



Candidate Pack

FACILITIES TECHNICIAN (Part Time)

The Vale Federation

Stoke Leys Close, Aylesbury HP21 9ET

Telephone: 01296 427221

Email: recruitment@thevalefederation.com

Inspire - Enable - Achieve





Welcome

Dear Prospective Candidate,

Thank you for your interest in the position of **Facilities Technician (Part Time)** at The Vale Federation.

The Vale Federation encompasses two Special Schools (one primary, one secondary-aged) in Aylesbury across 2 locations. We support children and young people who are amongst the most vulnerable in our society. All children within the school have severe or profound learning difficulties and come to us as our specialist provision is required to support their often wide-ranging needs.

Staff across all departments make a difference to the lives of every child who comes to one of our schools. We work together as a team, to ensure we deliver everything we can to make all elements and departments of The Federation the very best that it can be.

This role is part of the Central Support Team, within the Facilities and Estates Department, who manage and support our facility lettings, ensuring our facilities are prepared for all hirer bookings, are clean and set up up for each occasion. The entire Central Support Team, which includes the Facilities and Estates team, are extremely passionate about their roles and every member contributes to the delivery of our objectives.

Would you like to become part of our team, and be part of an organisation that makes a real difference, making sure our facilities can be the best they can be for the use of hirers, making sure we deliver the highest customer service and experience at all times, then we'd like to hear from you. You do not need to have had extensive training prior to starting, just an enthusiasm to work as part of a team and a willingness to learn. We offer comprehensive training, both internally and externally, a full induction programme and potential career development for those who wish to progress.

We have high ambitions for all within our schools' communities. We expect the very best for the children and young people that come to us, and the same is true of our staff. We encourage and support all staff to develop and progress their own careers with us, and we have numerous examples of those that start with us as a Facilities Technician, progress to become a Pool Officer or Facilities & Estates Technician. and then a Supervisor. Others have developed expertise within one of the other support fields and followed a career path in that direction.

We take care of our staff. There is a regular wellbeing forum where all staff are represented, we have spacious well-resourced staffrooms with kitchen and IT facilities, a weekly staff bulletin which highlights many of the corporate benefits of being a staff member within Buckinghamshire Council, free on-site parking, and an open-door policy to all on the Leadership Team.

We are a welcoming, forward-thinking, hard-working team and hope you'll take this opportunity to consider joining us. If you would like to find out more about the role or to arrange a tour of the Federation, please contact the HR Team at recruitment@thevalefederation.com. We hope to receive your application and meet you in the near future.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'B Taylor'.

Bradley Taylor
Principal

A handwritten signature in black ink, appearing to read 'S Parkinson'.

Steve Parkinson
Business Director



Vision

Through a multi-professional approach, we will create a high quality, inclusive, happy and safe school environment where pupils with a range of learning difficulties are:

- Inspired to engage in learning
- Enabled to realise their greatest level of independence and emotional resilience
- Supported to recognise and celebrate their achievements now and in the future

Inspire - Enable - Achieve





Values

Excellence:

We aim for our pupils to give their best in everything that they do. We recognise all their small steps of progress and their achievements. Whatever the child's starting point, we have high expectations of them. All children can make progress with their academic skills, their physical skills, their communication skills, and their personal development. Staff have high expectations of themselves and fulfil their role to a standard of excellence.

Trust:

We aim for our pupils to learn in a school environment that is safe and secure, and to develop trusting relationships with others. Over time, we want our pupils to develop a sense of responsibility. We aim for children to develop an awareness of who they can trust in the wider community. Staff always act in a trustworthy manner. They are honest and reliable at all times.

Courage:

We aim for our pupils to show courage in the challenges that they will face in life. It takes courage to have the confidence to have a go, to be willing to make mistakes, and to bounce back after a mistake. Staff model being courageous and support children's resilience.

Determination:

We aim for our pupils to always persevere, even when something may be difficult, to keep going and not give up, and to develop a positive "can do" attitude. Staff are unfailingly determined to support pupils in achieving their very best.

