



Stoke Newington School
& Sixth Form

Recruitment Pack Facilities Officer

Required for April 2025
1 Year Fixed Term

Compassion



Ambition



Resilience



Excellence



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Headteacher's Welcome

Dear Applicant,

A warm welcome to Stoke Newington School (SNS) and thank you for your interest in the post for **Facilities Officer**. This is an exciting time to be working with us as we move forward to enhance our offer, so we achieve outstanding academic outcomes and close the gaps in student achievement.

We are an oversubscribed school with a diverse and enthusiastic student intake reflecting our local vibrant community. Our recent Ofsted inspection (July 2022) recognised us as a “Good” school with many strengths. Our students are “proud of the diverse nature and inclusive ethos of their school. Enthusiastic and committed teachers make lessons interesting for pupils,” and “teachers have strong subject knowledge and are passionate about their subjects.”

This is a key post for the school. You will be one of a strong team who are keen to develop consistently outstanding practice in supporting our diverse student intake.

You must have excellent interpersonal skills, a strong team ethic, drive, determination, energy, and the highest expectations of every student. You must be committed to excellent provision for our students.

We are committed to our pledge of being an anti-racist school and strive to have a workforce reflective of our school body. Applicants from Black and Global Majority backgrounds are strongly recommended to apply.

Best wishes,

Zehra Jaffer
Headteacher





Our core values and expectations for every student

At Stoke Newington School and Sixth Form, we want all our students to be proud of the school in which they study and be respectful and engaged members of the SNS community.

Compassion

We are polite and courteous and keep our voices quiet to show consideration for our community.

Ambition

We actively participate in lessons and use the feedback given to us to go above expectations.

Resilience

We understand that mistakes are part of learning and strive to work hard, even when the task may be challenging.

Excellence

We take pride in our smart appearance, the brilliant work in our books and our commendable behaviour.

Equality at SNS

We are incredibly passionate about creating a fair and equal community within our school. We set out these objectives to achieve and maintain an environment where every young person feels valued, cared for, and empowered to succeed.

Objective 1

Actively close gaps in attainment and achievement between pupils and all groups of pupils; especially pupils eligible for free-school meals, pupils with special educational needs and disabilities, looked after children and pupils from minority ethnic groups.

Objective 2

Reduce the incidence of the use of racist, homophobic, biphobic, transphobic and sexist language by pupils in the school.

Objective 3

Promotion of cultural understanding and awareness of different religious beliefs between different ethnic groups within our school community.

Objective 4

Monitoring and promotion of the involvement of all groups of pupils in the extra-curricular life of the school, including leadership opportunities, especially pupils with special educational needs and disabilities.

Performance

You can view and download the full 2022 Ofsted report [here](#). For performance tables and more statistics about our school, please visit our page on the [Department for Education website](#).

Staff Benefits

We understand teaching and working in schools can be hugely rewarding but can also be demanding. Our staff are totally committed to the young people, colleagues, and families in our community. We seek for all our staff to have a healthy work-life balance. Our staff benefits are one way we show our appreciation to our staff.



Development and Training

Quality continuing professional development is essential to ensure everyone maintains and enhances the knowledge and skills necessary for a positive learning environment. As practitioners, we seek to be well-informed about recent evidence-based research. At SNS, we allocate time to implement strategies so teaching practice maximise the learning in the classroom. The SNS Teaching and Learning Hub is the teacher training, professional development, and quality assurance element of our school. The Hub, led by the Assistant Headteacher leading on Teaching and Learning together with the Lead Practitioner and Early Careers teacher Mentor, provide support and expertise to staff and departments across the school.

Flexible and Family Friendly

We know it can be challenging finding the right work-life balance. We want the absolute best people to work in our school, and so we want to support flexible working. We are able to consider flexible and family friendly working opportunities to include part-time, term-time working and job-sharing arrangements. The number of part-time staff is above average for similar schools, and we always try to accommodate if the timetable and resources permit. It is important that staff who are parents, do not miss important milestone events, such as your child's first day at school or graduation. Where we can, we will support these important

moments. As part of our admission policy, staff members with children who wish to attend SNS are given a priority school allocation.

