



Olive Academies

# Facilities Assistant

Olive AP Academy – Tunbridge Wells

- £31,537 - £33,699
- Local Government Pension Scheme
- OA benefits package

To arrange an informal discussion or to visit the academy, please phone 01892 357375

[Apply now](#)

*Olive Academies is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. To this end, both an Enhanced Disclosure and Barring Service check and a Barred List check are required for this role. We particularly welcome applications from under-represented groups.*

# About Olive AP Academy – Tunbridge Wells

Based in the Kent borough of Tunbridge Wells, our academy specialises in alternative provision and special educational needs, supporting up to 50 pupils for whom traditional teaching methods have not worked. Students join us following permanent exclusion from a mainstream school or due to medical needs, or social, emotional and mental health needs, that prevent them from attending a mainstream setting.

Our mission is to provide our pupils with creative, nurturing and inspiring opportunities which re-engage them in learning. By providing a safe and engaging environment, we endeavour to remove barriers and promote the opportunity for students to excel and reach their full potential. We provide a broad and ambitious curriculum, catered to the needs of each individual, delivering the knowledge and skills that our pupils need to succeed in education and beyond. The fundamental principles of our curriculum are:

- Giving students real-world experiences.
- Creating a pathway to post 16 education, employment or training.
- Delivering outstanding learning and teaching.
- Offering rigorous and high-quality critique and feedback of students' work.
- Developing dynamic leadership – including staff and student leadership.
- Maintaining a culture of respect.

Working in alternative provision can be challenging but with it comes great rewards. This is your chance to improve the education, and lives, of some of the most vulnerable children and young people in London.

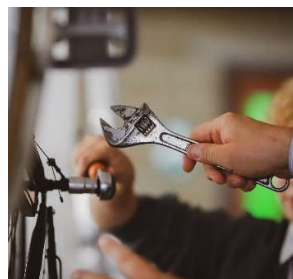
If you have the experience and enthusiasm to make a lasting difference to the students we support, we would love to hear from you.

Thank you for your interest.

**Tony Machin**

**Executive Headteacher**

**Olive AP Academy Havering and Olive AP Academy Tunbridge Wells**



**Facilities Assistant**

Olive AP Academy – Tunbridge Wells

“Olive Academies is far removed from any mainstream setting. It allows for a **contemporary approach** to teaching and **supporting the individual** and diverse needs of young people. ”

“I like the fact that **leaders are open-minded** and always **happy to listen.**”

“Working at Olive Academies is such a **rewarding opportunity**, supporting students with complex needs and **making a difference** in their lives where lots of people have given up on them.”

“This is such a **special and unique** place to work.”

“I love the **flexibility** that comes with working here. You can **tailor the curriculum** to suit the needs of each student. The young people we support experience many obstacles in their life and it is such a good feeling seeing students overcome these to **succeed in their learning.**”

# Job description

We are looking for a highly-efficient and experienced facilities assistant who will keep our academies clean and safe and maintain a positive working and learning environment for our staff, students and visitors, ensuring good maintenance and management of our academy buildings and grounds. In addition, you will be expected to contribute to planning the management and development of the premises with our Head of Academy and the trust's central team. Responsibilities include:

- Ensuring the security of the buildings by checking the perimeter is secure and access gates are kept locked on a daily basis
- Ensuring that fire regulations are observed and regular checks are carried out and logged including the weekly alarm test, fire extinguisher test and emergency lighting test
- Managing health and safety compliance ensuring the site remains a safe environment at all times
- Responding appropriately to emergency situations, or urgent issues as they arise, including maintaining oversight of health and safety issues and being a first aider; following up as necessary including recording incidents and sharing learning
- Maintenance of the buildings including performing repairs, minor building/ decoration work, managing contracting maintenance services as needed. Completing work from the fault logbook, performing daily litter picking duties and maintaining external bins, moving furniture, stepladder checks and basic plumbing duties
- Ensuring that daily maintenance and housekeeping routines are consistent to allow staff to work efficiently and pupils to learn
- Overseeing and managing effective cleaning services at the academy
- Keeping the surrounding grounds properly cared for and landscaped
- Conducting safeguarding checks and confirming risk assessments with contractors prior to and on arrival and checking that agreed works by contractors have been completed satisfactorily, following up on any deficiencies
- Co-ordinating and distributing deliveries
- Ensuring buildings are adequately heated and that boilers are maintained and serviced as required
- Supporting the running of the academy and welfare of the pupils where required, for example, driving the minibus
- Supporting with young people (where skills allow) to better enhance their life experiences.

*Note: The duties above are neither exclusive nor exhaustive and the post holder may be required by the head of academy to carry out appropriate duties within the context of the job, skills and grade.*

# Person Specification

Measurements: A = Application, I = Interview, R = Reference, T = Task

## Qualifications and Training

Full and current UK driving licence	A	Essential
Qualifications/interests relevant to the role	A	Essential
GCSE Maths and English (grade A* to C) or equivalent	A	Desirable
First Aid training	A	Desirable

## Experience

Experience of building and site maintenance	A, I	Essential
The ability to solve problems and make decisions	A, I	Essential
Experience of working collaboratively with others	A, I	Essential
Experience of using Microsoft packages such as Word, Outlook and Excel	A, I	Desirable
Experience of managing site services in a school or similar setting	A, I	Desirable

## Knowledge

Knowledge of relevant health and safety requirements	A, I	Essential
Understanding of safeguarding procedures	A, I	Desirable

## Skills and Abilities

Good analytical, strategic and organisational skills	A, I, T	Essential
Ability to build good relationships	A, T, R	Essential
Use initiative and ability to prioritise one's own work and that of others to meet deadlines and project milestones	A, I, R	Essential
Excellent communication skills – working with colleagues and external agencies/contractors	A, I, R	Essential
Ability to respect and retain confidential information	A, I	Essential

## Personal Aptitude

Personal and professional resilience in the face of challenging situations	A, I, R	Essential
Self-motivated, productive, diligent, and thorough	A, I, R	Essential
Commitment to your personal and professional development	A, I	Essential
A commitment to the vision, values, aims and objectives of Olive Academies MAT	A, I	Essential

A large, solid yellow graphic that curves from the top left towards the bottom right, filling the upper two-thirds of the page.

# Transform young lives with Olive Academies Trust

Thank you for your interest in working with Olive Academies.  
We look forward to receiving your application.

[Find out more and apply.](#)

   [oliveacademies.co.uk](https://oliveacademies.co.uk)