



Stour Vale Academy Trust

# REDHILL SCHOOL



**CANDIDATE INFORMATION PACK**

**Site Environment & Building Operative**

# ABOUT OUR SCHOOL

## KEY FACTS AND STATISTICS

Type of School	Academy (Member of Stour Vale Academy Trust)
Location	Stourbridge, West Midlands
Age Range	11–16 years
Gender	Co-educational
Headteacher	Mr J Clayton
Number of students	1,218
Number of teaching staff	70.7(FTE)
Date school established	1976
Budget	£8.4m
Pupil Premium	24%
% of students with SEN in the school	14%
% of students on free school meals	23%

## ACADEMIC ACHIEVEMENTS

<b>GCSE Results 2024</b>	<b>Attainment 8—Whole School 48.6</b> <b>Progress 8—Whole School 0.22</b> <b>Basics Standard (English and Maths 9-4) - Whole School 74%</b> <b>Basics Good (English and Maths 9-5) - Whole School 57%</b> <b>E Bacc (4+) - Whole School 50%</b> <b>E Bacc (5+) - Whole School 37%</b> <b>Data used from SISRA Analytics Collaborative Data 2024</b>
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# Message from the Headteacher



Dear Candidate,

Thank you for showing an interest in joining our wonderful school. Redhill School is a fantastic place to work and develop your future career. We are a school which places care and support at the heart of what we do. If you are successful, you will play a significant role in enhancing the exceptional Quality of Education and Pastoral support our school offers the children of Stourbridge.

Over the past 5 years we have increased in size, taking in additional students to meet the demand of the local community. We now have over 1200 students across years 7 -11. We are ambitious and have high aspirations for our school. We aim to provide the best opportunities for all members of our school community. Our campus is well maintained and well resourced. We take great pride in all aspects of our school. Our children and staff deserve the best.

We are a school where children flourish in all aspects of their school life. We place a high importance on wellbeing. Our staff are supported with additional time for family events and appointments.

If this role is of interest to you and you would welcome further information then please contact us and we will answer any questions you have.

I look forward to hearing from you,

Best wishes

Jamie Clayton

Headteacher

## **About our School**

Redhill School continues to provide an excellent all round education for our students. Our 'Commitment to Excellence' shines through in all of our work, with our success being built upon the high quality of our teaching and excellent pastoral support. The comments in the last school OFSTED report, which recognised the impact of the outstanding provision within the curriculum for care, guidance and support, are still true today. Since this inspection the school has not in any sense stood still but has built upon its strengths to demonstrate that it is fully committed to continuous improvement to meet the new challenges.

If you aspire to make an impact on the lives of the students in our care, Redhill offers you a wonderful professional opportunity to work alongside an excellent team of staff. We are fully committed to ensuring that our school is a place of learning where people are happy, healthy and successful.

Redhill serves the town of Stourbridge with the current pupil numbers on roll being 1232. We have recently expanded our PAN to ensure we can meet the demand for places.

Stourbridge is on the edge of the West Midlands conurbation with easy access to Birmingham, the Black Country, North Worcestershire and the motorway network. It is an educationally rich area with successful primary and secondary schools and Sixth Form Colleges.

Redhill School is popular with parents, being oversubscribed each year, and achieves excellent GCSE results. The school's appeal is based in its strengths in core subjects, modern foreign languages and its strong tradition in other areas such as sport, music and drama.

The school has benefited from a number of developments in the last few years, with new build science, language and sports facilities, the latter in partnership with the Football Association, and a complete refresh of ICT equipment. In 2018 we were successful in two CIF bids and the school estate and facilities have been well managed and are of high quality.

Redhill School is a great place to come to work. We have a full induction programme for new staff, who meet together regularly both formally and informally. The culture of challenge and support is shared not only with our pupils but with staff as well. New staff will often be given a peer mentor to support them in their first year.

## **Safeguarding**

Redhill School is committed to safe working practices and safeguarding for children. Applicants will be required to complete pre-employment checks on suitability for working in a school. We also promote equal opportunities for all.

