



## **Facilities Technicians (x2) Information Pack**



*'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'*

**| Hard Work | Integrity | Kindness |**

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A Bridge to Your Future

**The Bridge Academy, Hackney**, Laburnum Street, Hackney, London, E2 8BA

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**Instagram:** [www.instagram.com/thebridgeacademyhackney/](https://www.instagram.com/thebridgeacademyhackney/)



Dear Applicant,

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

Our core values of Hard Work, Integrity and Kindness underpin everything that we do, and from the moment our students arrive at The Bridge Academy we ask them to live these values 100% of the time. Our approach of high expectations, rigour and a relentless focus on success means that it is cool to be smart at Bridge and all students work hard to reach their full potential.

Our award-winning building is outstanding. We have state of the art facilities and a wide variety of community groups we work with benefit from this. We value our staff members and we offer a professionally stimulating and supportive working environment. We hold a strong commitment to professional development and our staff enjoy a range of rewards and benefits, as outlined from page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you for your interest in this position and we look forward to receiving your application by **9:00am on Friday 15<sup>th</sup> October 2021**. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk).

Yours faithfully,

Mr C. Brown  
**Principal**

## THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are an Academy on a mission: to ensure that every student can succeed at a good university or equivalent, thrive in their chosen field and live a great life. This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

### Hard Work

- We do what it takes for as long as it takes.
- We remain positive and never give up.
- We never stop trying to get better.

### Integrity

- We do the right thing, even when no-one is watching.
- We are always honest and do not make excuses.
- We take responsibility and do our best every time.

### Kindness

- We have high standards because we care.
- We treat others fairly and respectfully.
- Helping a member of our team is helping ourselves.

## SAFEGUARDING CHILDREN

The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff and to share this commitment, therefore all positions will involve a degree of responsibility for the safeguarding and welfare of children.

CVs will not be accepted in place of application forms and references will be sought for applicants at the short-listing stage.

All positions are exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). At the short-listing stage applicants will need to complete a self-declaration form, providing details of any previous convictions and cautions, including those which would normally be considered "spent", except those that are classed as protected offences.

**All appointments will be subject to the necessary safeguarding checks, which include:**

- A satisfactory Enhanced DBS check (including a barred list information).
- Additional overseas checks where required.
- A fitness health questionnaire to verify the individual's mental and physical fitness to carry out their work responsibilities.
- Verification of the individual's right to work in the UK and professional qualifications as appropriate.
- A Prohibition Check for teaching staff.
- A section 128 direction check for individuals who will be undertaking management positions.

Please refer to further information on our safeguarding and child protection procedures via the following link: <https://www.bridgeacademy.hackney.sch.uk/Safeguarding/Safeguarding/index.asp>

## STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies - we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

### **Annual Salaries**

We offer competitive salaries including recruitment & retention allowances, in some cases.

### **Annual Season Ticket Loans**

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

### **Barbican Card**

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets\*
- 25% off selected theatre and music productions\*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

\*Subject to availability. A maximum of 2 tickets can be purchased per booking.

### **Cycle Scheme and Green Commute Initiative**

<http://www.cyclescheme.co.uk>

<https://www.greencommuteinitiative.uk/>

These bike schemes provide staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32-47% of the total cost. Payment(s) are deducted via payroll over a specific period.

### **Employee Assistance Programme**

The Employee Assistance Programme, offered via UBS is a 24/7 confidential service giving all Bridge Academy employees access to a range of support from lawyers, health and wellbeing professionals,

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.

### **Mindfulness Programme**

Headspace is a mindfulness programme offered by UBS to all Bridge staff. It is an app-based solution of guided techniques designed to help you find more balance, wind down after a long day and reduce stress levels. It also gives helpful advice on physical exercises and healthy living, improving your sleeping habits and increasing your energy levels overall.

### **Optical Expenses**

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

### **Work + Family Space Services (Sponsored by UBS)**

This service provides practical support, resources and information to working parents and carers, in order to assist them in juggling the demands of work and family. This includes:

- Backup Care: staff can book nannies, nurseries, childminders and/or adult and eldercare specialists when and where they need them. Staff are eligible to receive 10 free sessions of back up care per year.
- Help for fathers: topical information and Q&A responses looking at work and family from a father's point of view
- Confidential expert advice over the phone for all work and family challenges.
- Access to a range of holiday clubs nationwide, ideal for filling in awkward care gaps during the school holidays.
- Access to blogs, insider guides and webinars which provide guidance on a wide range of topics.

### **Gift Vouchers for 100% Attendance**

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning vouchers from top stores.

### **Our Award Winning Building**

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

#### **Art Floor**

- 3 designer classrooms
- A Kiln room

- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower.

#### **ICT suites**

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

#### **Music Facilities**

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

#### **Performance Hall**

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

#### **Sixth Form**

- A bespoke Sixth Form block
- Provides both Cisco training and Microsoft in-house

#### **Sports Facilities**

- A large sports hall, with a variety of sports resources
- Basketball facilities
- An Off-site Multi User Games Area (MUGA) and two Astro turf football pitches

#### **Pension Scheme Contributions**

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

#### **Relocation Support for Teaching Staff**

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

**Social Events:** Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.



## JOB DESCRIPTION

<b>Job Title:</b>	Facilities Technician
<b>Reporting to:</b>	Facilities Manager
<b>Annual Salary:</b>	Between £22,477 and £30,375 dependent on experience
<b>Contractual Arrangements &amp; Working Pattern:</b>	Permanent, full time, Monday - Friday, 37.5 hours per week on shifts between 6:30am and 6:00pm. Flexibility to work paid overtime outside these hours will be required from time to time, including participating in a rota for callouts in the event of an intruder or fire alarm activation. 25 days annual leave plus statutory bank holidays.

