



Facilities Supervisor (pm)

Applicant Information Pack



www.chelvestonroadschool.org

Chelveston Road School is part of Better Together Learning Trust, a charitable company limited by guarantee and registered in England and Wales with company number 08722556. The registered office is Friars Close, Wellingborough, Northamptonshire. NN8 2LA

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December 2024

Dear Applicant

Thank you for your interest in the position of Facilities Supervisor at Chelveston Road School. The enclosed Applicant Information Pack contains full details of the position and useful information to inform you about our Trust, School and the post itself.

Chelveston Road School is a school for students with special educational needs and disabilities. The school is part of the Better Together Learning Trust and caters for students with a range of learning and cognition needs as well as autism. Ofsted have judged us as a GOOD school.

In September 2025, we will be welcoming our final cohort of students and increasing our staff numbers to approx. 70.

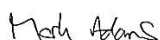
Chelveston Road School's leadership team welcomes applications from dynamic individuals who will make a positive difference to the lives of young people with SEND, all under the umbrella of Better Together Learning Trust's core value of 'Every Child, Every Chance, Every Day'.

This is a wonderful opportunity for a forward thinking, energetic and dynamic person to be part of a committed team.

When completing your application please ensure all the essential qualities listed in the person specification.

We look forward to receiving your application for this post.

Yours faithfully



MARK ADAMS
Head of School



Introduction to Chelveston Road School

Chelveston Road School is part of Better Together Learning Trust, a charitable company limited by guarantee and registered in England and Wales.

Chelveston Road is a special school for students aged 11-18, who have an Educational Health & Care Plan identifying them as having learning difficulties and autism. There is a small post-16 unit for those students who would find transition to college at 16 a challenge.

The school occupies an attractive site close to local amenities on the edge of Rushden. A team of experienced and dedicated staff will work hard to provide a secure, caring and safe environment where everyone is: valued, encouraged to feel confident, appropriately challenged and prepared for the next step in life. The school aims to be a happy place to work and learn where we can be proud of our students' achievements.

Students are admitted following assessment of their needs by the Local Authority in consultation with parents/carers and in accordance with the school's admission statement.

School Aims

The school (staff and governors) aims to provide a high-quality education for students with special educational needs, in partnership with parents/carers and the wider community.

We believe that: -

- at the heart of our School is the belief of "Every child, every chance, every day".
- the management of behaviour and the development of self-discipline is an essential first step to creating a successful teaching, learning and working environment.
- students and staff function more effectively in a safe, positive, supportive environment.
- students have a right of access to a broad curriculum.
- opportunities will be given to students which will enable them to fulfil their potential and prepare them for their future in becoming good citizens in our society.
- the school will make a valuable contribution to the local community of which it is a part.
- there is commitment to equal opportunities for all.

These aims are supported in different ways by all associated with Better Together Learning Trust: governors, staff, parents/carers and students.

Admissions

The school will meet the needs of students who: -

- have attainments well below the expected range of their peers with additional difficulties that may include physical difficulties, speech and language delay, low self-esteem and sensory impairment.
- have learning difficulties.
- have a diagnosis of Autistic Spectrum Disorder that requires structured teaching and may require discrete provision. Students will usually be working above the P scale levels.
- The Academy does not meet the needs of students with SEMH, profound and multiple learning difficulties (PMLD) with additional complex needs or those who require complex medical intervention.

Provision for Students with Autism at Chelveston Road School

The TEACCH approach is regarded as one way of working with students with autism and as many opportunities as possible are created to help young people integrate and function in a world that is not TEACCH organised, giving greater independence in their life out of school.

Provision for Students with Learning Difficulties

The school is well-resourced for meeting the very wide range of needs associated with students who have learning difficulties. Students will be based in key stage classes and will have access to the excellent facilities that exist in the school. These include specialised areas concerned with Food Technology, Design Technology, Science, Computing, and Physical Education.