Kindness:

We aim for our pupils to show kindness to others. We value being polite, friendly and welcoming to others. Staff always act in a manner that demonstrates kindness towards children and towards each other. Staff are positive role models for children.

Friendship:

We aim for our pupils to develop communication and social interaction skills in order to develop positive friendships with others, and to take pleasure in shared experiences. Staff demonstrate friendship by being caring, supportive, having fun, and sharing ideas.

Respect:

We aim for our pupils to learn and develop in a school environment that promotes tolerance and respect for individual differences, abilities, needs and beliefs. We aim for our pupils to develop into individuals who respect themselves and respect others by treating them with consideration and care, and recognising that not everybody is the same. Staff are positive role models at all times and demonstrate their respect for others through their behaviour.

Equity:

We aim for our pupils to experience a school environment in which fairness is promoted. Equity is achieved by understanding that individuals need different levels and types of support to achieve their goals. Staff are committed to ensuring that each individual has their needs well met.



Job Description

School Name: The Vale Federation
Post: Part-Time Facilities Technician
Line Manager: Premises Manager
Hours: Casual Shift Pattern

Job Role

To manage the Federation Facilities during the hiring periods, including all security and access, as well as completing the required cleaning schedules of the hiring areas and minor maintenance tasks

Priorities

- To provide a friendly and efficient service to all hiring customers
- To pro-actively manage the hiring facilities
- To ensure all cleaning is completed as per the required cleaning schedule
- To complete the required facility & pool checks and ensure the pool is operating at the required performance at all times and meets all the regulatory standards, including Health & Safety
- To complete minor maintenance and technical works tasks

Operations

- To ensure all operational procedures, checklists and work instructions are carried out to a high standard
- To ensure the day to day preparation of facilities (equipment and/or areas of use)
- To ensure the facilities are provided for the public in accordance with Health and Safety regulations
- To ensure a high standard of cleanliness and hygiene at all times, completing all necessary cleaning, as per the cleaning schedule, of the hiring areas before and after each hire
- Ensure all rest room facilities are fully stocked, including soap dispensers, hand paper towels and toilet rolls/tissue for the hiring facilities
- To carry out the required pool checks, as per the defined procedures and regulations, with the required forms/logs/submissions completed accordingly
- Ensure that First Aid equipment is available and usable
- To ensure the changing beds/hoists are charged at all times
- To ensure the security of the facilities is maintained at all times, managing access and departure of hirers as specified
- To complete general minor maintenance, decoration and technical tasks as directed by the Premises Manager
- To attend any training as deemed necessary by the Premises Manager



Job Description

Administration

- To complete the checks of the hired facilities post session, recording any issues on the specific forms
- To check the state of the building, plant and equipment and report any repairs required to the Premises Manager
- To report any cleaning issues, or to request any additional cleaning supplies/equipment to the Cleaning Supervisor

Health & Safety

- Ensure all required documentation is completed, at the point of the incident for pool contamination, accident or other incident in or around the facilities
- To exercise all due care in respect of Health and Safety at Work and carry out the requirements of The Vale Federation systems and procedures on Health and Safety
- Ensure all water tests and other checks documentation and paperwork is complete and filled accordingly
- To follow all the Health & Safety procedures as detailed in the Federation policy

Other Duties

- To carry out other duties as required.
- To adhere to The Vale Federation's policies and procedures

Training

Employees are expected to participate in training and professional development in order to meet performance objectives attending any relevant training for the job role

General

Responsibility for checking emails regularly and keeping up-to-date with all school and Federation communication



Job Description

Safeguarding Statement

The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. In addition, duties may vary from time to time. The job description may be changed at any time, after consultation with the employee.