### Job Purpose

#### The Facilities Technician will:

- Assist with the general maintenance of all aspects of the building, ensuring a clean, safe, and secure environment.
- Provide an effective and efficient service to members of staff, students and visitors.

#### Key Responsibilities

- Undertaking maintenance work to keep the building, furniture and fixtures and fittings in good working order; using advanced DIY level skills in all trades including joinery, building work, electrics and plumbing.
- Operating and maintaining plant and machinery, subject to appropriate training including air handling, air conditioning, pumps, electrical and heating systems, BMS, access control, kitchen equipment.
- Assisting with weekly testing of the fire alarm system and participating in evacuation drills; this will include use of the Evacusaft fire evacuation chairs (training to be provided.)
- Painting and decorating.
- Ensuring deliveries are received, recorded and delivered within the Academy.
- Setting up and rearranging furniture for exams, meetings, assemblies etc.
- Ensuring facilities routines are completed fully and correctly - legionella checks, pest control, maintenance and servicing of equipment, periodic checks.

- Acting as a key holder for the building and taking responsibility for security and building systems including fire and intruder alarms, electrical and mechanical systems.
- Ensuring the building is kept secure at all times, including external access to the building and internal access to restricted areas.
- Using a computer to access tasks from an online helpdesk system and updating and closing tasks as they are progressed.
- Providing a speedy response to staff requests raised using a text messaging app called 'Slack'.
- Liaising with and supporting Schools Plus (an event management company who operate the building in evenings and at weekends) in facilities related matters.
- Ensuring the building is kept safe at all times, including an understanding of fire and emergency systems, basic health and safety and risk assessments and adhering to safe working procedures at all times.
- Working with contractors to assist and direct them in their duties on site.
- Driving the School minibus (must be over 21 and have held a UK driving licence for a minimum of 2 years.)
- Providing First Aid assistance, subject to training.
- To undertake other duties, appropriate to the post, as may be required from time to time.

## PERSON SPECIFICATION

### Experience, Skills and Abilities

- Experience of facilities management in a modern building. (Desirable)
- First Aid experience (desirable - training will be provided.)
- Skills and experience in all aspects of building maintenance: joinery, general building work, electrics, plumbing and plant maintenance. (Advanced skills are desirable but not essential.)
- Good customer service skills and a can-do attitude.
- Attentive to detail and high standards of workmanship.
- The ability to exercise initiative, work independently and take responsibility.
- Physically fit and capable of manual labour.
- Basic computer skills. (Additional training can be provided.)
- Full UK driving licence required, category D1 for driving up to a 17-seat minibus (Desirable)

### Knowledge and Understanding

- An understanding of child protection and safeguarding children. (Training will be provided.)
- A formal certification in the use of tools and equipment. (Desirable but not essential.)

### Professional Attributes

- Be able to work as an effective member of a team.
- Be able to work under pressure during busy periods, prioritise and manage time effectively.
- A positive attitude and a solution focused approach.
- Flexible and willing to adapt to the needs of the Academy and staff.
- An understanding of the Academy's mission and values.

<b>Post:</b>	Facilities Technicians (x2)
<b>Annual Salary:</b>	Between £22,477 and £30,375 dependent on experience
<b>Job Start:</b>	Immediate
<b>Location:</b>	South Hackney
<b>Contract Type:</b>	Permanent

*‘The best school I’ve ever worked at: the culture, the staff and students, the training, everything!’ (staff member)*

*‘I was amazed at what a great atmosphere the school exuded, how well turned out the children were and how polite and bright they all seemed’ (visitor)*

The Bridge Academy is a truly exceptional school. Our students’ progress is consistently excellent for GCSE and A level, and our superb personal development offer means that over the last three years we have been national debating champions, enjoyed a host of sporting successes and won both the Incorporated Society of Musicians Gold Award and the Hackney Mayor’s award for music.

We are seeking to appoint two Facilities Technicians. The main purpose of the role is to assist with the day to day maintenance of the Academy’s building, ensuring a clean, safe and secure environment. This includes providing an effective and efficient service to members of staff, students and visitors.

The successful candidate will be totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at a good university or equivalent, thrive in their chosen field and live a great life.

#### **Do you have:**

- Experience of facilities management in a modern building? (Desirable)
- Skills and experience in all aspects of building maintenance: joinery, general building work, DIY, electrics, plumbing and plant maintenance? (Advanced skills are desirable but not essential for this role.)
- Good customer service skills and a can-do attitude?
- High standards of workmanship and a solution focused approach?

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award-winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: [Priscilla.agyare@bridgeacademy.hackney.sch.uk](mailto:Priscilla.agyare@bridgeacademy.hackney.sch.uk). We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Friday 15<sup>th</sup> October 2021.**

**The Bridge Academy is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All appointments will be subject to the necessary safeguarding checks, including receipt of a satisfactory Enhanced DBS check with barred list information.**