

Oaklands Catholic School and Sixth Form College



APPLICATION PACK FOR FACILITIES ADMINISTRATION ASSISTANT



Excellence in
S.T.E.M.
@ Oaklands

Potential for Greatness



Facilities Administration Assistant

Community Unity Opportunity

THE SIXTH FORM
Oaklands Catholic School



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Facilities Administration Assistant

Permanent Appointment, Part-time, Term-time only plus 2 weeks, 39 + 2 wks per year

30 hours per week, 9am - 3pm Monday-Friday

Plus attendance at Health and Safety Meetings at 3.45pm until 5pm every 6 weeks (approx.)
This time can be taken as TOIL.

Salary range from C1 £25,186 FTE (£18,363.26 Actual) – C5 £26,244 FTE (£19,134.66 Actual)

This opportunity is one that I hope will capture your enthusiasm and I would like to thank you for your interest in this post. The Governors are seeking to appoint a motivated and enthusiastic Facilities Administration Assistant.

The successful candidate will be responsible for the delivery of technical administration in support of the Facilities Management Team. To maintain records in relation to statutory testing, risk assessments, planned property maintenance, reactive maintenance, and health and safety. The role will also include administration for school lettings and Health & Safety duties.

If you are a Catholic, you will understand the distinctiveness of Catholic schools such as Oaklands and this will be attractive to you. You do not have to be a Catholic to work at Oaklands; the Governors welcome applications from candidates of differing faith backgrounds or none who can be supportive of the school ethos.



The key accountabilities of the Facilities Administration Assistant are:

- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974, the School's Health and Safety Policy and all locally agreed safe methods of work.
- At the discretion of the School Business Manager and/or the Estates Manager, such other activities as may from time to time be agreed, consistent with the nature of the job described above.
- To work with colleagues to achieve the school development plan objectives and targets.
- To participate in Employee Development schemes, Performance Management and contribute to the continuous improvement of the facilities management teams' required outputs.

Principal responsibilities

Health and Safety

- To coordinate the day-to-day administration of all documentation and records related to the compliance of the Health & Safety at Work Act, Fire Emergency Evacuation procedures, Disability Discrimination Act, Control of Substances Hazardous to Health (COSHH), Electricity at Work Act, Asbestos Management regulations, Legionella management, the School Accessibility Plan and any other statutory requirements associated with the buildings and personnel. To ensure all documentation and

records are kept up to date and maintained to meet these regulations, using a bring-up diary system.

- Act as the secretary to the School's Health and Safety Committee and ensure the main Health and Safety noticeboard in the Staff Room is kept up to date with the relevant information.
- To undertake the duties of a fire marshal and maintain an up-to-date list of fire marshals and ensure fire marshal stations are resourced with the correct information and resources. Be a trained fire Marshal and act as a reserve Marshal, assisting the Fire Co-ordinator with paperwork and reports after an evacuation.
- Ensure records are maintained for all routine testing of equipment provided for Health and Safety reasons.
- Ensure all records are maintained as appropriate to comply with legislation and the school's Health and Safety policy.
- Ensure the register of all risk assessments, except those raised for individual staff or students, held in the school is maintained. Advise departments of risk assessments that are due to be reviewed in the next month and report to the Estates Manager any which are out of date for review.
- Assist the Estates Manager in recording the actions arising from the health and safety and Site inspections for the whole premises and ensuring that subsequent action is taken.
- Be familiar with the school health and safety requirements and assist the Site Team in ensuring these are consistently met by those using the site.
- Maintain the correct documentation to evidence compliance of the school site with legislation on accessibility as defined by the Disability Discrimination Act.
- Assist the Estate Manager with the monitoring of the DSE reports from staff and procure equipment as required.
- Be a trained first aider.

Premises

- Maintain the register of rolling programme of planned and preventive maintenance so that the premises are maintained to the highest order, liaising with the M&E Contractor helpdesk staff as appropriate, booking in annual services and reactive work as it arises.
- Ensure that the reactive maintenance/defect reporting system is maintained according to site wide priorities and that an effective, customer focused response mechanism exists for reporting and resolving issues, including the preparation of 6 weekly defect resolution data for the Estates Manager.
- Assist the site team in undertaking all required statutory testing, maintain records of all statutory testing, raise defect requests and purchase orders to resolve any issues raised as a result of all statutory testing.
- Maintain a record of monthly meter readings to measure comparative use against previous months and years.
- Maintain the plant, non-IT equipment, furniture, fixtures and fittings (FFF) asset register, liaising with the finance office to ensure accurate records are held for the fixed asset register.
- To raise purchase orders for premises related goods and services under the direction of the Estates Manager (EM).
- Ensure all PAT testing equipment and Thermometers are sent for recalibration on an annual basis to ensure they are correct for use.
- Assist the EM and Site Team in ensuring value for money when purchasing required items.

