

Generations Multi Academy Trust



Casual Facilities Officer Flexible shifts available

Information for Applicants





CASUAL FACILITIES OFFICERS

Required immediately.

£9.76 per hour on a casual contract

The position is shift based, with shifts offered between the hours of 4.00pm and 10.30pm Monday to Friday and 7.30am – 6.00pm Saturday and Sunday. There will be some late weekend shifts to cover events, that will finish at 1.00am. Most shifts will be no longer than 8 hours.

We are seeking to recruit enthusiastic and committed Casual Facilities Officer with a strong customer service ethos to work in our Income Generation Department. The successful applicant will work flexibly across the Trust's schools.

You will be working with the facilities team. Shifts can be any day from Monday to Sunday, when we are open for external lettings. There is flexibility on what days the candidate would like to work. Candidates should indicate their availability when making their application.

Some flexibility will be required to attend training on an ad-hoc basis.

The ideal candidate will be able to demonstrate:

- Excellent communication and interpersonal skills
- Good organisational skills
- The ability to work both independently and as part of a team
- The ability to use email and other simple IT systems
- Have high levels of physical fitness required for the demands of the role
- High levels of energy and resilience, seeing tasks through to completion
- A high level of personal presentation reflecting the Trust's very high standards and expectations.

In return the Trust can offer you:

- A forward looking and positive working environment
- The opportunity to work with professional, committed and ambitious colleagues in a financially secure and innovative organisation
- Outstanding, highly personalized, professional development opportunities across the Trust
- The opportunity to work with young people in schools described by Ofsted as being one where "students work together exceptionally well," and where "students are overwhelmingly enthusiastic about school"
- A comprehensive staff benefits package.

For further details about the recruitment process, please contact the HR Team on 01992 624375, or by email at recruitment@generationsmat.herts.sch.uk

Closing date for applications: Wednesday 18th December 2024

The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website



JOB DESCRIPTION AND PERSON SPECIFICATION



JOB DESCRIPTION

JOB TITLE:	Casual Facilities Officer
GRADE:	Casual contract - £9.76 per hour Plus, a holiday allowance equivalent to 12.07% of pay for the hours worked
PURPOSE OF THE JOB:	<ul style="list-style-type: none"> • To provide clean, safe, well maintained and appropriately prepared facilities for the hirers of the buildings and grounds of Goffs and Goffs-Churchgate. • To support the safe and efficient day-to-day running of the Trust's facilities. • To ensure that the facilities are ready for use for all users as required, manage site security and to perform customer service duties.
REPORTS TO:	Income Generation Manager/ Facilities Manager
STAFF REPORTING TO JOB HOLDER:	None
CONTACTS WITHIN SCHOOL:	Income Generation Manager, Facilities Manager, Head of Estates, Facilities Officers. Teaching and Support Staff, students, visitors (including parents) at each of the sites
CONTACTS OUTSIDE THE TRUST	<ul style="list-style-type: none"> • Hirers of the Trust's facilities and their customers • Building trades contractors • Mitie contractors • Cleaning, grounds maintenance and other general contractors
MAIN AREAS OF RESPONSIBILITY:	<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>Customer Service</p> <ul style="list-style-type: none"> • Ensure customers hiring facilities are welcomed onto site, and provide a point of contact for enquiries and resolve any issues occurring during bookings • Deal with customer complaints and queries as they arise • Ensure all facilities used by the hirers are fit for purpose • Report any hirer issues to the Income Generation Manager • Report any site or facility issues to the Facilities Manager

