adverse weather and other incidents affecting the site
- Ensure that appropriate supplies and resources are available across the academy, including hygiene, cleaning and site-related consumables, replenishing stocks as required
- Maintain the external environment to a high standard, including paths, hard-standing areas, grassed areas, planted areas and general grounds maintenance
- Ensure that waste and refuse are managed appropriately and that the site is kept free from litter, hazards and unnecessary accumulation of materials

Events and Operational Support

- Support the effective operation of the academy site for events, meetings, lettings and activities taking place outside of the normal school day
- Assist with the preparation, set-up and clearance of rooms, facilities and external areas as required, ensuring they are safe, clean and fit for purpose
- Provide a responsive and professional facilities service to staff, students, visitors, contractors and external agencies
- Work cooperatively with colleagues across the academy and contribute to a positive, safe and well-maintained environment for all users of the site
- Follow standard operating procedures and academy policies to ensure that facilities, maintenance, security and health and safety processes are managed effectively
- Undertake such training as is necessary to operate academy systems effectively and maintain the required standards of compliance, safety and professional practice
- Work cooperatively and support the academy's self-improvement procedures, identifying areas where the site, facilities and working practices can be improved
- Commit to your own continued professional development and undertake any other duties within the scope and purpose of this post as directed by the line manager

Other

- Undertake other various responsibilities as as directed by the Principal
- Support the academy's values and ethos

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.

Qualifications and Experience

- E** - GCSE English & Maths at grade C/4 or above, or equivalent Level 2 qual./relevant experience
- E** - Right to work in the UK
- D** - Relevant qualifications or training such as First Aid, Fire Marshal, PAT Testing or other facilities-related training
- E** - Experience of working in a facilities, maintenance, caretaking, estates or similar operational environment
- E** - Practical experience of building maintenance in at least two relevant areas, such as plumbing, decorating, carpentry, basic electrics or general repairs
- E** - Experience of carrying out site inspections, identifying maintenance requirements and taking appropriate action to resolve issues
- D** - Experience of working with contractors, suppliers or external agencies and ensuring work is completed safely and to the required standard

Knowledge and Skills

- E** - Good working knowledge of health and safety requirements, including COSHH and safe working practices within a school or similar environment
- E** - Good IT skills, including the use of email, Word and Excel, with the ability to learn and use new facilities management systems, software and digital dashboards
- E** - Ability to identify problems, assess priorities and take appropriate action to maintain a safe, secure and well-functioning site
- E** - Ability to undertake practical maintenance and repair work safely and to a high standard, within the scope of their knowledge and competence
- E** - Ability to maintain accurate records of inspections, maintenance, incidents, checks and compliance activities
- E** - Good written and verbal communication skills, with the ability to communicate effectively with staff, contractors, visitors and other stakeholders

(cont'd on next page)

Behaviours and Attitudes

E - Takes personal responsibility for maintaining high standards across the academy site and follows through on actions until they are resolved

E - Proactive approach to identifying issues, preventing problems and improving the condition, safety and presentation of the academy environment

E - Works collaboratively and professionally with colleagues, contractors and external agencies to achieve high standards

E - Ability to work independently, use initiative and make appropriate decisions within the responsibilities of the role

E - Demonstrates a calm, practical and solution-focused approach when responding to unexpected situations, emergencies and competing priorities

E - Maintains a highly professional approach to work and demonstrates reliability, integrity and discretion at all times

E - Demonstrates a strong commitment to safeguarding, health and safety and the welfare of pupils, staff and visitors

E - Has high expectations of themselves and others and is committed to maintaining a safe, clean, secure and welcoming environment

E - Demonstrates energy, enthusiasm and a positive attitude, with a willingness to take on new challenges and contribute to the wider life of the academy

E - Flexible and adaptable approach to working patterns and responsibilities, recognising the changing needs of the academy

E - Demonstrates commitment to equality, diversity and inclusion and treats all members of the academy community with dignity and respect

D - Good sense of humour and the ability to build positive working relationships with colleagues and the wider academy community

To apply

- Download an application pack from: <https://www.onedegreeacademy.org/join-us/vacancies>
- Completed applications should be e-mailed to: HR@onedegreeacademy.org
- Closing date: Sunday 4th October 2026; Anticipated interview date: 7th October 2026
- Early Applications and academy visits are encouraged. We will process all applications on a rolling basis.
- To arrange a visit or if you have any questions, please email: [HR@ onedegreeacademy.org](mailto: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 opportunities 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.

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

