



Northampton Academy
The best in everyone™
Part of United Learning



ACE School of
CHARACTER



Welcome to Northampton Academy

APPLICATION PACK

Senior Facilities Assistant

Salary: £30,000-£35,000 FTE depending on skills and experience

Hours: 37.5 hours per week (12pm-8pm Mon/Tu/Th/Fri, 1pm-9pm Weds) during term time, 9am-5pm during school closure times)

Holidays: 26 days' holiday per year plus bank holidays

Start date: ASAP

Closing Date: Sunday, 17th May 2026 at 23.59pm

An Academy of Character and Excellence



Respect ■ Determination ■ Ambition ■ Tolerance ■ Integrity

Northampton Academy is seeking to appoint a Senior Facilities Assistant

An exciting opportunity has arisen for a skilled Facilities Assistant who wants to develop their career in facilities management within a supportive and forward-thinking environment. This is a permanent, full-time post. We are looking for an individual who is skilled, with a hands-on approach. If you have a positive attitude, are flexible and enjoy working as a team, this could be the role for you. You will be helping to ensure that we continue to have a safe, clean and well-maintained environment.

You will:

- Work as part of a flexible, enthusiastic and hardworking team
- Have Health and Safety training and uniform provided
- Have sufficient stamina, energy and good health to cope with a demanding and pressured role

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments. The post will be subject to an enhanced DBS Disclosure. The successful candidate will fully embrace our values of Respect, Determination, Ambition, Tolerance and Integrity, and will have a working knowledge of how these will apply within a secondary academy context and within the role itself.

For further information or a confidential chat about this role, please contact Tim Ball, Cluster Estates Manager (email t.ball@northampton-academy.org) or David Reed, Facilities Manager (email d.reed@northampton-academy.org).

" The school's curriculum is broad and ambitious in all three key stages and for all pupils, including those with SEND. Leaders have carefully planned the curriculum so that pupils can learn new knowledge in a highly structured way. "

(Ofsted, 2023)



A Letter From The Principal



Dear Colleague,

I am thrilled to extend a warm welcome to you to Northampton Academy. It's an excellent decision to join our team, and I assure you that working here will be a fulfilling experience. You will receive support and guidance to develop your skills as you progress in your career.

We are a part of United Learning, a network of academies, primaries, and independent schools throughout the UK. United Learning's motto, 'The Best in Everyone,' resonates with us and is the driving force behind our commitment to excellence.

Our vision is straightforward:

"To be recognised internationally as an inclusive school of character and excellence. To provide an unrivalled experience that allows our students to flourish and leave a legacy the community is proud of."

Our mission is equally simple:

'We exist to provide the students of our community with equal or better life chances than any student in the UK.'

We are all working together to achieve our goal of becoming an inclusive school of Character and Excellence. We aim to showcase the fantastic work we have done in various areas, such as our Character and STEM programs, on a national and international level. I am delighted to have a dedicated team of professionals who will help us move forward in realising our vision.

The safety and wellbeing of our students is our top priority. It is at the heart of everything we do. We are proud of our 'exceedingly strong culture of safeguarding' (Ofsted, March 2023), and our students thrive because of it. We are proud to have been judged outstanding in all areas during our most recent inspection in March 2023.

We believe in the importance of work-life balance and recognise that spending quality time with family and loved ones is crucial. Therefore, there is no email communication from 5.00pm to 7.30am during the week and no emails over the weekend. We have a 'flexi-working' policy where every teaching member of staff has a morning or afternoon off each week, allowing them to pursue activities they enjoy. At Northampton Academy, we value trust, and I trust that you will effectively perform your duties and balance work with personal life. We offer many ways to support staff wellbeing, and you will come across more as you progress in your career with us. We are seen as a leading school in the UK for our work around staff wellbeing.

I operate an open-door policy, and I welcome any staff member to come and speak with me regarding any issues they may have. I will always try to find solutions or offer support to find them.

People often say, 'I got into teaching to make a difference' and at Northampton Academy, you can make a real difference. Our school has transformed over the past few years, and our students have high aspirations and regularly progress to the best universities and apprenticeships.

Northampton Academy is a unique place, and I am confident that it will only continue to get better. I wholeheartedly recommend Northampton Academy as the next step in your career.

Yours sincerely,

A handwritten signature in black ink, which appears to read 'O. Jones'. The signature is written in a cursive, flowing style.

