



Candidate Information Pack



Full time

Facilities Officer

What would you do if you worked in a school with the most able students from across the world?



Introduction & Background

Cardiff Sixth Form College was set up in 2004 as a small private tutorial centre in response to a perceived need in the community to cater for those students of high academic ability but relatively modest financial means. Latterly, expansion of the college has allowed for international students to access this same service. The aim of Cardiff Sixth Form College is to prepare students for a well-balanced, modern life with outstanding levels of educational achievement. A combination of small class sizes, individual attention and excellent teaching leads to first-class academic results with the college being recognised consistently as the 'Number One Independent School in the UK, at A Level' since 2011.

Cardiff Sixth Form College is an international boarding school which brings together some of the most talented students from different countries, providing a stimulating environment in which to study. Students bring an enthusiasm and focus to their studies and are hungry for knowledge and success. In 2021, 98% of students achieved A*-A grades and 100% A*-B. 17 students went on to Oxbridge and 50% to the G5 universities with 81% going onto QS Top 100 universities worldwide.

The opening of a new site in Cambridge in September 2022 means that both Cardiff and Cambridge colleges now operate as 'One College, on Two Campuses'.

Location

Cardiff Sixth Form College, Cambridge is set in the heart of the city of Cambridge. Based in three buildings, closely located to the town centre, it is very much an 'urban college'.

Cambridge is a city on the River Cam in eastern England, home to the prestigious University of Cambridge, dating to 1209. University colleges include King's, famed for its choir and towering Gothic chapel, as well as Trinity, founded by Henry VIII, and St John's, with its 16th-century Great Gate. University museums have exhibits on archaeology and anthropology, polar exploration, the history of science and zoology.

The city's skyline is dominated by several college buildings, along with the spire of the Our Lady and the English Martyrs Church, and the chimney of Addenbrooke's Hospital. Anglia Ruskin University, which evolved from the Cambridge School of Art and the Cambridgeshire College of Arts and Technology, also has its main campus in the city.

Cambridge is at the heart of the high-technology Silicon Fen with industries such as software and bioscience and many start-up companies born out of the university. Over 40 per cent of the workforce have a higher education qualification, more than twice the national average. The Cambridge Biomedical Campus, one of the largest biomedical research clusters in the world includes the headquarters of AstraZeneca, a hotel, and the relocated Royal Papworth Hospital.

The first game of association football took place at Parker's Piece, immediately behind the Cardiff Sixth Form College main building. The Strawberry Fair music and arts festival and Midsummer Fair are held on Midsummer Common, and the annual Cambridge Beer Festival takes place on Jesus Green.

The city is well served with excellent road and rail links. It is adjacent to the M11 and A14 roads and Cambridge station is less than an hour from London King's Cross railway station.

School Aims & Ethos

Cardiff Sixth Form College's vision is to be "The Best Academic School in the World": lofty aspirations which are backed up by a remarkable history of high academic achievement and successful university placements.

Ralph Waldo Emerson said: "Without ambition one starts nothing. Without work one finishes nothing. The prize will not be sent to you. You have to win it." This epitomises the attitude of a typical Cardiff Sixth Form College student who is ambitious, whose aspirations are broad and whose academic dreams are significant. It is for the hardworking and diligent student who wants to excel and broaden their academic horizons. It is for students who wish to win a place at the best universities to study courses which will provide fulfilment and challenge. It is not for everyone, but it is the perfect place for many.

The college aims to deliver teaching and learning that challenges, inspires, demands and delivers excellence; careers guidance which is outstanding and is tailored to the individual's needs and aspirations; pastoral care which is safe, caring, compassionate, understanding and developmental; administration which is efficient and supportive, with compliant systems, both complementing and leading the provision; and sustainability that comes from a profitable organisation that invests for and in the future.



Cardiff Sixth Form College's new Cambridge campus

As the leading A level provider within the UK, Cardiff Sixth Form College offers an outstanding academic programme for admission to the best universities in the UK and internationally. At the Cambridge campus, students will follow a predominantly STEM programme and may select from the following subjects:

Mathematics | Further Mathematics | Biology | Chemistry | Physics | Economics | Computer Science

In addition, the college helps students build management and project skills, teamwork abilities, confidence and a healthy mindset. Our teaching approach places considerable emphasis on independent learning – to look beyond simple answers and demonstrate a passion for knowledge and discovery. To support this aim, all students have access to courses in critical thinking, effective communication, leadership and entrepreneurship.

