



Olive Academies

Facilities Assistant

OA-Thurrock

- £32,476 - £34,638
- Full time, permanent, 52 weeks/37 hours
- Local Government Pension Scheme
- OA benefits package

To arrange an informal discussion or to visit the academy, please phone 01708 853781

[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 OA-Thurrock

Based in the heart of Thurrock, our academy specialises in alternative provision and supporting the social and emotional educational needs of young people. OA-Thurrock (OA-Th) supports up to 85 pupils on roll for whom traditional teaching methods have not worked. Students, ranging in age from 11 to 16, join us following permanent exclusion from a mainstream school or due to having medical needs that prevent them from attending a mainstream setting.

Our academy is a nurturing, inclusive community where students are able to grow and develop. We strive to ensure success for all our learners academically, socially and morally. We build a curriculum around the needs of our students and are proud that our Year 11 students leave with qualifications on par with their mainstream peers and transition into education, training or employment.

Having a working beauty salon, kitchen and hospitality area, construction area, science laboratory and fitness suite onsite allows for a hands-on approach to the curriculum and the development of transferable skills for the future.

Alongside our ever-growing curriculum, we offer our students additional qualifications in non-traditional subjects such as sailing, climbing, extreme mountain biking, bushcraft and first aid.

All students receive therapeutic support and this can range from a set or personalised programme, counselling, speech and language intervention or small group activities around self-worth and wellbeing.

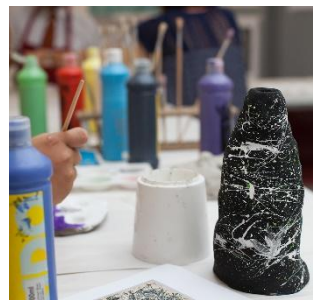
We pride ourselves on encouraging positive mental health and wellbeing and are pleased to have received a National Wellbeing Award, which acknowledges the support we provide for staff, students and families.

Working in alternative provision can be challenging, but joining the Olive family is one of the most rewarding and positive career developments you will make. If you have the experience and enthusiasm to support us on our journey, I would love to hear from you.

Thank you for your interest.

Simon Bell

Executive Headteacher



"I like the variety in my job. **Every day is different** and brings new challenges. I have **great working relationships** with my colleagues and I feel **appreciated**."

"Everything is possible at Olive."

"I'm **proud to be part of a team** which provides students with positive experiences, **creating memories** that they can talk about in the future."

"Being part of Olive Academies means **making things happen** – supporting children who have felt let down by education, giving them the **skills to be successful** and watching them grow."

"I like that I have the **freedom to be creative** within education."

Job description

We are seeking an efficient and experienced Facilities Assistant to help keep our academies clean, safe and welcoming. You will play a key role in maintaining a positive working and learning environment for staff, students and visitors, ensuring the effective upkeep and management of our buildings and grounds. You will also contribute to the planning and ongoing development of the premises, working closely with the head of academy and the trust's central team.

Responsibilities include:

- ensure the security of the buildings by checking the perimeter is secure and access gates are kept locked daily
- ensure fire regulations are observed, and regular checks are carried out and logged including the weekly alarm test, fire extinguisher test and emergency lighting test
- manage health and safety compliance ensuring the site always remains a safe environment
- respond 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
- maintain the buildings including performing repairs, minor building/ decoration work, managing contracting maintenance services as needed.
- complete work from the fault logbook, perform daily litter picking duties and maintain external bins, move furniture, stepladder checks and basic plumbing duties
- ensure 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, following up on any deficiencies
- co-ordinate and distribute deliveries
- ensuring buildings are adequately heated and that boilers are maintained and serviced as required
- support the running of the academy and welfare of the pupils where required, for example, driving the minibus
- support 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
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 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