Owen Jones
Principal

Why Work For Us?

The leadership of the Academy is highly focused on creating an environment in which teachers can focus on their core role: to deliver excellent lessons. The student behaviour system is simple, easy to administer in lessons, and takes the burden away from teachers. Therefore, detentions, follow-ups and communications with parents, etc., are conducted by the Pastoral and Senior Teams. Teachers at the Academy speak of this as one of the major benefits of working here.

In addition to this, teachers are trusted to be professionals through:

- No unannounced observations
- No lesson grading
- A feedback and recognition policy that lets teachers decide the best feedback mechanism for their own classes, rather than having this prescribed centrally
- Departments set their own feedback and recognition policy and have no expectation of teachers spending extra time marking
- 3 extra INSET days per year collaborative team planning
- No emails (except safeguarding) after 5.30pm and at weekends
- A genuine flexible working approach considered
- Access to newly refurbished gym on site

Centre of Excellence Award

At our core, we embrace the motto 'Our Differences Unite Us.' Our dedication to inclusivity led us to undergo an evaluation by the Inclusion Quality Mark, resulting in the prestigious Inclusive School Award. Throughout the two-day assessment, our staff, students, parents and carers engaged extensively with the assessor, allowing her to gain a deep understanding of our comprehensive approach to inclusion. The assessor was profoundly impressed by the conversations and observations during her visit, and as a testament to our excellence, she also honoured us with the esteemed 'Centre of Excellence' Award.

These Awards recognise our unwavering commitment to delivering and promoting inclusive education across eight key categories. Our efforts extend from classroom instruction and learning experiences to broader engagements with students, parents, and the local community.

Several notable initiatives exemplify our dedication to fostering inclusivity. Last year, during Pride History Month, we empowered our students to lead a vibrant Pride March, embracing and celebrating diversity. Furthermore, we have created a serene Sensory Garden, providing a nurturing space for students with Special Educational Needs. In line with our 'Community Matters' initiative, we established a food bank to address local needs and implemented a school uniform swap facility, supporting students and their families in times of need.

At the Academy, we take great pride in embracing the belief that 'our differences unite us.' We are wholeheartedly dedicated to weaving inclusion into the very fabric of every aspect of school life.



Staff Survey November 2022

We were very pleased to have excellent feedback from the Staff Survey this year:

- 98% value the school's culture
- 99% are proud to work at the school
- 95% support the school's strategy and direction
- 97% feel the school is well led
- 95% would recommend the school to a friend or family member as an employer'

***"Northampton Academy is an amazing place to work.
I feel valued in my role, I have complete trust in the leadership of the school.
The Principal leads with transparency, respect and absolute care,
not just for the students but for all the staff."***

(Staff Survey November 2022)



"Teachers subject knowledge is strong. They explain concepts to pupils clearly. Teachers use a wide variety of strategies to enable pupils to know more and remember more. These include effective questioning 'do now' activities at the start of lessons and short quizzes."

(Ofsted 2023)

Our Vision

'To be recognised internationally as an inclusive school of character and excellence. To provide an unrivalled experience that allows our students to flourish and leave a legacy the community is proud of.'

Our Mission

'We exist to provide the students of our community with equal or better life chances than any student in the UK.'

Our Values

We are providing a safe, caring and exciting environment for young people by putting young people at the centre of every decision. We are developing ambition, confidence and resilience through a relentless focus on opportunities and standards.

We believe that the five core values that best define Northampton Academy are:

RESPECT

- Showing due consideration for the values, opinions and beliefs of others
- Understanding that we are all different from one another
- Respect for ourselves, others and the environment

DETERMINATION

- Not giving up, especially during adversity
- Embracing the challenges of learning at a high level
- Supporting each other to achieve

AMBITION

- Aspiring to be the best people we can possibly be; and know what this looks like
- Aspiring to achieve the highest outcomes possible
- Aspiring to achieve the best jobs, college and university places

TOLERANCE

- Ability and willingness to accept the existence of opinions or beliefs that are different from our own
- Understanding that not all situations and issues are binary
- Willingness to embrace diversity of religion, race and culture

INTEGRITY

- Doing the right thing, even when nobody is watching
- Being honest with yourself and others, even when in the wrong
- Having strong moral principles



ACE School of
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A School of Character

Northampton Academy is a nationally recognised school for its Character Development Programme, which is systematically delivered into the curriculum through lessons, assemblies, tutor time reading, PSHE and many other facets.

