

Generations Multi Academy Trust



Casual Facilities Officers

Information for Applicants





Casual Facilities Officers

Required Immediately

GENERATIONS MULTI ACADEMY TRUST

We are seeking to recruit enthusiastic and hardworking Casual Facilities Officers, to support our busy and friendly Facilities Team at both Goffs and Goffs Churchgate Academies. The successful applicants will support the operation of the facilities by acting as a key holder, opening and closing the sites at the start and end of shifts, setting up for and clearing away after activities and ensuring the facilities are always presented to the high standard.

The appointments are offered on a casual basis, paid at the hourly rate of £8.75 (inclusive of holiday pay). Core shifts for the posts will be Saturdays and/or Sundays between 8am and 6pm. Additional casual shifts will be available as mutually agreed with colleagues and will generally be during the week day evenings and weekends. There may be additional opportunities to work during daytimes in the school holiday periods.

The ideal candidates will be able to demonstrate:

- The ability to ensure the facility is operated safely for the benefit of all users
- A commitment to excellent customer service
- The ability to act as a key holder for the facilities
- The ability to work flexibly and support the operation of the facilities during busy periods

The successful candidates will have the opportunity to gain access to an exclusive range of benefits, including free use of the gym at Goffs Academy

If you are interested in applying for this role, please contact the HR Department at recruitment@generationsmat.herts.sch.uk or download an application form from our website.

Closing date for applications: 9.00am Tuesday 12th March 2019

Interviews will be held: w/c Monday 11th March 2019

The school is committed to safeguarding children and young people.

All post holders are subject to a satisfactory enhanced DBS check.



JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

<u>Job Title:</u>	Casual Facilities Officer
<u>Grade:</u>	Part Time Casual - £8.75 per hour
<u>Purpose of the Job:</u>	To support the safe and efficient day-to-day running of the Trusts facilities. To ensure that the facilities are ready for use for all users as required, manage site security and to perform customer service duties.
<u>Reports to:</u>	Facilities Manager + Director of Income Generation
<u>Staff Reporting to Job Holder:</u>	None
<u>Contacts within each School within the MAT:</u>	Chief Finance Officer, Facilities Manager, Director of Income Generation, Facilities Officers. Teaching and Support Staff, students, visitors (including parents) at each of the sites
<u>Contacts outside the MAT:</u>	Facility Hirers and users accessing activities Building trades contractors Facilities Management (FM) staff from Interserve FM (IFM) – Goffs Academy Sub-contractors for the maintenance of buildings as may be appointed by IFM from time to time at Goffs Academy Cleaning and sports field maintenance contractors
<u>Mains Areas of Responsibility:</u>	<p>Customer Service</p> <ul style="list-style-type: none"> • To ensure customers hiring facilities are welcomed onto site and provide a point of contact for enquiries and resolve any issues occurring during bookings • To ensure Trust facilities provide a first-class environment for all hirers of the facility • To respond to customer requests and create an environment that assists in the success of all groups using the facility <p>Security</p> <ul style="list-style-type: none"> • Act as one of the key-holders for the sites, ensuring the building is opened and closed correctly at the start and end of shifts as appropriate and ensuring all doors are locked and the alarm set when responsible for closing the building • To control access to the site and ensure facilities are only used when a valid booking has been made <p>Health and safety</p> <ul style="list-style-type: none"> • To ensure the building is safe for use by ensuring all health and safety procedures are followed, standards are met, legislation complied with, hazards identified and remedied or reported in a timely manner • At Goffs Churchgate to ensure the safe operation of the swimming pool in compliance with HSE 179 including water testing and to provide assistance in an emergency <p>Other specific responsibilities</p> <ul style="list-style-type: none"> • To ensure all facilities meet the Generations standard “look and feel” and are always kept to a high level of cleanliness and availability