	<p>Facilities Management</p> <ul style="list-style-type: none"> • Identify any faults within the buildings and repair where possible, or raise a ticket through the ticketing system • Ensure both sites are clean and free of rubbish throughout your shift and are ready for the next school day. <p>Health and safety</p> <ul style="list-style-type: none"> • Acting as a Fire Warden • 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 <p>Other specific responsibilities</p> <ul style="list-style-type: none"> • Monitoring the standards of cleanliness reporting any deficiencies via the ticketing system • Monitoring the standards of grounds maintenance on a daily basis, reporting any deficiencies via the ticketing system • Working with the Facilities Manager ensuring the sites remain open as far as is practicable particularly in times of inclement weather, by helping with snow and ice clearing operations <p>General Operations</p> <ul style="list-style-type: none"> • Assisting the Facilities Manager in co-ordinating requests from staff for facilities support (e.g. setting up for assemblies, parents’ evenings etc.) and ensuring that the facilities are returned to normal use as soon as possible after such events • Responsibility for safeguarding and promoting welfare of children • Other duties which may arise from the use of the schools’ facilities
<p>KNOWLEDGE, EXPERIENCE and TRAINING</p>	<ul style="list-style-type: none"> • Flexibility and sensitivity to the needs of a wide range of users of the Trust’s facilities • Liaising with hirers and other users of the facilities as and when required, dealing with issues that may arise from their use • Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post • Evidence through DBS check and recruitment process of suitability for working with children.
<p>WORKING ENVIRONMENT</p>	<p>Some of the work will be outdoors, in all weathers, and may involve working at height</p>
<p>ADDITIONAL INFORMATION</p>	<p>The Trust’s hirers are in attendance from 4.30pm to 10pm Monday to Friday and from 8am to 5pm on the weekends. To meet these requirements, the jobholder/s will be expected to work hours based around these opening times. You may be asked to work later weekend shifts to cover events, on an ad-hoc basis. These shifts may finish at 1am.</p>

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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 Trust 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.



PERSON SPECIFICATION

FACILITIES OFFICER

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1	A good level of general education	E	✓	
EXPERIENCE				
5	Experience of using ticketing systems	D	✓	✓
8	Experience of handyperson / DIY duties following safe working practices	D	✓	✓

ABILITIES, SKILLS AND KNOWLEDGE				
10	Good written / verbal communication	E	✓	✓
11	To be able to adapt to changing situations and priorities that inevitably arise in the operation of a large facility	E	✓	✓
12	ICT literate with a working ability to use key simple IT systems	E	✓	✓
14	Able to work in a team ensuring that tasks are completed within the prescribed deadline	E	✓	✓
15	A customer service focus and the ability to communicate with customers and people from all backgrounds and at all levels	E	✓	✓

PERSONAL QUALITIES

16	An enthusiasm for the job	E	✓	✓
17	Commitment, energy, creativity and imagination. A capacity for hard work	E	✓	✓
18	A strong commitment to both Trust values and ethos, plus own professional conduct and ethics	E	✓	✓
19	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
20	A team player including flexibility and willingness to assist with the development of the Trust	E	✓	✓



**INFORMATION ABOUT
INCOME GENERATION AT
THE TRUST**

INCOME GENERATION – GENERATION MULTI ACADEMY TRUST

The Income Generation department is a small, friendly and committed team within the Generations Multi Academy Trust. There are currently three schools within the Trust: Goffs Academy, Goffs-Churchgate Academy and Flamstead End School, with the exciting news that Andrew's Lane School is expected to join the Trust in January 2025. The express aim of the department is to raise funds that can be directly re-invested into our schools to ensure the students in the care of the Trust have access to world class facilities. Facilities at both Goffs and Goffs-Churchgate Academies are hired out every evening and at weekends, generating substantial income for the Trust.

We have over 150 active hirers ranging from local football teams, swimming and cheerleading clubs, dance and drama academies and language schools. Since its inception five years ago, turnover has grown to more than £0.5m and these funds have helped to support the investment in new facilities, such as a 3G pitch at Goffs-Churchgate and the new building at Goffs Academy.



The Trust continues to seek opportunities to expand through the incorporation of additional schools into the Trust. The role has the possibility of presenting career and skills development opportunities to the successful candidate.

FACILITIES MANAGEMENT – GENERATIONS MULTI ACADEMY TRUST

The Trust's Facilities Management team is a centralised function of the Trust under the direct management of the Head of Estates through the Facilities Manager. The three schools within the Trust (Goffs Academy, Goffs-Churchgate Academy and Flamstead End School) all have sizable estates, and with Andrew's Lane School expected to join the Trust in January 2025. All schools have associated sports and leisure facilities that are in use not only for the benefit of students throughout the school day, but also during evenings and weekends as a result of our extensive income generation activities. Ensuring that they remain in world class condition for all users is very important to the Trust. Goffs Academy was completely rebuilt as part of the Government's Priority Schools Building Program and is under a 25-year hard FM maintenance contract with Mitie. Goffs-Churchgate Academy and Flamstead End School are managed directly by the Trust for all aspects of Facilities Management, with Andrew's Lane also soon to be added. The position of Facilities Officer is key to ensuring that an appropriate regime of planned maintenance and checks is maintained, such that the Trust can comply with its Health and Safety obligations and ensure the sites are kept to world class standard for the benefit of students, staff and the wider community.