- To maintain all records relating to the safe operation of school minibuses, including arrangements for maintenance, repairs and servicing, booking the driver training and Minibus Driver Awareness Scheme (MIDAS) assessment and liaising with the Business Support Manager on the minibus availability. Duties will also include ensuring the undertaking of the user safety checks on the minibuses and reporting of any issues found.
- Management of the School Key register, allocation and retrieval of keys to staff and contractors, and completion of an annual review.

Management and use of site

- Assist the Site Team in the administration of the physical arrangements for on-site activities beyond the school day, including evenings, weekends and holidays. This includes managing all lettings, ensuring they are booked onto the room booker, Finance of the charges to be applied and Site team have a copy of the letting diary to ensure the site is open for all lettings.
- Ensure all hirers of the facilities have received a booking confirmation detailing the space available, the cost and additional charges which may apply. Ensuring all paperwork, Public Liability Insurance and risk assessments have been received and safeguarding confirmation has been received for any hirer working with under 18's.
- Escort contractors who need access to the school site to undertake maintenance or repairs.
- Escort visitors on tours of the school as required.

Contracts

- Maintain a record of all contracts, service level agreements, leases and hiring of goods, services and equipment related to the facilities management function, including contract duration, scope, cost and review dates.
- To record actions required to be undertaken by the school from the periodic Cleaning Contract review meetings.
- Maintain a record of all issues raised in relation to the cleaning contract and liaise with the cleaning supervisor to ensure they are aware of the issues as reported.
- Maintain a record of the schedule of periodic cleaning tasks and record the date completed.

The duties and responsibilities in this job description are not restrictive, and the post-holder may be required to undertake any other duties that may be reasonably required from time to time. Any such duties should not, however, substantially change the general character of the post.



Oaklands is a Catholic Academy taking in boys and girls from 11-18, which has been established by the Diocese of Portsmouth for the education of Catholic children who live within the designated parish catchment area allocated to the school. In addition, Oaklands also takes in a number of children from other Christian denominations whose parents have specifically requested a Catholic education at the school, provided that they satisfy the criteria laid down in the Governors' Admissions Policy.

Oaklands has over 1,300 students on roll, including a Sixth Form College of 220 students. It is a well-established comprehensive school, which is well supported by parents and highly respected in the community. Oaklands offers a full range of GCSE and A Level courses. Students at all levels are provided with challenge and support as appropriate. The school's success is rooted in a strong academic tradition.

The school is part of a soft federation; working closely with other local schools, which provides an opportunity to share expertise and resources. We are also part of the wider Edith Stein Partnership, working closely with other local Catholic schools across primary and secondary phases.

We are on an exciting and imaginative journey; providing the best support possible for teaching and learning is at the heart of what the support services aims to achieve, including:

- Modern or refurbished buildings, maintained to the best possible standards
- Up to date furnishings and equipment to meet today's education needs
- Efficient and relevant process and procedures
- Continuous Improvement – empowering staff to take responsibility for areas of change

Oaklands stands within attractive and extensive grounds including woodlands and playing fields. Well-equipped specialist facilities are provided for all areas of the curriculum. In recent years Oaklands has undergone major refurbishment in many areas.



PERSON SPECIFICATION

Essential:

- 4 GCSEs (or equivalent) 5-9 and above (including Maths and English)
- Good knowledge of Health and Safety legislation
- Skilled at paying attention to accuracy and detail
- Ability to work in sympathy with the ethos of the school
- Good verbal and written communication skills and ability to relate well to children and adults
- Demonstrate the ability to organise workload, prioritising and scheduling tasks and time management skills
- Good IT skills
- Displays commitment to the protection and safeguarding of children and young people
- Stamina and resilience
- Strong commitment to teamwork and partnership