Learning begins in the classroom but doesn't end there. All students take part in an extensive super-curricular programme, 'The Cambridge Edge'. This including elements from work observation, academic enrichment trips, career-based societies and a wide range of academic competitions.

An extensive university preparation programme complements the curriculum, giving students the best chance to achieve their potential. This includes specific assistance for Oxbridge entry, Medicine and Healthcare degrees and international university preparation. As a part of Dukes Education, we are supported by Dukes Consultancy, including Oxbridge Applications, Medic Applications and A List for US University Applications in providing expert and bespoke assistance to our students.



Facilities Officer at CSFC Cambridge

Cardiff Sixth Form College Cambridge was launched in September 2022 with a small cohort of international students. The college will grow substantially in September 2024, resulting in a number of additional teaching roles becoming available.

The Facilities Officer is responsible for the upkeep and successful operation of the college. This will involve being responsible for health and safety and for maintenance. The role will involve hands on work, such as caretaking and maintenance duties, and compliance through the oversight of all aspects of health and safety.

In common with all staff working in the college, this role involves contributing to the safeguarding of students at the college and acting as a public-facing representative of the college.

Job Specification

Job Title:	Facilities Officer
Department:	Operations
Responsible to:	College Principal
Purpose of the job:	<p>The Facilities Officer is responsible for the upkeep and successful operation of the college. This will involve being responsible for health and safety and for maintenance. The role will involve hands on work, such a caretaking and maintenance duties, and compliance through the oversight of all aspects of health and safety.</p> <p>In common with all staff working in the college, this role involves contributing to the safeguarding of students at the college and acting as a public-facing representative of the college.</p>

By the nature of the responsibility, the following list is not exhaustive, but is a guideline as to the main requirements of the role.

	Main tasks and responsibilities
Health and Safety	<ul style="list-style-type: none"> • Ensuring that all relevant regulations are adhered to such as health and safety regulations and any other best practice guidelines • Coordinate regular health and safety audits, meetings, DSE and PEEP inspections, reporting areas of concern in a timely manner • Conduct accident investigations, health and safety inspections in line with the CSFC health and safety policies • Liaise wit external health and safety consultants in the provision of training, implementing new benefits and controls • Coordinate the training requirements of managers and contractors on health and safety issues and risks • Maintain up to date knowledge of all aspects of relevant health and safety and welfare at work legislation and communicate relevant changes to the business • Ensure the completion and regular reviews of risk assessments for all work equipment and operations • Coordinate regular site audits, SHE site committee meetings and update ant new processes or procedures
Maintenance	<ul style="list-style-type: none"> • Perform weekly planned maintenance (PPM) duties as required and in line with training and expertise; • Respond to helpdesk requests and emergency maintenance tasks • Outdoor areas housekeeping (weeding, pressure washing Etc- as and when required) • Perform legislation checks. • Admit, supervise and support maintenance contractors when on site; • Work with and in support of all staff • Be proactive in responding to maintenance requirements, attending to tasks in a self-directed manner when capacity allows; • The role will involve internal redecoration, such as repainting and repair work • The role may require some heavy lifting and work with chemicals. Training will be provided
Security	<ul style="list-style-type: none"> • Prioritise the security, health and safety of staff, students, visitors, college buildings and their contents throughout the opening times of the college, throughout the year. • Securing and unlocking all campus building; Opening & set u:p (Lights & Heating) of am)Regent Stret building (by 8 am) & Glisson Road building (by 8:15 am) • Administer post and deliveries, as required, between sites, (Regent Street, Glisson Road & Tripos Court) when necessary. • Responsible for the control, issue and custody of keys. • Carry out regular patrols across campus, attending to incidents and helping to co-ordinate situations as directed by the Senior Leadership Team