	<ul style="list-style-type: none"> • To assist in ensuring the sites remain open as far as is practicable particularly in times of inclement weather, by assisting with snow and ice clearing operations • To provide car park marshalling where required <p>Energy Management</p> <ul style="list-style-type: none"> • To ensure that floodlights and heating equipment is utilised where necessary to maintain the standard of service to hirers but that they are always turned off when not required <p>General Operations</p> <ul style="list-style-type: none"> • Fulfilling requests from staff and hirers for facilities support (e.g. setting up spaces ready for use etc.) and ensuring that the facilities are returned to normal use as soon as possible after events • To support the operational plan to ensure best allocation and utilisation of space and resources • To support the introduction of new activities and events whilst ensuring minimum disruption to core activities • Responsibility for safeguarding and promoting welfare of children • Other duties which may arise from the use of the Trusts estates and facilities
<u>Knowledge, Experience and Training:</u>	<ul style="list-style-type: none"> • Flexibility & sensitivity to the needs of a wide range of users of the Trusts facilities • Evidence through DBS check and recruitment process of suitability for working with children • Awareness and application of the main requirements of health & safety legislation and good practice relevant to the duties of the post • Willingness to undertake training relevant to the position • Ensure full confidentiality and respect for sensitive student, staff and stakeholder information, and compliance with all data protection regulations, reporting any concerns to the CFO or the Executive Principal/Principal • Must be flexible, able and willing to work extra hours to meet business needs. The role is predominantly weekend and evening work and all on a casual basis • Knowledge or experience of operating in a leisure or events management environment
<u>Working Environment:</u>	<ul style="list-style-type: none"> • The post holder will be required to work across all of the Trust facilities for the effective fulfilment of their role • The role will involve working outdoors to manage the use and condition of sports pitches • The role will involve late working, unsociable hours and lone working • The role will involve manual handling
<u>Additional Information:</u>	<ul style="list-style-type: none"> • The schools in the Trust operate from early morning until late each evening. The jobholder will be expected to work shift patterns required to meet the needs of the business.

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.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The Academy will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Trustees to reflect or anticipate changes in the job which are commensurate with the salary and job title.

AGREED BY: _____ **(Job Holder)** **DATE:**

AGREED BY: _____ **(Line Manager)** **DATE:**

****NB: In most cases, the line manager is the Head of Department for your main subject***



PERSON SPECIFICATION

CASUAL FACILITIES OFFICER

Essential:	Desirable:
<p>Qualifications:</p> <p>Either holds or has the ability to gain First Aid at Work Qualification including the use of a Defibrillator</p> <p>Ability to complete Fire Safety Training</p> <p>Ability to complete Manual Handling Training</p>	<p>British Institute of Facilities Management Qualification</p> <p>A trades qualification in a relevant field or equivalent knowledge and understanding</p> <p>Risk Assessment Qualification</p> <p><u>Additionally, at Goffs Churchgate</u></p> <p>Either holds or has the ability to gain the Pool Plant Engineer Qualification</p> <p>Either holds or has the ability to gain the National Pool Lifeguard Qualification</p>
<p>Experience:</p>	<p>Experience of managing health and safety procedures</p> <p>Experience working in facilities management</p> <p>Experience of working in a school environment</p> <p>Experience in Leisure Management</p> <p>Experience in Events Management</p> <p><u>Additionally, at Goffs Churchgate</u></p> <p>Experience of working in a swimming pool facility</p>
<p>Professional Expertise:</p> <p>A customer service focus and the ability to liaise with customers and people from all backgrounds and levels</p>	<p>Sound working knowledge of Windows based software packages, including word processing, spread sheets, databases, electronic mail, and the internet.</p> <p>The ability to conduct risk assessments and implement corrective action plans</p>

<p>Personal Qualities:</p> <p>The ability to follow processes and procedures, including the ability to seek advice where appropriate</p> <p>Efficient and organised, with the ability to make decisions and use initiative where required</p> <p>A team player including flexibility and willingness to assist with peak workloads in the facilities team on an as-needed basis</p>	<p>Attention to detail and a track record of enhancing service delivery</p> <p>Excellent oral and written communications skills including the ability to communicate with customers, employees and suppliers at all levels.</p>
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INFORMATION ABOUT THE DEPARTMENT



The Facilities Team at Generations Multi Academy Trust

Do you want to be part of ambitious and energetic facilities team, where our vision is to ensure a first-class venue for students and community groups?

This post offers an exciting opportunity for an enthusiastic hard-working individual to join our committed team. We are passionate about ensuring the Trust facilities are a great environment in which students can learn and for the local community to use in pursuit of their passion whether it be football, ballet or any other of the myriad of activities that are available after the school day has finished.

The Trust operates lettings activities from its Goffs and Goffs- Churchgate Academies. The sites benefit from extensive sports facilities which are rented out for training and competition to local sports clubs. Managing access and setting up and clearing away after these hirers will form a large part of the role.

With over 150 active hirers ranging from local football teams, swimming and cheerleading clubs, dance and drama academies and language schools the role will involve communication with a wide range of groups each with their own requirements. The successful candidate will be as passionate as we are about helping these community groups thrive in the Trusts facilities.

The Trust is actively developing its income generation activities and the role will play an important part in supporting this growth. There will be opportunities to become involved in diverse areas of the business and contribute to securing the long-term financial security of the organisation.