The main aims of this provision are as follows:

- to build on, consolidate and generalise previous learning gained at primary school level.
- to enable everyone to gain the greatest possible degree of personal independence.
- to develop interpersonal skills associated with personal and social development.
- to enable everyone to access their entitlement to a curriculum which is broad, balanced and appropriate to their needs, delivered by methods which are intended to both motivate and challenge.
- to ensure that students' achievements are nationally recognised.

The School Site and Buildings

Chelveston Road School is a purpose built secondary special school located on Chelveston Road, Rushden.

The school and its grounds are well maintained and a pleasant place to attend and work. All stakeholders are expected to take a pride in the school and to look after the environment.

The school has a very active eco-friendly approach to all aspects of the management of the site.

The school is well equipped to deliver the full range of subjects and offers an exciting range of practical opportunities and activities. Each classroom is equipped with ICT facilities including interactive boards and computers. There are the following fully equipped specialist rooms: Art, Resistant Material Technology, Food Technology, Computing, Expressive Arts (for drama, dance & music), Science and a Fitness Suite. There is a hall (large enough to accommodate

the whole school) which is used for PE, assemblies, formal performances and presentations and a learning resource with ICT facilities, medical facilities, hygiene room and specialist toilet facilities. There are also newly developed outdoor learning areas, together with dedicated specialised rooms to provide further pupil support.

Our post-16 provision opened in September 2022.

The school enjoys an on-site catering facility. Food is freshly cooked daily to provide a hot meal service for students and staff at the school.

Community Links and Support Services

Chelveston Road School will aim to create many links with the local and wider community through work and community experience schemes, fundraising for charities, support from local charities and close liaison with local schools, in addition to several industrial and business links.

The school enjoys strong links with our primary feeder schools, especially our colleagues at Rowan Gate Special School.

Chelveston Road School will build on the MAT's relationships with many local agencies including educational psychologists, speech therapists, physiotherapists, occupational therapists, and audiologists.

The Academy's Family Support Worker and the first aiders can liaise with the school nurse and other professionals who regularly visit the school. The school nurse is available to see parents at the school premises by arrangement.



Introduction to Better Together Learning Trust

Better Together Learning Trust was formerly known as Friars Academy Trust. The Trust currently consists of two schools, Friars Academy and Chelveston Road School.

Both schools provide high-quality education for students with special educational needs, in partnership with parents/carers, the local community and the Local Authority.



Friars Academy
Friars Close
Wellingborough
Northants
NN8 2LA

Head of School
Mr J Budd

www.friarsacademy.org
Tel: 01933 304950



Chelveston Road School
Chelveston Road
Rushden
Northants
NN10 8HN

Head of School
Mr M Adams

www.chelvestonroadschool.org
Tel: 01933 834490



Better Together Learning Trust
c/o Friars Academy

Chief Executive Officer
Mrs S Ijewsky

www.bettertogetherlearningtrust.org



Job Description – Facilities Supervisor (pm)

Stage of Career:	Grade D, Points 3-4
Accountable to:	Head of School
Performance Reviewer:	Trust Estates & Facilities Manager
Day to Day Line Management:	Trust Estates & Facilities Manager

JOB PURPOSE

To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory physical environment and to promote the efficient use of the assets to support the objectives of the Trust.

MAIN AREAS OF RESPONSIBILITY

Core Tasks:

1. Security
2. Health and safety
3. Porterage and Maintenance
4. Grounds Maintenance
5. Environmental Management
6. Cleaning Responsibilities
7. Transport/Vehicles
8. Use of Facilities out of Hours
9. Location
10. Other Duties

Security

- Ensure the buildings are locked and unlocked at appropriate times (including daily opening and closing), setting and disarming of alarm systems.
- As a key holder, be prepared to attend out-of-normal working hours as and when required.
- Key-cutting control as directed by Chief Operating Officer or Trust Estates & Facilities Manager
- Ensure internal security procedures are adhered to, reporting any issues to the Chief Operating Officer or Trust Estates & Facilities Manager
- Monitor traffic in the car park, including adherence to Trust rules. Regularly assess and review traffic & parking policy to ensure optimal safety.
- Regularly walk around all buildings to monitor maintenance standards, lighting and heating use and that windows and doors are secured. Report and act upon any issues with the appropriate staff.
- Be vigilant of any strangers on site, challenge all visitors and report as necessary.
- Ensure the Trust sites are secured at the end of the day, including windows, exit doors, gates and re alarm the system at the end of the normal school day.
- Make sure that keys and locks work and are maintained.
- Keep an accurate record of key holders.
- Keep an accurate record of system users for the alarm.
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g. Police, Fire, Gas and Electricity Board.