**To view Redhill School's Child Protection Policy please follow this link:**

**<https://www.redhill.dudley.sch.uk/policies>**

## About Stour Vale Academy Trust

Our multi-academy trust was founded in 2017 and developed from collaboration between schools, the significant positive impact of which convinced three schools, two secondary and one primary, that together we would have much greater capacity to continuously improve. Over time, Stour Vale has steadily grown. We began as a cross-phase multi-academy trust and as we have grown, both secondary and primary schools have joined us. There are currently eleven member schools, five primary, one junior, one infant with day nursery and four secondary.

As a successful family of schools, delivering high-quality education for the communities we serve, Stour Vale values its diversity. Each school brings their own distinct character, community, history and identity. We celebrate the uniqueness of member schools, recognising that there is a great deal to learn from education in different contexts. This is also the reason why we remain outward-looking, committed to learning from research and excellent practice across the education system.

## Our Vision and Values

Stour Vale Academy Trust holds children and young people at the heart of all that we do. We recognise that as a multi-academy trust we exist in order to advance education for the public good. Our mission, therefore, is to improve life opportunities for children and young people by both providing the best possible education and care to pupils in Stour Vale member schools and by having a positive impact across the wider education system. Our values are encapsulated in four words:

# OUR VALUES



## INTEGRITY

By always acting with integrity we will deploy our resources appropriately to provide the very best education and care for pupils. This approach will enable us to recruit and retain the best staff who share our values.

We recognise our responsibility to support and challenge member schools to have a positive impact on the lives of children and young people, our communities and the wider educational system.

## COLLABORATION

Stour Vale Academy Trust exists because we believe that effective collaboration has a positive impact on the life opportunities of children and young people.

We believe that working collaboratively together we have much greater capacity to realise continuous improvement in all member schools. Therefore, we seek to actively promote positive, impactful collaboration, most often with school-based staff taking the lead.

## RESPECT

We are committed to treating everyone with respect and promoting equality.

Stour Vale member schools are safe and inclusive schools. We value and celebrate the diversity of pupils, colleagues and the communities we serve. We believe that developing pupils' character and their own commitment to treating others with respect must sit alongside the pursuit of academic excellence.

## EXCELLENCE

We are committed to constantly pursuing excellence and improving all aspects of our work as a trust.

Excellence in teaching and learning, curriculum and character development is our primary focus. This will be achieved by realising our ambition to provide top-level professional learning for all colleagues, developing leadership in every role and providing exceptional back-office services such as HR and finance.

We describe our shared approach to school improvement as 'secure autonomy'. Headteachers, with school leadership teams and staff, have autonomy to lead school improvement in their own schools, responsively and in collaboration with others within and beyond our trust. We believe that this approach enables us to grow, attract and retain excellent school leaders and to develop the most innovative and impactful school improvement strategies. We recognise that this autonomy must be secured within the structure of the multi-academy trust, and our model of challenge and support for impact, underpinned by our shared values, ensures sustained school improvement and a sharp focus on outcomes for pupils. This in turn realises our ambition that **Stour Vale** member schools will ***create the difference together.***

# JOB DESCRIPTION

**Job Title: Site Environment & Building Operative**  
**Contract: Permanent, 37 hours per week, all year round**  
**Salary scale: Grade 5 SCP 7-11**  
**£ 25584 To £27269**  
**Responsible to: Site Manager**

The School Site Environment and Building Operative is responsible, through the School Business Manager, Head Teacher, Governing Body and Site Manager for a wide range of duties and responsibilities connected with the fabric and grounds of the school.

## **Specific Responsibilities**

The post is 37 hours per week, all year round, to be worked normally within the core time of 5.30am to 6.30pm depending on the needs of the service.

All leave must be co-ordinated with the Site Manager in order to ensure that both members of the team are not on leave at the same time and to suit the needs of the school. Maximum 10 days leave to be taken during the schools summer holiday.

## **Line Management**

Management of morning cleaner's daily workload and ensuring the best use of premises personnel, being responsible for their allocation of work and additional hours.