Pensions



Pensions are an important part of our life planning. We understand that and we want to make it as easy as possible for you to access the right pension scheme for you. When you join SNS, you are eligible to join the relevant pension scheme.

Health and Wellbeing

Balancing everyday life with the requirements for work and home can create pressures for all of us. Work is a large part of people's lives. Each member of the teaching staff is equipped with a laptop. However, it is vital to ensure that there is a productive, healthy environment that is conducive to a healthy lifestyle. We actively encourage emails to only be sent during 7am and 6pm of a school day, and not during the weekend. The school will operate a texting service to alert staff should there be a need in an emergency.

A subsidized lunch from our school canteen helps our staff through the day. The culinary offer is wide and highly popular with staff and students alike.

Optical expenses – we offer free eye tests for staff who use display screen equipment.

All employees are part of the Employee Assistance Programme. The Employee Assistance Programme is a 24/7 confidential service giving employees access to a range of support from lawyers, health, and wellbeing professional, financial and debt specialists, and counsellors. This free service can be used to support you with any personal or work-related issues that may be affecting your wellbeing.

Getting to Work

By public transport: Season ticket travel loans are available so staff members can take advantage of discounted annual fares for travelling to work by public transport.

By car: We have on-site parking. Applications will be considered on an individual basis. Please note, Stoke Newington School resides on a School Street which means you cannot enter Clissold Road between 8.30am-9.30am or 3pm-4pm. You can leave the road at any time.

Cycle Scheme: We encourage all staff to walk or cycle to work if possible. The school's Cycle Scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. Spread across monthly payments deducted from your salary.

Discounts

Staff are offered a Vectis card, this is a discount card offering savings across retail shops, tourist attractions and holidays. Clissold Leisure Centre, immediately opposite our school, offers a 10% discount on their membership scheme.

SNS Staff Association

A strong sense of belonging is essential for us to thrive in the workplace. Our staff association holds events for staff, and their families, from weekly football, half-termly socials and Family Fireworks evening. In addition, such events as the Community Evening and our annual school performance are open to all staff and their families.





Job Advertisement

Facilities Officer

Required for April 2025

£30,987 - £32,346 per annum

Monday – Friday, Shift Work, 36hrs per week, all year round

Fixed Term 1 Year

The School

This is an exciting opportunity to contribute to a successful and popular 11-19 inner-city comprehensive school. The school is especially committed to creative teaching and learning. We aim that every colleague has excellent professional development which leads to every student having an outstanding education. Stoke Newington School is dedicated to being anti-racist, and inclusive, by striving hard to challenge through our curriculum. We seek to inculcate and strengthen the knowledge, confidence, and skills for all in our community to challenge racism.

The Post

We are seeking a reliable and detail-oriented Facilities Officer to join our team. The ideal candidate will have excellent communication skills, strong attention to detail, and the ability to work independently while ensuring that the school's facilities are safe, well-maintained, and compliant with relevant regulations. Experience in a facilities or site management role, particularly within a school environment, would be advantageous but is not essential.

How to Apply

If you are interested in joining our team please apply via [TES](#).

Alternatively, you can download an application pack from our [website](#). When completing your application form, please name your application file with your full name and the role you're applying for and submit to recruitment@sns.hackney.sch.uk.

The closing date for receipt of applications is **midday Monday 24th February**.

Interviews will be held on **Friday 28th February**.

We are an equal opportunities employer committed to ensuring diversity in our workforce. As employers we are committed to safeguarding and promoting the welfare of children. A DBS clearance is a statutory requirement for all positions.



Job Description

Title of Post: Facilities Officer

Salary: £30,987 - £32,346 per annum

Reporting to: Assistant Premises Manager/Finance and Operations Manager

Purpose of the post:

- To undertake responsibility for the supervision of the site and the maintenance and security of the building.
- To contribute to the provision of high-quality maintenance, security and cleanliness of the school buildings and grounds which ensures that students and staff have a comfortable, clean, safe and well-maintained environment in which to work or otherwise use the school facilities.

