



# Bexhill Academy

**Position:**  
**Facilities Officer**

**Salary/Hours:** TBC /Min 0 hours- Max 37 hours

**Closing Date:** 23<sup>rd</sup> July 2024

**Interview Date:** 24<sup>th</sup> July 2024



 reating the best  
opportunities for all

Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy part of the Attwood Academies Trust, is a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with currently just over 1500 students on roll. A seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race! Working at Bexhill Academy, whether as support staff, an ECT or as a teacher of many years, is an opportunity for you to work with some extraordinary and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

Following our success in recent years, we have become over-subscribed with over 400 applications for the 300 places offered in September 2023. Consequently, year on year we have been expanding our teaching staff to accommodate our increasing numbers.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees. These include;

Cycle to Work Scheme, A comprehensive Employee Assistance Programme (EAP) Fitness class, Wellbeing weeks. We are partnered with Mulberry Multi Academy Trust in London (excellent CPD opportunities). We encourage and support tangible Leadership courses e.g. NPQ, An extra 2 days added to October half term and Benenden Healthcare. As you can see there is so much on offer for you at Bexhill Academy.

If you are a well-qualified and enthusiastic person seeking to work in a dynamic, modern school, if you are passionate working in a team and having the highest of standards.

We look forward to meeting you,



Dr Craig Neal  
Headteacher

## Job Advert

We are looking for someone to support the school Facilities Team with general maintenance and security services on school buildings and grounds. Support the delivery of the school site development and maintenance plan, reporting internal and external defects and/or health and safety issues promptly to the Facilities Manager. Good time keeping, a smart appearance and the ability to work well in a team are essential.

**Closing Date: 23<sup>rd</sup> July**

**Interview: 24<sup>th</sup> July**

Pre-Application enquiries are encouraged. Please contact Lisa Kapllani [lisa.kapllani@bexhillacademy.org](mailto:lisa.kapllani@bexhillacademy.org)

Please see our website [www.bexhillacademy.org](http://www.bexhillacademy.org) under 'about us' and then 'vacancies' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy teacher application forms should be sent to [academyhr@bexhillacademy.org](mailto:academyhr@bexhillacademy.org)

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

## Job Description

### Principal Accountabilities:

Under the direction of the Safety and Facilities Manager, provide efficient and timely maintenance and security services on school buildings and grounds. Support the delivery of the school site development and maintenance plan, reporting internal and external defects and/or health and safety issues promptly to the Facilities Manager. Good time keeping, a smart appearance and the ability to work well in a team are essential.

### Security

- To be a key holder, ensuring all school premises and associated premises are secure, including the safe locking and unlocking of premises as required
- Monitor fire safety equipment and assist and play an active role in fire drills
- Undertake regular security checks and identify security risks
- Operate and respond to alarm systems where appropriate
- Liaise with police, security and surveillance contractors as appropriate

## **Maintenance**

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is in line with the site development plan and school vision
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Facilities Manager.
- Undertake appropriate repairs e.g. minor redecorating and fixing
- Undertake minor repairs e.g. minor plumbing, changing light bulbs unblocking drains
- Operation and maintenance of HVAC plant, lighting systems, plumbing systems, fire and security alarm systems and lighting systems
- Undertake daily internal and external site inspections and identify and report repair and maintenance requirements
- Undertake cleaning duties such as graffiti removal, litter-picking, collection and assembly of waste for removal as well as emergency and specialist cleaning tasks
- Ensure that pathways and all other external hard surface areas are kept clean, safe, free of litter and weeds and that they are gritted/salted and cleared when required during adverse conditions
- Maintain specialist equipment after specialist training.

## **Responsibilities**

- Effective communication with the team to ensure a smooth and effective service is delivered
- Contribute to planning, development, implementation and on-going maintenance
- Supervise the day to day work of contracted cleaning staff to ensure a high level of cleanliness and hygiene are achieved and maintained through the whole of the premises in accordance with specification, reporting any issues promptly to the Facilities Manager
- Liaise with contractors as required under the direction of the Safety and Facilities Manager
- Ensure appropriate supervision of contractors on site to include ensuring all visitors and/or contractors are signed in and out through the main reception, relevant checks are carried out and records of access and access equipment are maintained e.g. keys, door cards, codes
- Assist the Facilities Manager in the management, administration and operation of the lettings facilities
- Assist the Facilities Manager in providing both work experience support and community service supervision to students tasked to work with facility team officers.
- Porter duties e.g. moving furniture and equipment, coordination of deliveries to the school site
- Participate in training and other learning activities and performance development as required

The post holder will be expected to work on occasional weekends or additional hours at the agreed overtime

## **Other Specific Duties:**

- To take part in the academy's staff development programme
- To work as a member of a designated team and to contribute positively to the team ethos.
- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school

- To follow agreed policies for communications in the academy
- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

**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 endeavour 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.**

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

**The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced DBS check**

## Person Specification

Criteria	Essential	Desirable
<b>Education</b>	A broad and balanced educational background at level equivalence of level 4 or 5 as a minimum requirement	Degree, Higher level education
<b>Qualifications</b>	To GCSE or equivalent	Appropriate additional qualifications
<b>Experience</b>	Carrying out building maintenance work, within the reasonable capacity of a normal handyman. Keeping work records Working within a team Working with and delivering excellent customer service	Experience and willingness to work with young people
<b>Knowledge</b>	An understanding of the main Health & Safety Regulations, including COSHH and risk assessment, and how they apply in a school environment	
<b>Skills &amp; Abilities</b>	Undertake a range of maintenance and cleaning duties. Identify work priorities and manage own workload, whilst ensuring that lower priority work is kept up to date Act on own initiative, dealing with any unexpected problems that arise Demonstrate good inter-personal skills to communicate with a range of people Ability to work effectively and supportively as a member of the school team	
<b>Personal Qualities</b>	To be hardworking and committed to the vision of the Academy. To have a willingness to learn and develop new skills. To have the ability to work with initiative. To have the ability to work as an individual and as part of a team. To be focused, aspirational, independent and resilient.	

## Our School

### Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

## Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.