

Facilities Manager

Thistley Hough Academy

Autumn 2024



THISTLEY
HOUGH
ACADEMY
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Facilities Manager at Thistley Hough Academy.

Thistley Hough Academy is a modern school with drive and motivation to provide the best outcomes for the students and community. Ofsted continued to rate us as 'good' in May 2022.

Thistley Hough Academy joined the Creative Education Trust in September 2013 and has been on a journey to now become one of Stoke-on-Trent's most improved schools.

As our Academy sponsor, the Creative Education Trust is focused on the quality of the educational experience it provides for students. At Thistley Hough Academy we pride ourselves on delivering an ambitious, broad and balanced curriculum, enabling every student to be successful, responsible, resilient, confident and skilled young people. We are passionate about enriching the lives of our students, which is not just academic, but social and emotional. We aim for our students to leave Thistley Hough Academy as highly positive and active members of the community.

Our highly qualified teachers and effective support staff are committed to ensuring that our students achieve excellence and develop to be leaders both now and in the future. We always aim for disruption free learning, allowing our teachers to do what they do best.

"Ofsted rated us as 'good' in May 2022" We have a happy and safe school, where we are multi-cultural, something that we celebrate and encourage. We are a true reflection of the local Stoke-on-Trent demographics.

Our vibrant, energetic school can be sampled on our website. We are keen to develop our community links further and encourage prospective candidates to arrange a visit. We look forward to the chance to meet you and showing you what we have to offer.

I look forward to receiving your application.

Yours sincerely,

Noel Kennedy
Principal

“We believe every student is entitled to outstanding educational provision”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare students for their transition to adult life and employment.



Our Mission

To give every child in our schools the best possible start in life through excellent education and wide-ranging co-curricular opportunities

Our Vision

To send out into the world educated, creative, confident and responsible young people, who can succeed in their ambitions and make their communities better places

Our Values

Ambition

We are ambitious in everything because only the best will do

Excellence

We do not stop at 'good enough'

Creativity

We connect our knowledge in innovative ways

Resilience

When the going gets hard, we up our game and reach our goal

Inclusion

Every child and every colleague matters – we will work for and with them all

Respect

We value the ideas of others and make sure all voices are heard

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ABOUT THISTLEY HOUGH ACADEMY



Thistley Hough Academy is a mixed school catering for students aged 11-16 located in the village of Penkhull, Stoke-on-Tren.

The Academy joined the Creative Education Trust in September 2013 and is now one of Stoke-on-Trent's most improved schools and is graded as Ofsted 'good'.

With strong pastoral support for both staff and students, coupled with a broad range of co-curricular activities, Thistley Hough Academy offers a supportive learning community where you can reach your full potential.



MORE ABOUT THISTLEY HOUGH ACADEMY:

- £15m state-of-the-art building and facilities;
- Rated 'Good' by Ofsted with 'outstanding features';
- Winner of the Happiest School Award 2018;
- TES Community and Collaboration Award 2018 – shortlisted;
- Hall complete with tiered seating;
- Dedicated staff CPD programme & wellbeing group;
- Training and mentoring opportunities through the Creative Education Trust



‘Leaders are ambitious for every pupil. They have developed a broad, balanced curriculum to support this ambition in conjunction with trust leaders. ‘

Ofsted, May 2022

To see full details of the school performance data please visit:
<https://www.compare-school-performance.service.gov.uk/school/139068/thistley-hough-academy>

SUPPORT FOR OUR STAFF

Our staff are dynamic individuals who believe passionately in making a difference to every student, and we are committed to providing them with the highest quality support and opportunities to increase their skills and progress.

Personal and professional development is supported through our **'Growing Our Own'** model of bespoke continuous professional development which enables professional learning pathways for individuals, departments and groups of staff.

OUR 'GROWING OUR OWN' MODEL

- Coaching entitlement at all career levels including mindfulness coaching.
- Undertake externally recognised accredited training e.g. for aspiring middle and senior leaders NPQML, NPQSL etc.
- Leadership secondment opportunities.
- Subject specific development - exam specification training, teacher subject specialist training etc.
- Access to cross-trust learning support - focus groups, year-specific forums
- Weekly professional development entitlement.

STAFF WELLBEING AND WORK LIFE BALANCE

Staff well-being and work/life balance are central to the success of our academy. We openly consult with staff over changes which impact on their working day, and actively encourage participation in our staff wellbeing group.

You will find an academy that:

- Provides strong and effective leadership at all levels.
- Fosters and develops a strong team ethos among all its staff.
- Is highly supportive and values and develops people.
- Is forward thinking and outwardly facing.
- Is committed to developing staff and student leadership skills.
- Encourages wider participation in local and national agendas.
- Offers an exceptionally supportive Academy Council and local community.
- A staff wellbeing group to ensure their views are represented at senior leadership team meetings.



You can find out more at:

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FACILITIES MANAGER

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

THISTLEY HOUGH ACADEMY, STOKE-ON-TRENT

SALARY

Up to £40,000 per annum (52 weeks per year).