## **Security and Associated Duties**

In conjunction with/absence of Site Manager - Duties include:

- Management of security processes for the school
- Carrying out security procedures for school buildings and grounds
- Opening and closing of school premises, including gates, doors, windows, fire exits etc for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services
- Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed
- Fire drills to be arranged and implemented through discussions with School Business Manager/Head Teacher and Site Manager.
- Liaising as necessary with the emergency services, including calling out of emergency services as required
- Reporting acts of vandalism to the School Business Manager / Head Teacher and /or Police as necessary
- Courier duties as required by the School Business Manager / Head Teacher
- Performing security duties at the School gate before / after school
- Acting as key holder to the school buildings
- Management of on site contractors
- Liaison with community support police officers and police officers to ensure a safe neighbourhood
- Operational procedures for management of ICT security in schools including intercom and security gates

## **Lettings**

- Complying with instructions received from the Site Manager, School Business Manager, Head Teacher and Governing Body concerning letting procedures and carrying out as per lettings agreement
- Where requested by the Site Manager, School Business Manager / Head Teacher, be on site during the course of the lettings to: Give assistance to the hirer of the facilities hired
- To ensure that functions are conducted in an orderly manner and the behaviour of the hirer is not detrimental to the site of facilities
- To ensure that, where appropriate, the requirements of the Licensing Justices are met during any letting. Carry out as required by the School Business Manager / Head Teacher any necessary cleaning of areas within the letting agreement .

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### **Heating**

- Check and control system functions, regularly check heating system, with due regard to the appropriate safety requirements, report all defects to a qualified engineer and School Business Manager / Head Teacher
- Management of systems to ensure efficiency, including liaison with the Local Authority on maintenance

### **Deliveries/Post**

- Take delivery of post, stores material and other goods
- Unpack and store stock in conjunction with the School Business Manager/Head Teacher
- Take incoming mail to the School Business Manager / Head Teacher / school office as required
- Manage systems and deliveries outside of normal school term

### **Furniture Moving**

- Move such items of school furniture as required, with due regard to current Health and Safety and Lifting and Handling regulations

### **Cleaning**

- Supervise and manage school cleaning staff, ensuring all areas are cleaned to required specification. Assisting with the management of annual leave

### **Elections**

- Comply with instructions with regard to arranging the necessary facilities for the school to be used as a polling station as required by the returning officer (if / when applicable)

### **Energy Conservation**

- In conjunction with the School Business Manager / Head Teacher, implement all agreed policies
- Read, record and report all meter readings as required by the School Business Manager/ Head Teacher / Energy Conservation Officer. Inform School Business Manager/Head Teacher and Energy Conservation Officer of any concerns
- Liaise with the Energy Conservation Officer

### **Emergencies**—Some examples are:

- Clean sickness and spillages as required
- Deal with or arrange to be dealt with all burst pipes, leaks, floods, fires and breakages as appropriate
- Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off the supply
- Ensure access for emergency services, assist as necessary and secure premises as required
- Arrange repairs etc with contractors with prior approval of the line manager

### **Internal Maintenance**

- Oversee the planning of maintenance schedules and repairs of the building, site and grounds are carried out and progress is monitored
- Make sure all paperwork/records are kept up to date
- Report defects which require specialist repair, inspect electrical fittings and report defects as required
- Replace lamps and domestic fuses as required
- Regularly inspect plumbing and report /repair defects as appropriate, synchronise clocks, time switches etc as required
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate which may require the use of power tools
- Order and take delivery of materials to deal with repairs mentioned above
- Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Site Manager, School Business Manager/ Head Teacher

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- Be responsible for the supply and availability of all hygiene materials
- Remove graffiti etc as required by the Site Manager, School Business Manager / Head Teacher
- Carry out minor repairs to school equipment as agreed with the Site Manager, School Business Manager / Head Teacher
- Purchase materials for minor repairs
- Carry out works in order to improve the site as required by the Site Manager, School Business Manager, Head Teacher and Governing Body
- Attend appropriate training courses as required by the Site Manager, School Business Manager / Head Teacher
- Manage the sourcing and procurement of materials and resources to achieve best value.