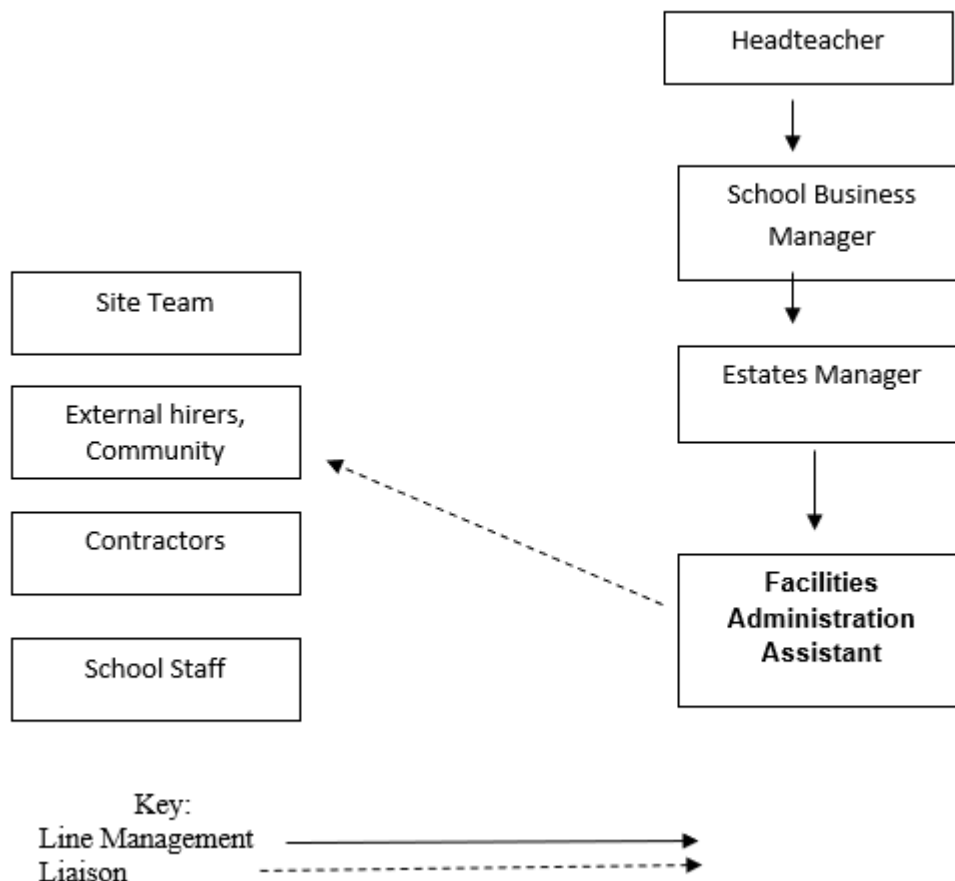
The following would be desirable:

- Knowledge of maintenance activities
- An understanding of the school's role in the community
- An understanding of the core purpose of Oaklands Catholic School and Sixth Form College
- Ability to assist students if required
- Confidence, Sense of humour, Proactive Problem-solver
- Willingness to train as Fire Warden/First Aider

The duties and responsibilities in this job description are not restrictive, and the post-holder will be required to undertake other reasonable duties as requested by the line manager.

Please note all staff will be required to complete and obtain a clear Enhanced DBS and 3 pieces of original ID for this process must be produced.

All applicants for this position must evidence Right to Work.



The key decision-making areas in role

- Prioritise tasks/workload

The role dimensions

No. of pupils: 1400+ (secondary)
 No. of departments (secondary): 15+

Internal Contacts

- School Business Manager / CFO
- Estates Manager
- Teaching and Support Staff
- Students

Support Management/External Contacts

- Contractors
- Suppliers
- Facilities hire
- Colleagues and pupils within Academy Trust and Partnership

Working conditions — environment and physical effort or strain

- Administrative role

Context/additional information

- Required to attend training to keep skills and knowledge up to date
- Responsible for maintaining high standards of health and safety in order to ensure pupils and colleagues are protected from hazards, within the framework of relevant risk assessments.



Nine Reasons why we think you might want this role at the Edith Stein Catholic Academy Trust

- In your current role you have already had a positive impact on the organisation you work for
- You believe in the strength that working with a diverse group of people brings
- You are attracted to working in a Trust that can provide a range of opportunities for you and your colleagues
- You value young people and see that professional and effective support functions ensures continuity of teaching and learning
- You can see the value in developing professional relationships that get the best out of colleagues
- You are excited by the chance to work collaboratively with other colleagues in other departments
- You are motivated by the thought of being a member of a team that delivers some of the best education in Hampshire
- You give of your time freely recognising that this contributes to successful outcomes and job satisfaction
- You want to use this position as a stepping stone to career advancement

IT Network Manager – Nicolle Pinchen

I joined Oaklands in April 2019 as an Apprentice IT Technician. I worked closely alongside our small team of skilled technicians to help solve and support issues around the school. I have a background in the Music Industry, mainly the business and promotion side. I studied a Music Business and Promotion degree at Southampton Solent University.

Eighteen months after finishing University, I decided to pursue a career in IT, this has always been a strong passion of mine. The support at Oaklands has made me realise that I could have a career in this area. There is a strong link between my degree experience and some of the work here at Oaklands, which includes technical support of events in our main auditorium. The apprenticeship scheme at Oaklands enabled me to learn on the job and gain two qualifications, most recently being a Level 4 in Network Management.