The Character programme is based on our 'pillars of virtue':

- **Respect** - showing consideration for the views, opinions, and beliefs of others
- **Determination** - never giving up
- **Ambition** - aiming high, not just for what you want to be, but who you wish to be
- **Integrity** - doing the right thing, even when nobody is watching
- **Tolerance** - the ability and willingness to accept the existence of opinions or beliefs that are different from our own

Staff play a vital role in this development of students' character and we are all expected to role model these virtues at all times. This is vital in the 'caught' aspect of our character programme. New staff must also buy in to this value led approach, and are expected to understand the importance of developing character in young people.

We firmly believe in developing leadership for all and, as such, we provide opportunities for all staff and students.

We fundamentally believe in nurturing talent within our staff body. Our in-house Continuous Personal Development programme focuses on developing teaching and learning practices and techniques to ensure we become the best possible practitioners in the classroom. Further, we actively support staff in their CPD and ensure all leaders have formal leadership training through avenues such as NPQSL or NPQML. Alongside this, we create succession planning for future senior positions.

For students, we promise the young people of Northampton Academy '*leadership opportunities for every student, every year*' to ensure we develop them to be the future leaders of our country. This strand of opportunity for our young people is one of many that we use to help develop the character of our students.

"My professional development is supported and encouraged. I am trusted to manage my time and resources - micromanagement is non-existent. I can bring my authentic self to work, and diversity of thought is welcome."

(Staff Survey November 2022)



ACE School of
CHARACTER

'There is little doubt that Northampton Academy can be considered one of the most successful schools in the country in terms of its character development programme and its direct impact on standards.' - The Association of Character Education

Part of United Learning

Northampton Academy is part of United Learning; a large, and growing, group of schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a group, we can reward our staff better: with good career opportunities, better pay, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing. Our academies each have at least eight INSET days per year (with three of those solely dedicated to planning), and an ongoing group-wide wellbeing programme. It's an ethos we call 'the best in everyone'.

The Academy, which has adopted the mantra 'Our Differences Unite Us', was assessed by Inclusion Quality Mark for the Inclusive School Award. The assessor spent two days at the school, speaking with staff, students, parents, and carers to gain an overall understanding of the school's approach to inclusion. Following her visit, the assessor was so impressed by what she had seen and heard that, alongside this award, she also presented the school with the prestigious Centre of Excellence Award.

In achieving these awards, the Academy was recognised for how it delivers and promotes an inclusive education across eight key categories, including through teaching and learning in the classroom as well as through wider engagements with students, parents and the local community.

As examples of this, last year the Academy held a student-led Pride March during Pride History Month and introduced a Sensory Garden as a quiet space for students with Special Educational Needs to enjoy. More recently, as part of its 'Community Matters' agenda, the school set up its own food bank and has introduced a school uniform swap facility to support students and their families.



“The behaviour of pupils is exemplary. They are respectful, well mannered and polite. They exhibit the school’s values of respect, determination, ambition, tolerance and integrity. Pupils said that bullying is not tolerated. It happens rarely. Pupils know the importance of treating everyone as an equal. Pupils say that ‘difference unites us’.”
(Ofsted 2023)



‘There is a consistent approach to managing behaviour across the school. Staff understand pupils and their individual needs. Behaviour is excellent. Pupils are highly respectful and supportive of each other.’

(Ofsted, 2023)

About Northamptonshire

Northampton is nestled in a curve of the River Nene. It has great transport links direct into London or Birmingham by train in about an hour. It also has direct access to the M1. There is a wide range of attractions both in the town and the surrounding county, such as:

- Museums and theatres - northamptonmuseums.com, [The Royal and Derngate](#)
- Manor houses and gardens - [Delapre Abbey](#), [Castle Ashby](#)
- Great retail outlets - [Rushden Lakes](#)
- Excellent value for your money on houses and flats
- Historic surrounding market towns and villages with local markets
- Variety of cycleways - [Cycle Northants](#)
- Wide range of country walks to take you away from the pressures of modern living
- Great primary schools throughout the county
- Lakes and watersports - [Stanwick Lakes](#)
- Great sporting scene – [Northampton Saints](#), [Northamptonshire County Cricket Club](#) & [Northampton Town FC](#)
- Picturesque golf courses - [Brampton Heath](#)
- Beautiful parkland and forests
- Canals and rivers



'There is an impressive personal development and character programme. Leaders consider the education of the whole child. Leaders have ensured that the school's values permeate through everything that the school does. This enables the school's vision to be 'an academy of character and excellence' to be achieved.'