Health and Safety

- Test fire alarm call points weekly and regularly check other fire equipment e.g. extinguishers for damage or expiration; change batteries in detection equipment as required; maintain logs of all checks. Liaise with the fire and security contractors to arrange for servicing and repairs.
- Ensure actions from the Annual Fire Risk Assessment are completed
- Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
- Initiate the necessary procedures quickly and accurately relating to the emergency services, e.g Police, Fire, Gas and Electricity Board.
- Ensure effective lettings; clients to be briefed on fire safety and evacuation, the premises are cleaned as required and the site is secure. Some evening and weekend cover will be required in connection with Trust events and lettings.
- Carry out a weekly inspection of all outdoor play equipment and make good any faults found.
- Manage all contractors on site, ensuring that all health and safety requirements are met, monitor their performance and inspect completed work.
- Carry out weekly inspection of Trust Facilities and rectify any easily solved H&S problems.
- Ensure appropriate Legionella checks are carried out and recorded. Review Legionella Risk Assessment and identify actions required.
- Responsible person regarding Asbestos, Fire, COSHH and Legionella
- Participate in the continuing development of robust, transparent health and safety systems and procedures.
- Ensure compliance with Control of Substances Hazardous to Health Regulations and if unsure seek advice from the Chief Operating Officer

Porterage and Maintenance

- Transfer goods and materials delivered to the Trust to appropriate locations around the site. Assist with assembly of goods received where necessary and report any defects.
- Regularly set out and clear away furniture, equipment and other items when required.
- Monitor stock levels as appropriate.
- Ensure health and safety policies are followed in terms of hazards and exits and entrances kept clear for the safe use and passage of all users.
- Carry out duties in accordance with the Trusts Health and Safety Policy.
- Set out and move furniture and equipment as directed by the line manager or teaching staff so that they can deliver teaching activities.
- Perform minor maintenance and repairs to plant, equipment, furniture and the fabric of the building using the electronic maintenance system to record such works.
- Report defects in fabric, equipment, etc., to the line manager and when so authorised, arrange for outside contractors to undertake necessary maintenance or repairs.
- Monitor contract work and quality control.
- Carry out PAT testing as per schedule and record on electronic system.
- Assist administrator in maintaining the Academy's asset register by reporting all equipment and furniture movement.
- Replace lamps and domestic fuses as required.
- Purchase materials for minor repairs

Grounds Maintenance

- Oversee the grounds maintenance works whilst contractors are on site.
- Maintain grass areas and carry out line marking as directed.

- Trim or prune as appropriate all the trees and shrubs around the site. Remove weeds from fences along the frontage of the Academy grounds and from beds and gravelled areas.
- Ensure that all hard areas, play areas, drives, surrounds and gardens are kept neat and tidy and free from litter, etc.
- Clear leaves, moss and detritus as appropriate
- Clean and clear all drains and gullies to ensure effective and healthy operation

Environmental Management

- Clean up, effect minor repairs and make good following minor emergency situations such as spillages or breakages.
- Arrange the safe disposal of all waste materials and of furniture and equipment beyond repair. Ensure the safe and hygienic condition of the waste collection point.
- Ensure that all cleaning fluids, equipment and other possible hazardous materials are safely stored and handled in accordance with proper procedures. Ensure that combustible materials are stored appropriately, and that combustible waste is not allowed to accumulate.
- Subject to reasonable access, ensure that all gullies, gutters and rainwater pipes are cleared and free running.
- Ensure that all emergency exits are in good working order and kept free from obstruction.
- Ensure that the main pathways are kept clear of snow, ice and obstructions, and apply grit/salt as appropriate.
- Manage the Trusts heating Systems under HSE guidance using TREND where applicable, ensuring during closures the energy efficiency is applied. Synchronise clocks, time switches etc., as required.