The Trust is currently in the process of seeking to complete a major long-term project at Goffs-Churchgate, to develop / replace the sporting facilities. It is worth noting, the Trust invests heavily in its facilities at all schools.

The Trust operates a ticketing system for staff to report issues with the facilities on each site. Tickets are assigned to Facilities Officers based on skills required and designated areas. Each full-time member of the Facilities team has specific designated areas of the school site (both internal and external) for which they have overall responsibility for checking that facilities are appropriately maintained, and to identify and seek resolution of any issues identified, including health and safety issues. Weekly team meetings are held with superiors to monitor compliance with planned preventative maintenance programs and other compliance checks, enable good communication between the team, and agree solutions for any issues raised.

Facilities management tasks may include: dealing with urgent health and safety matters; arranging contractor visits to carry out repairs and maintenance of Trust property including plant; carrying out minor repairs; supporting school operations such as setting up for exams, assemblies and other school events; ordering supplies; working with cleaning contractors to ensure that facilities are well maintained etc.

The Trust continues to seek opportunities to expand through the incorporation of additional schools into the Trust. The role has the possibility of presenting career and skills development opportunities to the successful candidate as we seek to upskill the workforce and reduce our dependence on third party contractors.



INFORMATION ABOUT THE GENERATIONS MULTI ACADEMY TRUST



Information about the Generations Multi Academy Trust (GMAT)

Welcome to our information pack about the Generations Multi Academy Trust. GMAT is a cross-phase Multi Academy Trust based in Cheshunt, currently comprising two secondaries and one primary - Goffs, Goffs-Churchgate and Flamstead End School. We expect that a further primary, Andrews Lane School, will join our partnership from January 2025. Across the piece, GMAT currently has just under 3,000 students in its care and employs just under 400 staff. From Spring 2023, the MAT opened nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>

The MAT is extremely clear about its daily purpose, reflected in its motto of “No Set Destiny for Any Child.” All of our schools, leaders and staff fiercely believe in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.

Flamstead End School is a thriving primary school in Cheshunt with approximately 485 children on roll. It has a Preschool, 60-place nursery offering 30 hours provision and two classes per year group from Reception to Year 6. Flamstead End is a 'Therapeutic Thinking' school and seeks to understand and support children's behaviour so that they are able to learn and achieve to the best of their ability. The school is a tight knit community, with a well-established staff who care for one another and the children in their charge.



Goffs-Churchgate is a fully mixed comprehensive school for 11-16 year olds, with just over 600 students on roll. The school has rightly established a very strong reputation for both its academic outcomes and its close-knit, nurturing community, receiving over 600 applications for 120 places for 2024 admission. 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.

Goffs is a mixed 11-18 comprehensive Academy with approximately 1,600 students on roll, including a thriving and successful Sixth Form. The school is also extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups.



All of our schools enjoy extremely high levels of applications and are over-subscribed. The schools are within close proximity of each other and 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 schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

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

Notwithstanding a highly challenging funding situation for schools generally, the MAT remains financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding in excess of £500k per annum – underpins generous levels of staffing at our schools, plus many “extras” that would otherwise be unaffordable in the current funding climate.

Our 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. Our 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.



Our schools are proud to be truly community-based 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 schools to enable this to happen.

We are looking forward to further widening our Trust and to working in partnership with both primary schools and further secondaries. Further information about GMAT can be found here: <https://generationsmat.com/>

Outcomes

Goffs Academy

Exam results in 2024 reflect another year of huge success for Goffs. The results reflect a 3 year upward trend and an impressive improvement on the excellent outcomes achieved across the headline measures last year.