(Ofsted, 2023)



Stoke Bruerne



Castle Ashby Gardens



Northampton Saints



Royal and Derngate Theatre

Job Description and Person Specification

Job Description – Senior Facilities Assistant

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Reporting to:
Facilities Manager

Hours of work:
37.5 hours per week, 52 weeks per year (12pm-8pm Mon/Tu/Th/Fri, 1pm-9pm Weds) during term time, 9am-5pm Mon-Fri during school closure times)

Purpose

- To provide operational support to the facilities team, ensuring the efficient, safe and compliant running of the academy site.
- To deputise for the Facilities Manager in their absence, taking responsibility for day-to-day facilities operations and decision-making.
- To undertake a broader range of technical maintenance, compliance and site management tasks.
- To support the Facilities Manager in ensuring that the academy environment enables outstanding teaching and learning by maintaining safe, well-lit, heated, ventilated and hazard-free spaces.
- To liaise with contractors on behalf of the Facilities Manager. Providing clear and technical reports and communications on all aspects of Facilities Management. Reports and audits need to be delivered to the wider school, the Facilities team and management.
- To contribute to the vision and direction of Northampton Academy, where innovative and inspirational learning for all is the core value.
- To actively engage in Continuous Professional Development (CPD), with the role designed as a development pathway into facilities management.

Safeguarding

- To uphold the academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.



Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Leadership & Deputising

- Act as the lead facilities representative in the absence of the Facilities Manager.
- Coordinate and prioritise daily workload of facilities staff when required.
- Support decision-making relating to site safety, maintenance priorities and operational issues.
- Liaise with senior leadership team members, contractors and external agencies as required.
- Assist in the supervision and monitoring of contractors to ensure compliance with health and safety and safeguarding requirements.

Technical & Compliance Responsibilities

- Undertake more advanced maintenance, fault finding and repair tasks across building systems (e.g. minor electrical, plumbing, fabric repairs).
- Support statutory compliance activities including inspections, testing and record keeping (e.g. fire safety checks, water hygiene, emergency lighting).
- Carry out and record maintenance inspections and compliance checks to ensure the safety and operational integrity of the site.
- Support the Facilities Manager in managing planned preventative maintenance (PPM) schedules.
- Ensure accurate completion of documentation, compliance records and helpdesk tasks.

Operational Duties

- Responsibility for the security of the premises and its contents, including acting as a key holder and participating in the on-call rota.
- Opening and closing of the academy, including alarm setting/resetting and response to incidents such as break-ins or vandalism.
- Receive and manage tasks via the Facilities Help Desk System, taking ownership from allocation through to completion.
- Oversee works, communicate effectively with end users and ensure high standards of service delivery.
- Carry out routine and reactive maintenance tasks with minimal supervision.
- Monitor site conditions and report/escalate defects or risks appropriately.
- Process deliveries and goods in, ensuring safe handling and storage.

Site & Grounds

- Maintenance, repair and upkeep of the academy buildings and grounds.
- Assist with grounds maintenance tasks as required.
- Ensure the site is clean, safe and presentable, including litter clearance and graffiti removal.
- Daily and emergency cleaning duties as required.



"All staff and teachers within the school genuinely want to give the students the best opportunity to succeed and for the students to be the best version of themselves."

(Staff Survey November 2022)



Facilities Support

- Preparation of rooms for meetings, exams and events.
- Movement and setup of furniture and equipment.
- Replacement and repair of consumables (e.g. locks, lighting).
- Unlocking/locking areas and supervising lettings as required.

Health, Safety & Security

- Report and respond to hazards, incidents and near misses.
- Challenge or report trespassers or inappropriate behaviour on site.
- Ensure all works are undertaken in line with health and safety procedures.

General Support

- Complete daily duty task sheets and other required documentation.
- Provide support across all facilities functions as directed.
- Undertake additional duties commensurate with the seniority of the role.

Development & Progression

- The role is designed as a **development opportunity and pathway into facilities management**.
- The post holder will be supported through **ongoing CPD, training and mentoring**, including technical, compliance and leadership development.
- Opportunities will be provided to gain experience in budgeting, contractor management and strategic facilities operations where appropriate.