	<ul style="list-style-type: none"> • Proactively attend to any security related or emergency incident, as directed by the Senior Leadership Team. Or if a situation becomes apparent • Contact and liaise with the appropriate format, writing concise and accurate incident reports as necessary; • Operate security related equipment following college procedures, ensuring the equipment is maintained and stored correctly, reporting any faults to the Line Manager; • Professionally support individuals in confrontational or difficult situations whether members of the college or in the college grounds; • Undertake training as required and receive guidance, support and direction from the Line Manager as necessary; • Carry out special duties in connection with open days and other special college events. • Support with reception duties; incident logs; telephone calls; alarm activations; door systems; CCTV surveillance and access control equipment • Act in accordance with the requirements of the college's Health, Safety and Welfare policies and procedures; • Assisting with fire evacuations
Facilities	<ul style="list-style-type: none"> • Assist with the movement and arrangement of furniture and office equipment • Assist in the setup of rooms in readiness for special events/college examinations • Perform energy checks e.g. switching of lights, projectors etc. and assist with emergency evacuation of persons with additional needs. • Fire alarm testing, termly fire drills and annual lock down drill • Emergency lighting testing • Water testing • Fire door checks
Safeguarding Responsibilities	<p>Cardiff Sixth Form College is committed to its responsibility for safeguarding and promoting the welfare of its students in line with government recommendations and policies, Due to this all staff at the college have a responsibility for safeguarding and reporting any concerns regarding students to the DSP or a Deputy Safeguarding Officer. Your safeguarding responsibilities mean that you will need to:</p> <ul style="list-style-type: none"> • Demonstrate a commitment to promoting and safeguarding the welfare of children and young persons in line with College Policy and procedure • Respond and deal with incidents in a sensitive, empathetic and supportive manner, reporting any incidents to the accommodation manager and pastoral team. • Undertake initial and regular safeguarding training and be willing to undertake additional safeguarding training to enhance professional development

Person Specification

The person specification provides an outline of the experience, skills and abilities required of the success candidate. Within your application, you should match your own skills, experience and abilities to those listed below and set out how you satisfy the criteria.

Person Specification:

- Be adaptable and show good judgement;
- Be able to manage the physical demands of a role which requires some lifting and walking between college buildings;
- Have good organisational skills and an ability to complete tasks without supervision whilst also functioning as a part of a team;
- IT skills and familiarity with databases and spreadsheets for effective record keeping
- Work effectively with other people by being self-aware, treating people equally and sensitively, whilst ensuring all aspects of confidentiality are maintained;
- Develop good working relationships with colleagues;
- Communicate clearly by getting the message across effectively, listening carefully and responding to feedback;
- Represent CSFC professionally and adhere to the highest levels of customer service with all stakeholders including students, parents, agents, guardians and external service providers;
- Be positive in outlook and supportive in all aspects of work;
- Have experience in a wide range of skills such as repairs, building work, maintenance & decorating;
- Undertake IOSH Working Safely training and any other Health & Safety training as required;
- Be willing and able to work flexible hours and be prepared to cover team members for holidays or absence as and when required. Overtime is paid at the discretion of the college and must be approved by management.
- Undertake any reasonable requests of work required, to ensure the smooth running of the college.

Knowledge of relevant policies and procedures relevant to the role, such as contract, housing or employment law, health and safety, cleanliness practices and waste management will put you at an advantage.

Terms & Conditions:

Remuneration	£35,000 pa - £40,000 pa, depending upon experience
Working Hours	Morning Shift: 7.30am – 3.30pm. 30min Lunch (Unpaid) 37.5-hour working week.
Holiday entitlement	38 days (inclusive of the 8 normal bank holidays)
Notice period	1 month
Probationary period	6 months reviewable at discretion of CSFC
Pension	Inclusion in the Cardiff Sixth Form Pension Plan
Training	Commitment to ongoing training, as required

Cardiff Sixth Form College is an equal opportunities employer and is caring and reasonable in its approach to all staff.

Ofsted Inspection

Cardiff Sixth Form College, Cambridge has been inspected in May 2022 by Ofsted as a new school providing academic education for pupils and students aged 14 – 19. A further, full Ofsted inspection will take place in the first year of operation in accordance with the Department for Education requirements for new schools.

Governance

The college is a registered company limited by guarantee operating within the Dukes Education Group Ltd. The college is governed by a Board of Directors, consisting of:

- Founder and Chairman
- Managing Director (Colleges)
- Managing Director (London Day Schools & Nurseries)
- Managing Director (Outer London Schools)
- Managing Director (Beyond the Classroom)
- Chief Financial Officer

The Board of Directors is assisted by a professional support team and appointed Senior Advisors to review all aspects of college performance and monitoring. This includes safeguarding, fees, staffing, budgets, health and safety, property, admissions and marketing, compliance, inspections, training and development, legal matters, complaints, surveys and other local school issues.

The Governing Body meets termly to consider reports from the Principal and Head covering all college matters.

The Board retain ultimate responsibility for the approval of all policies and developments. They also review regularly their impact on college finances and operations. All operational matters are delegated to The Principal and Head, as appropriate, who are responsible for fulfilling the college's aims and the successful implementation of the college's strategic development plan.

The appointment is subject to satisfactory references, satisfactory clearance from DBS, proof of identity and qualifications and a satisfactory medical report

Cardiff Sixth Form College winning the 'Overall Setting of the Year' Award at the 2022 Annual Dukes Education Conference.

