



Olive Academies

Facilities Assistant

OA-Suffolk

- £31,537 – £33,699
- Permanent
- 52-weeks per year / 37 hours per week
- Local Government Pension Scheme
- OA benefits package

To arrange an informal discussion or to visit the academy, please phone 01449 613931

[Apply now](#)

About OA-Suffolk

Based in Stowmarket, OA-Suffolk (OA-Sf) specialises in alternative provision and special educational needs, supporting up to 54 pupils on roll for whom traditional teaching methods have not worked. Pupils 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 pupils 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:

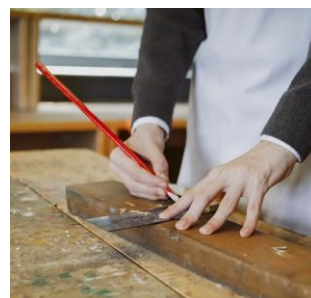
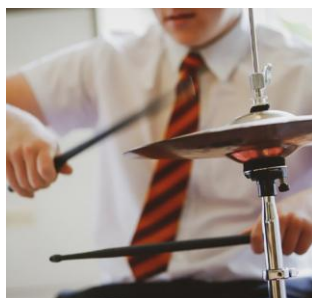
- Giving pupils real-world experiences
- Delivering outstanding learning and teaching
- Offering rigorous and high-quality critique and feedback of pupils' work
- Developing dynamic leadership – including staff and pupil leadership
- Maintaining a culture of respect
- Creating a pathway to post -16 education,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

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 Suffolk.

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

Thank you for your interest.

Kelly Emms
Head of Academy



“I have never worked anywhere like Olive. **Staff work as a collective** and there is **so much support and enthusiasm** to make THE difference. I see colleagues caring so much and they have a relentless drive to support pupils.”

“The education we provide is **so much more than a subject**. For some of our young people we are the only constant trustworthy adult in their life.”

“Knowing that **we can make a difference** to the pupils when they have been failed in other settings is **hugely motivating**. The look of pride of a 14 year old’s face when he realises he can read is amazing and then hearing from others how this really has opened up a curriculum for him is **something I had never experienced before**.”

“Everyone’s **ideas and experience is genuinely valued**, no matter your role.”

“I like having to **think outside of the box** and **adapt my ways of working**, whether that’s teaching phonics whilst playing with small world or practising times tables when playing football! I enjoy every day at Olive.”

Job Description

We are looking for a **highly efficient** and **experienced** facilities assistant who will be responsible for the security, ongoing maintenance, safety and cleanliness of OA's educational buildings and grounds in Suffolk.

- Keep staff and pupils **safe**, ensuring **safeguarding of pupils** is given key priority
- Ensure the **security of the buildings** by checking the perimeter is secure and access gates are kept locked on daily basis
- Ensure 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
- Respond appropriately to **emergency situations**, or urgent issues as they arise, including maintaining **oversight of health and safety issues** and being a **first aider**; follow 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 kept on site, performing **daily litter picking duties** and maintaining external bins, moving furniture, stepladder checks and **basic plumbing duties**
- Ensure that **daily maintenance** and **housekeeping routines** are consistent to allow staff to work efficiently and pupils to learn.
- **Oversee** and **manage** effective **cleaning services** at the academy
- Keep the surrounding **grounds properly cared for and landscaped**
- Conduct **safeguarding checks** and confirm **risk assessments** with contractors prior to and on arrival and check that agreed works by contractors have been completed satisfactorily and follow up on any deficiencies
- Co-ordinate and distribute of **deliveries**
- Ensure buildings are **adequately heated** and that **boilers are maintained** and serviced as required
- **Support the running of the school** and welfare of the pupils where required, for example, driving the minibus

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
Level 2 Maths and English 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 SharePoint, OneDrive, Teams, Word, Excel and Outlook	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 and form good relationships	A, T, R	Essential
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 and that of all staff	A, I	Essential
Commitment to the safeguarding of vulnerable young people	I	Essential
Commitment to the vision, values, aims and objectives of Olive Academies MAT	A, I	Essential

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