Other Responsibilities

In addition, the post holder shall undertake:

- To undertake in-service training as required.
- Child Protection induction training when advised to do so and to follow and implement the Child Protection and Safeguarding policies and processes in your everyday working practice.

General

All academy staff are expected to:

- Work towards and support the academy's vision, values and objectives.
- Communicate effectively to all members of the team and work collaboratively with other staff.
- Support and contribute to the academy's responsibility for safeguarding students.
- Uphold the academy behaviour policy.
- Work within the academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

- Engage actively in the performance review process.
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff.
- Fully subscribe to the Academy Values of Respect, Determination, Ambition, Tolerance and Integrity regarding themselves, the academy and our young people.
- Ensure that the confidentiality of sensitive information and data is not compromised.
- Keep up to date with developments relating to their role.
- Develop and maximise the use of ICT.
- Meet in accordance with calendared meetings and with line managers as required.
- Other responsibilities as reasonably requested and commensurate with the grading of the post.
- Any such duties that may from time to time be reasonably assigned by the Principal.

This job description will be reviewed annually as part of the Performance Management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties, including the provision of high-quality pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

***My colleagues are supportive, the students are amazing,
and this is a great place to work."***
(Staff Survey November 2022)



"Wellbeing is at the heart of our school - for staff and students."
(Staff Survey November 2022)



Person Specification – Senior Facilities Assistant

The successful candidate will possess all or most of the following attributes:

E = Essential D = Desirable

Assessed by: I = Interview A = Application

QUALIFICATIONS	Criteria	Selection
Full, clean driving licence	E	A/I
Current first aid qualification	D	A
EXPERIENCE		
Previous experience of cleaning educational or commercial buildings	D	A/I
Experience of working in a role that requires flexibility and self-management	E	A/I
Experience of working in a successful team	E	A/I
Experience of working within a school or education setting (secondary)	D	A/I
Awareness of data protection, security and confidentiality	D	A/I
PROFESSIONAL DEVELOPMENT		
Evidence of a commitment to own professional development	E	A/I
Evidence of keeping up to date with industry standards	E	A/I
PROFESSIONAL KNOWLEDGE AND UNDERSTANDING		
An up-to-date knowledge and understanding of the professional duties within the field of site maintenance	E	A/I
Knowledge and understanding of the cleaning process	E	A/I
Knowledge and understanding of Health and Safety relating to cleaning, including COSHH	E	A/I
Knowledge and understanding of relevant legislation, development and initiatives	E	A/I
Knowledge of safe working practices	E	A/I
PRACTICAL AND INTELLECTUAL SKILLS		
The ability to build positive and reliable professional relationships with colleagues, students and contractors	E	A/I
A team player with the ability to establish good working relationships with staff, students and contractors	E	A/I

PRACTICAL AND INTELLECTUAL SKILLS	Criteria	Selection
Excellent written and spoken communication skills with the ability to communicate at all levels within the academy and with service users/external bodies	E	A/I
The ability to manage time well and to meet deadlines	E	A/I
The ability to help the Facilities team to achieve their aims	E	A/I
Demonstrate the ability to learn and adapt from past experiences	E	A/I
PERSONAL QUALITIES		
Fully subscribe to the academy values of Respect, Determination, Ambition, Tolerance and Integrity in regard to themselves, the academy and our young people	E	A/I
A commitment to equality and diversity	E	A/I
Flexibility and adaptability in approach	E	A/I
Enjoyment in overcoming challenges	E	A/I
Takes pride in a job well done	E	A/I
Has a "can do" attitude	E	A/I
Able to remain calm and work under pressure	E	A/I
Sympathetic to the needs of others	E	A/I
Accuracy and attention to detail	E	A/I
Ability to manage workload effectively	E	A/I
Willingness to share expertise and knowledge with others	E	A/I
Good health and an appreciation of work/life balance	E	A/I
An excellent record of attendance and punctuality	E	A/I
A sense of humour, warmth, energy, stamina and resilience	E	A/I
Inspire professional respect for and of colleagues	E	A/I
Committed to service quality and continuous improvement	E	A/I
Willing to train to build new professional skills and expertise	E	A/I
PERSONAL QUALITIES		
A willingness to engage in a coaching workplace	E	A/I
Experience of coaching others	D	A/I



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