GCSE highlights include:

- Extremely strong progress scores across the headline measures with results considerably above the national average (Estimated progress 8 score: 0.24)
- Particularly impressive outcomes in English and Maths; both subjects achieved a progress score significantly above the national average. English Language performed particularly strongly at grade 4+ and grade 5+ exceeding the national average of students achieving these grades by 20%. Maths performed particularly strongly at the top end with 28% of students achieving grade 7+. This is very comfortably above the national average of 17%.
- 72% of students achieved grade 4 or above in English and Maths (6% above the national average).
- 52% of students achieved grade 5 or above in English and Maths (6% above the national average).
- 21% of the GCSE grades were at grade 7 or above.
- The percentage of students entering the full Ebacc was 64% which is significantly above the national average of 39%, and the Hertfordshire average of 47%.



At A-Level, continuing the upward trend of recent years, students achieved another excellent set of exam results, including an overall 100% pass rate. 64% of Year 13 students secured a university or college place to start in autumn 2024. The wide range of university or further education courses onto which students have progressed include Law, History, Geography, Maths, Finance, Physics and Biomedical Science, other students have gained places on fiercely competitive apprenticeships in areas such as Civil Engineering and within the NHS. 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 continued to increase, such that we now have approximately 400 Sixth Formers within our school community.

Goffs-Churchgate Academy

Exam results in 2024 have once again produced an overall estimated progress score significantly above the national average and reflect the continued success the school has achieved since joining the Trust in 2017.

Highlights include:

- Exceptionally strong progress scores across the headline measures, with the overall progress 8 score significantly above the national average for a third year in a row. (Estimated progress 8 score: 0.38).
- Excellent outcomes were achieved in Maths and the performance in English was phenomenally strong (Estimated Maths progress score: 0.33. Estimated English progress score: 0.63).
- The outcomes at the top end were particularly impressive with the progress score for the students with high prior attainment very significantly above the national average.
- There was a 12% increase in the percentage of students entering the full Ebacc to bring the overall entry figure to 67% which is significantly above the national average of 39%, and the Hertfordshire average of 47%.



Flamstead End School

Extremely strong outcomes were achieved across the school in 2024. The improvements in this year's outcomes are reflective of the rapid whole school improvement that has taken place in Flamstead End School since joining the Trust in January 2023.

Highlights include:

- The percentage of students achieving Good Level of Development in Early Years, at 72% remains above the national average of 68%.
- Very strong Phonics outcomes in Year 1 with a 90% pass rate. This is 9% above the national average and reflects an 8% increase from last year.
- Outcomes in the Multiplications Tables Check were particularly strong at the top end with 50% of the cohort achieving 24 or 25 marks.
- Key Stage 2 SATs results across the board are extremely strong and comfortably above both the national and Hertfordshire averages: There was particularly impressive performance in Key Stage 2 Writing with 80% achieving the expected standard (National average: 72%), and 32% achieving greater depth, which is considerably above the national average of 13%.
- Key Stage 2 Maths outcomes at the higher standard were excellent with 40% of the cohort achieved the higher standard, which is 26% above the national average.



Staff Development

The Trust has an extremely strong reputation for staff development, for both teaching and support staff. Developing the next generation of school leaders, both middle and senior, plus 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 ECT or highly experienced colleague.



In addition to 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 ECTs 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 secondary 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, "Generations", potential to work across more than one school to develop career enhancing skills and knowledge.
- Supported Nursery provision with Ashbourne at any of their nurseries in the **Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire area:**
 - 15% discount for all Trust staff
 - Term time only places are available.
 - A school day would be 9.00am – 3.00pm
 - "Sundries" would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of: meals, snacks, nursery resources
- All staff have access to a wide range of health and wellbeing resources which includes an **Employee Assistance Programme via Spectrum.Life** who offer a wide range of health and wellbeing resources, plus access to counselling for staff and their immediate family. **The EAP service is accessible 24/7, 365 days a year and is a completely free and confidential service**
- The MAT adheres to the STPCD for its teaching staff
- Cycle to work scheme
- Onsite car valeting at a reduced price for Trust staff
- Substantially discounted membership to Lifestyle Fitness's state of the art purpose built gym, at Goffs Academy

Additional financial incentives and tax efficient benefits, including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1st year)
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions.
- A daily allowance of £50 for school trips taken over a weekend or any school holiday.
- A £1,000 Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later.

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
- Free tea, coffee, and milk for staff

Alison Garner

Chief Executive Officer

September 2024