I have since been able to step into the role as Network Manager, making key decisions about the IT networking within the school and the wider trust, with the support of the small team who I am lucky enough to now line manage. My work is wide and varied from managing the ticket fault reporting system to ensuring the network is working without vulnerabilities and threats. No two days are the same at Oaklands, which keeps the role both interesting and exciting.

For me, the best thing about working here is the community. There is a strong feeling of community spirit and support within that, no matter what area you work in. If you are thinking of a career at Oaklands I would say 'Apply!' It is the best career choice I have made. Oaklands is a fantastic place to work with a lot to offer!



Head of History Department - Hayley Short

I started teaching at Oaklands in 2019 as an NQT. As a new teacher to this profession, I was positively welcomed to the school and to the community Oaklands provides. Not only this, it was a brilliant school to help me develop as a newly qualified teacher, as I was able to learn alongside highly skilled and experienced colleagues.

Although new, I was trusted with responsibilities within our History Department which helped me develop my skills within and outside the classroom. In 2023, I was given additional responsibilities as Lead Pastoral Practitioner, working with KS4 Heads of Year to develop and promote positive student behaviour patterns. Within our thriving History Department, my ideas and training have been strongly encouraged and since September 2024, I have been very much enjoying my new role as Head of Department.

I can see myself working here for many, many years to come.

I really enjoy working in a Catholic School, the sense of community is unique, and ensures that you are working in a positive and caring environment; the importance and impact of faith on the lives of young people ensures that our students not only learn academically but also morally. Our school's traditions ensure that this school is so special. Our students are fantastic and make me thankful to be a teacher.

If you would like to work here, you will be welcomed into our community and will be able to work in a lovely, wonderful school! I would recommend this to anyone.



The successful candidate must have relevant and up-to-date knowledge in relation to working with and protecting children and young people. All staff working for the Trust are expected to display a commitment to the protection and safeguarding of children and young people.

All support staff are bound by the terms and conditions of contract of employment issued by the Catholic Education Service. The trustees, as employer issue you with a Catholic Education Service (CES) contract this is downloadable from the CES and school websites.:

[Vacancies - Oaklands Catholic School and Sixth Form College](#)

- Please complete a CES Support Staff application form. This can be downloaded from the Oaklands school website
- Please also complete and return the Consent to Obtain References Form

Completed applications and Consent Forms should be sent by email to:

l.austin@oaklandscatholicschool.org

or by post (marked 'Application' in the top left-hand corner) to:

Mrs Louise Austin (HR)
Oaklands Catholic School
Stakes Hill Road
Waterlooville
Hampshire
PO7 7BW

Please note that incomplete applications will not be accepted.

Closing date:

Sunday 28th June 2026 5pm

Interviews:

1st, 2nd or 3rd July 2026

Please note on Page 10 of the application form you are required to complete a supporting statement.

The candidate application form asks for three references. Normally one of these referees should be your current or most

recent employer. Please see the details in the application form. We reserve the right to take up references with your previous employer.

In addition to asking your referee questions related to your suitability for the position we will make enquires into the following:

- Disciplinary procedures in relation to allegations of inappropriate conduct with children, including any in which the penalty is 'time expired' (that is where a warning could no longer be taken into account in any new disciplinary hearing for example)
- Whether the applicant has been the subject of any safeguarding concerns
- The outcome of any enquiry or disciplinary procedure
- If the candidate is not currently working with children but has done so in the past, his or her previous employer with children will be asked about those issues.

In accordance with safeguarding guidance the school will not consider 'Open References' from a candidate. As part of the interview process all candidates will be required to:

- Take a tour of the school
- Meet the team
- Undertake a competency task
- Participate in a panel interview

Please visit our school website for more information about Oaklands and other recruitment documentation:

www.oaklandscatholicschool.org

- Supplementary Forms (to be given in at interview stage)
- Recruitment and Monitoring Form
- Rehabilitation of Offenders Act 1974 Disclosure Form
- Exam Results
- Annual report and financial statements
- Governor strategy
- Oaklands Catholic School Main Prospectus
- Equality Act 2010

What about those FOUR reasons why this role might not be for you!

The match of your skills and experiences to our needs is not a good fit

Come and visit us, read the pack, phone Karen Hastilow (HR Manager) and find out if the match is better than you think

You are anxious about coming into a Catholic school (don't be)

Again, come and visit us, experience our community and talk to staff about their experience. The majority of staff at Oaklands are not Catholic

You have not worked in the education sector

If you have no previous education sector experience, then we still want to hear from you. Most of our best staff had little or no experience in a previous education setting but have brought valuable skills and experience into our Academy Trust

You feel you might not be ready for this challenging new role

If you are still reading, then you probably are



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