**INFORMATION ABOUT THE
GENERATIONS MULTI
ACADEMY TRUST**



Information about the Generations Multi Academy Trust



Welcome to our information pack about the Generations Multi Academy Trust and its two schools, Goffs and Goffs-Churchgate. **Goffs** is a mixed 11-18 comprehensive Academy with approximately 1400 students on roll, including a thriving and successful Sixth Form. The school is extremely popular in the local area, with an average of over 700 applications annually for the 240 places available, and significant waiting lists for places across the year groups. On intake,

students are of an ability level (KS2 APS) significantly above that of the national average although the school is a true comprehensive school and admits a good mix of students of all ability levels.

Goffs-Churchgate is a fully mixed comprehensive school for students from 11-16 years of age, with over 300 students on roll; it is intended to rapidly expand this number to 120 per year group, making a school of 600. The school opened at the end of August 2017, with a significant demand for places since its opening, reflecting the very high level of local interest in the school. Local estate agents report significant interest in parents moving to the locality with a view to being near Goffs-Churchgate: a very successful future is predicted for the school. The school is already oversubscribed for the



current Year 7 and Year 8, with numbers in Years 9 – 11 rapidly reaching capacity. One of the school's key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else – if you visit, you cannot fail to be struck by this. It is a very special part of who we are.

Professional Working and Learning Environment

Staff and students work in modern, professional environments, with both having benefitted from recent building projects including a full, £20million rebuild at Goffs. The new facilities provide light, modern, professional and a fit for purpose working environment for all.

The Generations Multi Academy Trust

In early 2016, Goffs Academy received a direct approach from the DfE asking that they consider establishing a Multi Academy Trust and work in partnership with other schools. As a result, the Generations MAT was established from 1st September 2016, with Goffs as the lead school within the Trust. Goffs-Churchgate was born from that vision. The two schools are within walking distance of each other and already share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through all schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

The MAT is extremely financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust created a dedicated Director of Income Generation position, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – soon to reach c.£500k per annum – underpins generous levels of staffing at both schools, plus many “extras” that would otherwise be unaffordable in the current funding climate.

Our future plans include establishing a nursery provision with subsidised staff places, and looking at the opportunity to establish or join with a primary school, thus effectively creating an all through education structure. The MAT offers extremely exciting opportunities for staff, students and the local area and we are all very much looking forward to its growth.

Outcomes

Our strategy for continuous school improvement has had huge success across both schools, and we are actively committed to ensuring that the schools in our MAT continue to offer centres of excellence in learning for the local community.

Exam results in 2018 were another year of huge success for Goffs. GCSE highlights include:

- Progress 8 significantly above national average
- 74% of students achieved grade 4 or more in English and maths and 57% achieved 5 or more in both
- English grade 4/5 or more: 86%/74%
- Maths grade 4/5 or more: 79%/64%
- Progress significantly above average for both EBacc and Other subjects

At A Level, continuing the upward trend of recent years, students achieved another excellent set of exam results. Once again, outcomes tracked up from last year's excellent results in key areas including grades at A*/A, A*- B, A* - C, and the average grade achieved by each student. The overall pass rate was 100%. Approximately three quarters of the year group progressed to university or further education courses including History, Criminology, Accounting, Law, Mathematics, Economics, Sports Journalism, Fashion, Acting, Sociology, Architecture, Clinical Studies, English Literature, Geology, Geography, Chemistry and Medical Engineering, to name but a few, whilst the other

students progressed directly into employment or apprenticeships. Our Sixth Form has an excellent reputation in the local area; over the past three years the numbers of students applying to join our Sixth Form has increased and is now around 150 per year. This growth in popularity is supported by a continued upward trend in outcomes; 84% of students achieved A*-C at A level in 2018.

Goffs-Churchgate secured its first set of public examination results in summer 2018. Examples of improvements made in just 9 months of teaching with the Year 11 cohort include:

- A remarkable 105% improvement in the overall Progress 8 scores from the previous year/predecessor school. The improvements equate to over three quarters of a grade increase per student across the board
- The proportion of students who achieved Maths and English at grade 4+ was 50%, a 10% increase from the previous year
- The proportion of students who achieved English and Maths at grade 5+ was 34%, a 22% increase from the previous year and 4% above the target set for this year
- The overall outcomes of high ability students were excellent. They achieved a Progress 8 score of +0.17. This equates to a grade's improvement across the board
- The outcomes in Maths were very pleasing. Low ability maths students exceeded the national average with a Progress 8 score of +0.16, an improvement of almost one full grade each from the previous year. There was also a significant improvement in the results of the high ability Maths students with an increase of 1.02 grades from the previous year
- English final outcomes showed a 40% improvement in progress compared with the previous year/predecessor school

To achieve such phenomenal progress in such a short period of time is testament to the school's staff and students. We know that this success represents just the start of our journey, and that very exciting times lie ahead.