#### **External Maintenance**

- Oversee the planning of maintenance schedules and repairs of the building, site and grounds are carried out and progress is monitored
- Maintain cleanliness and general tidiness of all external areas
- Empty litter bins on a daily basis
- Clean and clear all drains and gullies to ensure effective and healthy operation
- Inspect outside fabric of the school, report / repair defects as appropriate. Inspect all fences, gates, walls, steps and lights etc
- Report / repair defects as appropriate
- Undertake designated gardening duties
- Cleaning outside glass of entrance hall
- Clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt etc
- Inspect all outside areas for dangerous materials and remove, including external emergency clean of spillage
- Pruning and clearance to ensure unrestricted access and use of the premises including perimeter fencing
- Some gardening duties, mowing areas of the school and weeding and keeping the area tidy
- Carry out external /internal window cleaning where required
- Carry out works in order to improve the site, as required by the Site Manager, School Business Manager / Head Teacher and Governing Body
- Regularly check both internally and externally for any potential danger to pupils, staff or visitors and report immediately to the Site Manager, School Business Manager / Head Teacher .

#### **Health and Safety**

- Be compliant with all health and safety processes
- In conjunction with Site Manager - management of fire plan, asbestos plan, asset management plan and health and safety risk assessments, keeping records accurately up to date
- Access risk assessment tools and know how to use them to establish hazards within the school and the associated risks involved
- Adhere to COSHH regulations as required.

#### **Other Duties**

- In conjunction with the Site Manager - assist with the management of any projects undertaken at school
- Drive school mini bus as and when required.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time following discussion between the head teacher and member of staff, to be reviewed annually.

# PERSON SPECIFICATION

Criteria	Essential
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate experience of Caretaking / Site Management or a relevant role</li> <li>• Demonstrate experience of supervision / management of colleagues desirable</li> <li>• Demonstrate experience of providing training and probationary support to colleagues and newly appointed staff desirable.</li> </ul>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>• Good literacy, numeracy and ICT skills</li> <li>• Recognised qualification in ICT, electrics, plumbing or carpentry desirable</li> <li>• Willingness to undertake training as required</li> <li>• Able to understand and apply regulations such as health and safety and manual handling</li> <li>• Ability to operate electrical / mechanical systems</li> <li>• Clean driving licence – preferably including D1 category.</li> </ul>
<b>Practical Skills</b>	<ul style="list-style-type: none"> <li>• Excellent practical DIY skills</li> <li>• Competence at basic building repairs</li> <li>• Strong management skills</li> <li>• Excellent organisation skills</li> <li>• Excellent communication skills</li> <li>• To work flexibly to meet the needs of the service</li> <li>• To adhere to equal opportunities, health and safety, safeguarding and other school policies</li> <li>• Ability to handle / carry heavy items safely.</li> </ul>
<b>Personal Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Reliable</li> <li>• Trustworthy</li> <li>• Courteous</li> <li>• Observant to detail – notices what needs to be done</li> <li>• Honesty</li> <li>• Able to use own initiative</li> <li>• Confidentiality.</li> </ul>



**REDHILL SCHOOL**  
**Junction Road**  
**Stourbridge**  
**West Midlands**  
**DY8 1JX**

**01384 816355**

**[www.redhill.dudley.sch.uk](http://www.redhill.dudley.sch.uk)**

**[www.svat.org.uk](http://www.svat.org.uk)**

**For an informal discussion or to visit the school please contact:**

**Mr T Blewitt, Site Manager**  
**([tblewitt@redhill.dudley.sch.uk](mailto:tblewitt@redhill.dudley.sch.uk))**

**Please send completed application forms to:**  
**Mrs J Endicott, Redhill School, Junction Road, Stourbridge, DY8 1JX**  
**or email to:**  
**[jobs@redhill.dudley.sch.uk](mailto:jobs@redhill.dudley.sch.uk)**  
**or apply via TES**

**CLOSING DATE: Tuesday 25 February 2025(9am)**  
**INTERVIEWS: To be advised**

**Only successful candidates will be contacted.**

**Please note only successful candidates will be contacted.**

**All candidates are subject to safer recruitment procedures.**

**NB. We reserve the right to close vacancies prior to the advertised closing date should a large number of applications be received.**