

# MURRAY PARK SCHOOL

Ofsted

Good  
Provider

## APPLICANT INFORMATION PACK

### MATERNITY COVER – ASSISTANT FACILITIES & LETTINGS MANAGER

APPLICATION DEADLINE: 9AM, 3<sup>RD</sup> MARCH 2023

INTERVIEW DATE: W/C TBA

START DATE: AS SOON AS POSSIBLE (SUBJECT  
TO SATISFACTORY ENHANCED DBS  
CLEARANCE & REFERENCES)

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)

# OUR HEAD TEACHER



MRS N. CALEY

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.



“Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values and a common goal of not only celebrating our students’ diversity but championing them to achieve their dreams.” (Flavia Kupferberg - Teacher)





# AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

*“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)*



# SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1111 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



## APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

*Please email your completed application form and letter of application to [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk) or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.*

*"The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you." (Mr Gregory - AHT KS4 Achievement)*



Our school was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	"Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge." "Leaders have planned assessments to check pupils' understanding."
Behaviour and Attitudes	"Pupils are happy and safe at Murray Park. They know teachers care about them." "Leaders have ensured that classrooms are places where pupils can learn."
Personal Development	"The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery." "Leaders ensure that all pupils have opportunities to gain different cultural experiences."
Leadership and Management	"Leaders have prioritised reading." "Leaders have created a culture of safeguarding."

## SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

### Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:  
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

"Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way" (Miss Bunting - Science)



# STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. See below for 10 things we do for staff-wellbeing:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

## DEPARTMENT INFORMATION

We are a busy school 50 weeks of the year with an experienced, dedicated and energetic site team providing efficient and effective caretaking and cleaning support to the school. We are looking for someone to join us that share's our excellent working ethos whilst supporting each other personally and who enjoys friendly working relationships. The Caretaking role is a busy and interesting one, every day can be different with carrying out maintenance, portering, gardening, cleaning and security tasks; along with supporting our growing external lettings & facility bookings.

Alison Baker, Facilities Manager. [alison.baker@murraypark.derby.sch.uk](mailto:alison.baker@murraypark.derby.sch.uk)

“ Murray Park School is at the centre of the community and our students and this is their oasis” (Mrs Drew - AP Lead)



# JOB ADVERT

## Maternity Cover - Assistant Facilities & Letting Manager

**Salary:** NJC19-21 £27,852 - £28,900

**Responsible to:** Facilities Manager

**Frame Work:** To work within the framework of the NJC pay and conditions (holiday entitlement 22 days plus 8 statutory days holiday, 2 extra statutory days holiday and 2 concessionary days), current legislation and the policies of the school.

Supporting the Facilities Manager in providing effective site maintenance and Health & Safety processes whilst ensuring the security and appearance of the buildings and surrounding areas are maintained in accordance with the required standards and to ensure the efficient and effective co-ordination of school's lettings.

Murray Park School is a rewarding and professionally stimulating place to work. Over the last 3 years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a Progress 8 improvement from 0.64 in 2019 to 0 in 2022, as well as now being over-subscribed. Never complacent, we are now on our next stage of development and seek high-quality staff to enable this.

**Application deadline:** 9AM, 3<sup>rd</sup> March 2023

**Interview date:** w/c TBA

**Start date:** As soon as possible (Subject to satisfactory enhanced DBS clearance & References)

### **How to Apply**

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies> or apply via TES Online.



# ROLES AND RESPONSIBILITIES

## Duties and responsibilities to include:

### **Support the Facilities Manager in the Management of Staff and Resources**

- To support the Facilities Manager in Health & Safety matters in respect of Facilities Staff and Site Premises. To assist the Facilities Manager along with the Headteacher and Health & Safety Governor to carry out safety checks as required by legislation and other relevant school procedures.
- To maintain an appropriate set of records to demonstrate the required safety checks have been undertaken such as risk assessments, accident and investigation reports.
- Check the premises routinely and make safe any potentially dangerous situations and report according.
- To support the caretaking and cleaning of the premises, including the portering of furniture, equipment and supplies.
- To maintain computerised records of internal and external maintenance schedules.
- To support the Facilities Manager in planning & scheduling annual repairs and maintenance, within an agreed budget and considering recommendations from the condition survey, to ensure the smooth running of the school by prioritising day-to-day maintenance and to assist in the completion of returns to the LA and others related to site and premises.
- To order goods and services as required within an agreed budget and financial regulations.
- To support the Facilities Manager in negotiations with contractors and obtain quotes and tenders as appropriate, for maintenance, service and repair work and to manage and oversee contractors working on site both in term and holiday periods. Ensuring the contractors are made aware of the contents within the current asbestos register and to sign the appropriate paperwork and work within the Construction, Design and Management (CDM) regulations.
- To be available, on occasions, for opening/closing the premises outside of normal working hours and also to cover absent Caretakers.
- To support with line management (including recruitment), offer leadership, management and support to site staff, maintain records of timesheets, attendance records etc., and implement regular quality audits to ensure high level of service.
- Assist with monitoring and organising training as appropriate.

*Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references*



# ROLES AND RESPONSIBILITIES

## Duties and responsibilities to include:

### Site Security and Safety

- To assist with and undertake a wide variety of work in relation to minor repairs and maintenance and to make safe any damage to the premises, using own initiative to be pro-active by creating or controlling a situation rather than just responding to it after it has happened.
- To support the review and implementation of health & safety policies and procedures, ensuring health & safety of themselves and others, safeguarding and health & safety of all persons under their control and guidance in accordance with the provision of Health & Safety legislation.
- To support the Facilities Manager in carrying out all premises compliance checks (asbestos, legionella, local exhaust fumes, gas soundness checks, pat testing etc.). To ensure all documentation is current and conforms to legal standards.
- To support the school minibus servicing and cleaning process.

### Plant & Equipment

- Support the site team with monitoring of the heating and lighting of the premises and maintaining required temperatures, reporting any faults and maintenance issues.
- To support in ensuring safe practices of other site staff when using school's plant & equipment.

### Janitorial and Cleaning provision

- Support routine maintenance tasks and minor repairs, redecoration and any other such tasks agreed to be part of the school's maintenance programme.
- Support schools cleaning team and processes in accordance with the school requirements; remove graffiti from internal and external surfaces; ensure cleanliness of kitchen equipment (extractors/grease filters) etc.
- Support in keeping all exterior hard surfaces in a clean and in a tidy condition.
- Support of the portage duties as and when required.

# ROLES AND RESPONSIBILITIES

## Duties and responsibilities to include:

### Lettings

- To act as the main point of contact for bookings, using our online SchoolHire system to maintain & review letting and venue hire agreements and ensure all correct documentation has been completed and received prior to the booking commencing.
- To manage the lettings system and liaising closely with the PE department, Facilities Manager and SLT to assist in the programming of activities and liaising with staff on the use of equipment and facilities on the organisation of bookings.
- To promote school's sports/lettings facilities and identify key lettings to maximise income potential.
- Liaise with Finance Department regularly on lettings income and expenditure.
- To contribute to the safe operation and the correct and authorised use of the facilities, ensuring that user groups are correctly supervised; and, where appropriately qualified, to instruct on specific activities.
- Schedule and carry out monthly, quarterly & annual maintenance checks on the facilities and report any defects or concerns to the Facilities Manager.
- Be a point of contact for visitors using the facility, to address their needs and resolve issues as they arise.
- Flexibility with working hours to be on site when required during bookings to unlock the premises in advance of lettings access. To supervise the vacation of the premises at the end of the hire period, ensuring the safe and secure lock up of buildings and setting alarm systems.

### General

- To understand and comply with the school's policies.
- To undertake appropriate training as directed.
- To keep up to date with new technology and developments within the areas of the post-holders responsibility.

The post-holder will be expected to carry out other tasks/duties as directed by the Facilities Manager that are commensurate with the responsibilities of the site team.

This job description is not a comprehensive definition of the post. Duties may be varied from time to time which will not change the general character of the job or the level of responsibility.

# PERSON SPECIFICATION

	Essential/ Desirable
<b>Experience</b> Working or having worked in a school environment Supervising staff (Cleaning Team)	D D
<b>Qualifications</b> Evidence of relevant professional development or training Driving Licence	D D
<b>Knowledge/Skills</b> Awareness of Health and Safety procedures/legislation Basic computer literacy A willingness to learn new skills Good all round general maintenance and repair skills Ability to prioritise Environmental awareness	D E E E D D
<b>Personal Qualities</b> Good attendance and punctuality record Enthusiasm and energy Commitment to supporting the full life of the school Professional appearance and manner Enhanced Disclosure and Barring Service Check (on appointment) To work well with colleagues and function as a “team” Well developed inter-personal & communication skills To be able to work flexible hours To use own initiative and work without supervision Be approachable, trustworthy and reliable	E E E E E E E E E

## About You:

Murray Park site team are committed to delivering a safe and supportive environment to support school with their vision of realising the full potential of every student here. We can only achieve this by having the right kind of people, so if you are enthusiastic, self-motivated, reliable and flexible with a positive outlook, we want to hear from you. You will be willing, flexible and presentable, able to demonstrate excellent customer care and have good clear communication skills. An ability to get on with people of all ages and backgrounds is essential. You must be physically fit as the role often requires lifting and manual tasks. Duties will be varied so a wide range of practical maintenance skills and experience would be an advantage. You must be willing to undertake an enhanced Disclosure and Barring Service check and having an existing enhanced DBS is preferable.





# MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,  
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

"PROUD TO BE HERE"



**Head Teacher:** Mrs N. Caley

**Address:** Murray Road, Mickleover, Derby, DE3 9LL

**Telephone:** 01332 515921

**Web:** [www.murraypark.derby.sch.uk](http://www.murraypark.derby.sch.uk)

**Recruitment Email:** [recruitment@murraypark.derby.sch.uk](mailto:recruitment@murraypark.derby.sch.uk)