Both schools target set in the top 10% of all schools nationally and strive at all times to meet ambitious targets. We are committed to a cycle of continuous improvement and aspiration and are keen to appoint a colleague who shares that vision, determination and a restless quest for even higher outcomes. All of these factors combine to make The Generation Trust a very exciting and rewarding community to be a part of.



Community

Both schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Both schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice, and maintain strong links with our local primary schools. Each school also benefits from a thriving student leadership programme, with students leading on key development projects of their choice, ensuring strong student voice and participation across the Trust. We firmly believe in every student feeling a strong sense of community, and on entering each school, every student is placed in a House. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Each year the House Captains decide on a possible group of charities to support, with students then voting for their chosen school charity and subsequently arranging a variety of fund raising events throughout the school year. Such work is indicative of the ability of students in the Trust to empathise with the needs of others, and further develops their capacity to work successfully in a variety of social settings.

We regularly bring visitors from the community into school to work with students, and maintain strong links with our local secondary schools. Each school's facilities are used for evening and weekend lettings, including superb sporting facilities, as well as holiday classes, providing opportunities for a diverse range of users including the Greek School, and local dance and sports groups.

Across the Multi Academy Trust a large variety of annual school trips give students the opportunities to sample different cultures, whilst an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries and museum visits.



Both schools are proud to be truly comprehensive schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognise and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the school to enable this to happen.

The Goffs School Dog: Maximus Aurelius



Max joined Goffs in January 2017, and is a black Labrador, known for their very affable temperament. He is owned by Caroline Legg, Vice Principal, and her husband, but spends his days in school. He goes on regular walks around school and spends time in Learning Plus and the LRC where our more reluctant readers can read to him, as one example. He also has his own Twitter feed. In short, Max is a full member of our community and has been warmly welcomed by students, staff and parents. The student Digital Leaders are also enjoying running Max's Twitter account and blog! Follow him @GoffsSchoolDog

We have a policy and risk assessment, both of which have been through our lawyers. It goes without saying that anyone not wanting any contact with Max, for personal or health reasons, will not have any. However, potential SLT should be aware that Max's base is in the Principal's office which is directly connected to the conference room.

Care, Guidance and Support

Successful learning takes place when students feel safe, confident, respected and valued, and are engaged. The Trust believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the life of each school.



We promote positive attitudes towards learning and provide a caring and supportive environment within our community. Continuously nurturing, supporting and developing our students is hugely important to us and significant investment is made in each school's pastoral structures.

Staff Development

The Trust has an extremely strong reputation for staff development both teaching and support staff. Developing the next generation of school leaders, both middle and senior, and future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously.

We have a full suite of staff leadership development which staff can join be they an NQT or highly experienced colleague, whilst I chair the national Leadership Partner School network, a group that brings together schools dedicated to developing outstanding leadership skills throughout their communities, and which allows us to visit other network schools, to attend national conferences and to share best practice.



In addition to innovative whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for NQTs and other interested staff which

run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

Leadership Development

The Trust's Leadership Academy encompasses both staff and student leadership development through a series of student led groups and staff leadership pathways. The staff programme specifically provides opportunities for:

- Aspiring Middle Leaders
- Aspiring Senior Leaders

All pathways are personalised for the individual and staff receive one to one support from a mentor alongside working on a whole school project. Both support staff and teaching staff are welcome to join the Leadership Academy at any point in their career.

A full suite of leadership training is offered with a range of sessions including:

- Communicating vision and values
- Developing your leadership approach
- Building a high performing team
- Supporting your team
- Leading your team day to day
- Quality assuring effective teaching
- Observation for improvement
- Using data for impact
- Fostering positive behaviour for learning
- Leading and managing innovation and change

Attendance to all training sessions leads to certification by the SSAT. In addition, we encourage aspirant Senior Leaders to take part in the SSAT 'Stepping Up to Senior Leadership' training programme, which includes four external sessions throughout the year. As part of the Trust's commitment to developing future leaders, a number of the existing Senior Leadership Team across both schools gained experience through an 'Associate' SLT position before gaining substantive leadership posts.

Trust Staff Benefits

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor-made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- As part of our Multi Academy Trust, potential to work across more than one school to develop career enhancing skills and knowledge

Access to a wide range of health and well-being resources including:

- New, professional and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool.
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- 100% attendance reward – day in lieu, taken at each school's discretion
- Free tea, coffee and milk for staff

**Alison Garner
Executive Principal
February 2019**