Person Specification

School Name **Booker Park & Stocklake Park Schools**

Post **Part-Time Facilities Technician**

Factors	Essential	Desirable	Assessment Method
Qualifications	<p>Educated to GCSE standard, Grade C or above or equivalent, including English Language</p> <p>Be able to work/commute to two Federation locations in Aylesbury (HP21 9ET and HP20 1DP)</p>	<p>Full UK Driving Licence and use of own vehicle to enable prompt arrival at site desirable</p>	<p>Certificates at interview</p>
Experience, Special Skills and Abilities	<p>Experience interacting with and supporting customers</p> <p>A good understanding of high level presentation standards</p> <p>Experience of maintaining accurate records and completing checks on equipment and systems</p>	<p>Have experience in assisting and supervising community groups, sports clubs and external contractors</p>	<p>Application form</p> <p>References</p> <p>Interview</p>
Personal Qualities	<p>Have excellent communication skills both verbal and written</p> <p>Have a flexible and adaptable approach to working</p> <p>Have general administrative skills</p> <p>Have a record of being reliable and punctual</p>	<p>Sense of humour</p> <p>Approachable and welcoming</p>	<p>References</p> <p>Interview</p>

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Staff Code of Conduct

Every member of staff has an important part to play and as role models, need to deliver and uphold certain values. Here is our Staff Code of Conduct Summary Statement, to support this being a great place to work:

Safeguarding pupils

All staff members have a responsibility to safeguard pupils and protect their welfare.

Appearance and dress

Dress in a manner that is appropriate to their role

Attendance

Attend work in accordance with their contract of employment and associated terms and conditions in relation to hours, days of work and holidays.

Professional behaviour and conduct

Staff members are expected to treat other colleagues, pupils, parents/carers, and external contacts with dignity and respect.

Responsibility

All employees must take responsibility for their own actions and be accountable for these.

Respect

Employees should recognise and respect the work demands of, and contributions made by, others within the workplace.

Honesty & Integrity

All employees must perform their duties with integrity and be open and honest in their dealings and communications with others

Health and safety

Comply with health and safety regulations and school policies, using any safety equipment and protective clothing which is supplied to them, ensuring we keep everyone as safe as possible at all times

E-Safety

Staff will ensure all e-safety policies are adhered to, protecting themselves, the pupils and school community

Photography and Videos

Staff will ensure that no personal devices are used in school at any time, protecting the rights of everyone

Data protection and confidentiality

Staff will respect and adhere to the protection of personal data and confidentiality of all information for all pupils, staff and the school community



About the role

Start Date:	For further details please visit www.thevalefederation.com/careers/current-vacancies/
Weekly Hours:	On a weekly rota basis, including evenings and weekends
Annual Weeks:	On a weekly rota basis, including evenings and weekends, across 50 weeks of the year
Salary:	Hourly rate dependent upon age and experience. Between £13.65 and £14.58 per hour
Annual Leave (if applicable):	Not applicable
Application Closing Date:	For further details please visit: www.thevalefederation.com/careers/current-vacancies/ <i>We reserve the right to close this vacancy early if a candidate is appointed.</i>
Interview Date:	To be conducted as suitable candidates apply.
Recruitment Process Summary:	Visits to the school are warmly welcome. To arrange a visit or to find out more about the role, please contact Lynne Worley at recruitment@thevalefederation.com . For further information on our recruitment process please visit our website.
Safeguarding Statement:	The Vale Federation of Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff, workers and volunteers to share this commitment. The successful candidate will be required to provide two satisfactory references, undertake pre-employment checks including a health check and have a cleared Enhanced Disclosure & Barring check. An online search (including social media) will be carried out for all shortlisted candidates as part of our recruitment process.



Benefits

Employer Contribution Pension Scheme, with Life Cover

Employee Assistance Programme

Staff Wellbeing Forum

Staff Room with Resourced Kitchen

Free On Site Secure Parking

Long Service Awards

Staff discount at local gyms, restaurants, theatre & coffee shops

Discounts on local travel

Staff Weekly Information Briefings

Training and Professional Development

Career Development Opportunities

Staff Update Bulletins & Newsletters

Discounts On Hiring Our Facilities

Staff Events

Annual Flu Vaccination



Gallery