PURPOSE AND SCOPE

Deliver a practical, reliable, and efficient caretaking and maintenance service across the whole site and grounds. Provide a safe and secure environment that underpins high quality education for all. Plan and prioritise own work without direct supervision.

REPORTING LINES

Principal / Regional Facilities Manager

FACILITIES MANAGEMENT

- Line manage/co-ordinate site staff to ensure:
 - Adequate cover for holiday periods
 - Adequate cover for outside normal school hours
 - Cover is provided for emergency call-out.
- Contribute to the annual planning and policy in relation to the school facilities.
- Monitor and record readings as appropriate for essential services, e.g. gas, oil, water, electricity.
- Assist and advise senior staff on matters relating to energy and conservation.
- Ensure that policies relating to the minibus are adhered to and that users of the bus are licensed to do so. Ensure the minibus is insured, always serviced and road worthy.

SECURITY, SAFETY, MAINTENANCE & CLEANING

- Manage all aspects of Health & Safety, ensuring that the school is fully compliant in the areas of water and fire safety, asbestos management and accident reporting.
- Manage contractors on site, ensuring that safeguards are in place before work begins and that contractor's activities pose minimal risk to the Health & Safety of all stakeholders at the School.

- Manage all vehicle movement on site to minimise the risk of injury to students and staff.
- Ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the designated member of the Senior Leadership Team.
- Responsible for maintaining the security of the premises and its contents, including monitoring the school's CCTV system.
- Clean light fittings, replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- Remedial action after break-ins, for example boarding up broken windows, reglazing small or large internal windows.
- Undertake risk assessments and COSHH procedures as appropriate.
- Assist with fire evacuation procedures and ensure that the fire alarm system and on-site appliances are fully operational.

MAINTENANCE & REPAIR

- Painting and Decorating
 - Temporary making good of colour wash e.g. when cabinets are moved, and the blotting out of graffiti.
 - Making good paint work, e.g. touching up scratch damage.
 - To undertake repairs, projects and redecoration tasks as appropriate.
- Joinery
 - First line maintenance of fixtures and fittings. Minor repairs as a temporary measure after break-ins, vandalism etc.
 - Minor repairs to fixtures and fittings such as replacing locks.
 - Minor repairs to furniture, replacing door and window catches.
 - Minor improvements such as the erection of small or large shelves, display and notice boards.
 - Advice, and/or undertake, where appropriate renovation projects.
- Plumbing
 - Unblocking sinks, traps and waste pipes. Adjustment and re-washing of taps. Stopping leaks.
 - Liaison with contractors in relations to larger building maintenance projects.

You can find out more at:

www.creativeeducationtrust.org.uk

RESOURCES

- Undertake portorage tasks as required including setting up and clearing away furniture.
- Control the provision of toiletry items including requisition, storage and distribution of such items.
- Monitor stock levels of consumable items as such as grit toiletries, light bulbs/tubes and cleaning materials for which the college is responsible and arrange to replenish supplies in accordance with current procedures.
- Maintain appropriate records including intruder alarm logbook and fire alarm book. To test alarm systems weekly and lighting when appropriate.
- Report emergencies in the case of faults with gas, electric, and water supply to the designated/appropriate member of the Senior Leadership Team.

SUPPORT TO THE SCHOOL

- Promote and safeguard the welfare and young persons you come in contact with.
- Beware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure a successful exit from the PFI contract ending in October 2025.

The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions are specified by technical consultants, contractors and manufactures are adhered to.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Principal.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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PERSON SPECIFICATION	ESSENTIAL
QUALIFICATIONS	<ul style="list-style-type: none"> • Awareness of COSHH regulations. • IOSH and Health & Safety Training • Full driving license held for at least 5 years.
EXPERIENCE	<ul style="list-style-type: none"> • Knowledge of Health & Safety regulation including good practice in relation to maintenance, caretaking and security. • Awareness and understanding of working in a school environment. • Experience of Security and safety, including the use of intruder and fire alarm systems. • Previous experience in a similar role. • Experience of working at senior level in site management/security. • Line Management experience.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Good Organisational skills. • Ability to meet deadlines to the required quality standards. • The ability to use and manoeuvre relevant equipment. • Knowledge of building repair and refurbishment practices. • Knowledge of building management systems • Core trade skills i.e. carpentry, painting, plumbing or electrics.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Leads by example with high professional standards. • Resilient, energetic, and enthusiastic. • The ability to multitask and delegate. • Will play a full and active role in the wider development of the School. • Effective and systematic behaviour management, with clear boundaries, sanctions, praise, and rewards. • Good communication, planning and organisational skills. • Vision aligned with Creative Education Trust's high aspirations and high expectations of self and others. • Builds personal relationships with stakeholders, through regular contact and consultation. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision.
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> • A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity.
SAFEGUARDING	<ul style="list-style-type: none"> • A thorough understanding of up-to-date safeguarding requirements and best practice. • Candidates must be able to undergo successful checks in line with standards for 'safeguarding children and safer recruitment in education'. Appropriate and relevant references will be checked. • Candidates must demonstrate an understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young people.
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils.

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