Main Tasks and Responsibilities

- To undertake a range of general maintenance tasks, minor repairs and cleaning duties and to undertake more specialised maintenance work (e.g. plumbing, painting, decorating and building) on an 'as and when necessary, basics' to enable the school to be maintained in a state of good repair and lessons and other activities to proceed with minimum disruption.
- To open the grounds and school buildings and 'unset' alarms in accordance with laid down schedules.
- Lock school doors and gates and set alarms in accordance with laid down schedules or as necessary to maximise the security of the school and the grounds at all times and minimise the opportunities for vandalism.
- To undertake routine cleaning as a result of spillages and other accidents to ensure that the school is a clean, safe, healthy and comfortable place for students, staff and other users to work in/use.
- To undertake routine inspections as directed by the Site Manager e.g., fire alarm testing, fire extinguisher checks and water temperature records.
- To undertake winter duties to include gritting as and when required. Clear leaves, snow, ice, moss and debris as appropriate including treatment of surfaces with salt.
- To comply with Health and Safety legislation, School Policy and good Health and Safety working practices in relation to the use of the school premises and grounds and own duties and responsibilities. Report any breaches of safety regulations/policies or other safety concerns noticed to the Site Manager to enable the school and school grounds to be a safe and healthy place for students, staff and other users to use.
- To undertake checks of the boilers in accordance with laid down schedules and to take any remedial action necessary or to report faults so that remedial action can be taken as soon as possible, to enable lessons and activities to take place without disruption.
- To undertake 'litter picking', emptying of bins and other tasks associated with maintaining the external grounds in a clean and tidy state for students, staff and other users.



- To assist with the distribution of deliveries of orders, to ensure that supplies and equipment required by students and teachers and other staff are available when needed.
- To 'lay out' the hall and other rooms as requested, to ensure that lessons and activities can take place without disruption or delay.
- To move furniture and other items of equipment around the school as requested to enable lessons and other activities to take place without disruption or delay.
- To be the nominated First Aider at times when First Aid is not otherwise covered.
- Synchronise all clock, time switches, etc as required.
- Be responsible for the supply and availability of hygiene materials as required.
- Remove or obscure all graffiti as required by Management.
- Clean and clear all drains, gullies and ensure effective and healthy operation.
- Inspect outside fabric of the school and report and/or repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights etc, report and/or repair defects as appropriate.
- To liaise with and support external contractors on site, always ensuring supervision and compliance with Health and Safety requirements to include signing into site.
- Open and close school to include all appropriate gates, windows, doors and fire escapes for the purpose of school use, cleaning, maintenance and emergency services.
- Check on a weekly basis the proper operation and function of all alarms and fire equipment. Check daily emergency exits and entrances are not obstructed.

General Requirements:

- The post holder must always carry out their responsibilities with due regard to policy, organisation and arrangements for Health and Safety at Work.
- It is your responsibility to carry out your duties in line with Hackney Education's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Equal Opportunities

- Highest ambition for the achievement of every student.
- Understanding of the needs of different students, and the appropriate policies and strategies to support them.
- Understanding of the needs of SEND students.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.



Personal Specification

		Essential	Desirable
	Criteria		
	Understanding the principles of Health & Safety in a school environment including COSHE	✓	
	To communicate clearly to all sections of the school community both verbally and in writing	✓	
	To have an understanding and commitment of the schools vision and policies	✓	
	Good communication and interpersonal skills	✓	
	D.I.Y skills to undertake day to day repairs and maintenance of building, including the basic knowledge and operation of the school heating system	✓	
	Ability to operate as part of a team or individually as required	✓	
	Ability to manage own time effectively and demonstrate initiative including establishing priorities within own workload	✓	
	Ability to carry out a range of administrative tasks, including stock taking	✓	
	Display a conscientious and logic approach to the variety of tasks necessary for the smooth running of the school	✓	
	Flexible – prepared to work some hours outside of normal working hours	✓	
	Ability to adhere to working procedures and policies within the school environment	✓	
Knowledge & Skills			
Qualifications	English and Math GCSE (A* - C)	✓	
	Working within a school setting		✓
Experience	General Building Maintenance experience	✓	