Cleaning Responsibilities

- Maintain the cleanliness and upkeep of the Trust premises during Trust closures.
- To ensure that washroom facilities/toilet areas are regularly inspected to maintain a high standard of cleanliness and that they are maintained with an adequate supply of soap, toilet rolls.
- Be the first point of contact whilst the cleaning contractors are on site.
- To ensure that all Site Equipment and cleaning equipment is in a safe and working condition.
- Ensure litter bins are emptied as required and your academies are litter free
- Carry out internal/external window cleaning where required
- To clean up and dispose any spillage and all forms of bodily waste as soon as possible and in accordance with Health & Safety guidelines.

Transport/Vehicles

- Undertake driving duties or maintenance of the Academy vehicles as directed.

Use of Facilities out of normal working hours

- Liaise with the Chief Operating Officer over the use of the Trusts facilities out of hours.
- Supervise lettings, ensuring that users are aware of emergency procedures, Health & Safety considerations, and the Governors' policy concerning lettings, with regard to the prohibition of smoking on the premises.
- Ensure that all facilities are in a clean and acceptable state prior to the letting and that they are returned in a similar condition.
- Ensure that the premises are secure, and all lights extinguished after any external use.

Location

- Your principal place of work will be Chelveston Road School, but you may be required to work on occasions at other academies/schools within Better Together Learning Trust.

Other Duties

- Responsibility for safeguarding and promoting the welfare of pupils at the trust academy/school.
- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Trust's commitment to promoting equal opportunities and tackling discrimination.
- In the interest of effective working, the major tasks may be reviewed from time-to-time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the trust/academy/school.
- To carry out other relevant duties as may be reasonably requested by the Senior Leadership Team commensurate with the pay and grade of the post.



Person Specification – Facilities Supervisor

A	Professional Qualifications and Experience	Essential	Desirable	Evidence
	Competent at basic DIY/building repairs and maintenance	*		A/I
	Experience or skills within a trade		*	A
	To be able to use small electrical and mechanical equipment and hand/power tools	*		A/I
	The ability to understand and apply regulations in health & safety, manual handling, COSHH, Legionella etc.	*		A/I
	The ability to operate and understand electrical/mechanical systems e.g. boiler		*	A/I
	Experience in managing and minimising risk to self and others.	*		A/I
B	Ability, Skills, Knowledge			
	Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post	*		A/I
	Good communication skills	*		
	Confident IT skills	*		A/I
	Sound organising, planning, negotiating skills and the ability to keep on top of paperwork		*	A/I
	Ability to gather information and proactive in preventing problems.		*	A/I
	The ability to prioritise work in order to ensure the basic standards of hygiene and health and safety are met	*		A/I
	Ability to manage own time effectively and demonstrate initiative including establishing priorities	*		A/I
	Ability to adapt to changing and conflicting demands		*	A/I
	Ability to be flexible and work as part of a team or individually as required	*		A/I
	Ability to contribute to the life of the school	*		A/I
	Ability to adhere to the school's policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.	*		A/I
	Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely	*		A/I
				A/I
C	Equal Opportunities			
	Ability to demonstrate awareness and understanding of Equal Opportunities, in all activities and educational environments.	*		A/I
	Able to recognise and emphasise possible improvements in Equal Opportunities, in some activities.	*		A/I

A: Application Process:

I: Interview Process

We are an Equal Opportunities employer and welcome applications from appropriately qualified persons regardless of gender, race, religion, disability or age. Better Together Learning Trust 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 candidate will be required to complete an enhanced Disclosure Barring Service check and any offer of employment will be subject to satisfactory references.

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