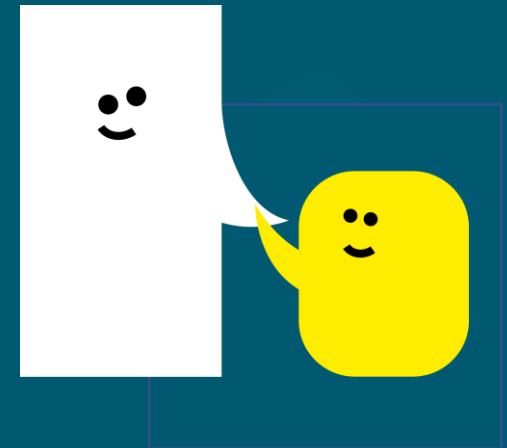


# Facilities Support Administrator

Recruitment Pack for Candidates  
November 2024



A Speech and  
Language UK school



## About Meath



A Speech and  
Language UK school

Meath, a Speech and Language UK School ([www.meathschool.org.uk](http://www.meathschool.org.uk)) based in Ottershaw, Surrey is a day and residential non-maintained primary special school for up to 75 pupils aged 4 to 11 years, where Speech and/or Language Disorder and associated difficulties is the primary need, including children with high functioning Autism.

Our most recent Ofsted report (2023) is highly positive about the work of the school and the progress which our children make. “Pupils are happy and safe, and they enjoy being in school. They comment that ‘everyone can have friends here’.”

“The values of ‘talk, learn, grow’ are at the heart of all that the school does. Every aspect of learning is centred around equipping pupils to become confident and independent communicators.”

“The harmonious collaboration between the therapy and education teams forms the core provision. Therapy programmes are seamlessly intertwined throughout all lessons, and every pupil benefits from this enrichment.”



A Speech and  
Language UK school

# About Speech and Language UK

**Speech and  
Language UK**   
Changing young lives.

At **Speech and Language UK**, we want every child to face the future with confidence. For 1.9 million children in the UK, learning to talk and understand words feel like an impossible hurdle. Without the right help, this can destroy their world. They feel disconnected from their family. Unable to make friends. Unfairly punished for not following instructions they don't understand. What does the future hold for them?

We must reach children earlier, to make sure every child has the skills to face the future. We design innovative tools and training for thousands of nursery staff and teachers. We give families the confidence and skills to help their child. And we put pressure on politicians to prioritise support for children. Too many children are left waiting to be understood. Help us bring speech and language skills into the spotlight so they can all flourish.

For more information about Speech and Language UK, its work and values go to or follow-us on X @SpeechAndLangUK



# Principal's Welcome

It is with great pleasure that I welcome you to share the experience we have at Meath. We are a school dedicated to ensuring every child learns to communicate, gets a positive learning experience and feels a sense of belonging and security to be themselves and flourish by overcoming their barrier to learning. Our school is emersed in the total communication approach, so whatever the communication need, there is a way to get past it.

We at Meath, take great pride in the work we do and the progress we see of individual children. We believe that we open doors and support children to be strong independent communicators and learners. We offer a way to ensure they are heard and can give their valued voice and opinion by whatever means.

We want to prepare children for the next stage of their education and give them the tools to independently access the learning and education which will provide them with greater life choices and experiences. We want every child to **TALK, LEARN,** and **GROW,** we want them to 'talk' through any means possible, learn and empower them to grow as independent citizens.

Our collaborative and immersive environment allows children to be effective communicators and learn various means to have their voice heard. We work as a multi-disciplinary team to ensure the best expertise is shared and taught so that we drive progress forward and ensure we are providing the most evidence-based approach to our practice.

*Majella Delaney*  
Principal

“Meath School has been amazing – we’ve got our little boy back! He’s made lots of friends, and he’s understanding so much more.”



# What we offer

Meath, a Speech and Language UK School is a fantastic place to work, with benefits including;

- Annual salary reviews
- Employee assistance programme providing a confidential helpline
- Supportive and paid sick leave, if needed
- 1 wellbeing day to be taken during term time each year
- A team of Mental Health First Aiders in school
- A supportive culture that aims to promote positive mental health and wellbeing of staff
- Life events celebrated
- Staff appreciation gestures throughout the year
- A friendly, passionate and enthusiastic team dedicated to getting the best outcomes for our young people
- Free optional flu jab in the Winter
- Contributory pension scheme
- Life assurance cover
- Enhanced maternity and paternity leave
- Free eye test
- Interest-free annual season ticket loan and bike loan
- Plenty of onsite parking
- Discounted staff lunches
- Access to hundreds of exclusive perks, discounts and wellness resources through Perkbox
- A comprehensive induction programme so you can hit the ground running
- Continued professional development and training opportunities, and regular professional support





# Job Description

**Job Title:** Facilities Support Administrator

**Location:** Meath, a Speech and Language UK school, Ottershaw, Near Woking, Surrey

**Salary:** Actual starting from £15,691 (based on 24 hours per week) - £20,921 (based on 32 hours per week) /£13,47 per hour (£24,519 FTE)

**Working pattern:** Permanent, Part Time (minimum of 24 hours per week, salary pro rated accordingly), Term time plus 3 weeks worked flexibly during school closure periods per year.

**Start Date:** ASAP

**Role Overview:** We are looking to appoint a reliable and diligent Facilities Support Administrator with a collaborative work ethic. This role will support the Premises Manager to maintain exceptional compliance records and ensure the safe running of the school site. This role is also "hands on" and will involve some site maintenance tasks, please see the job description for more details.



## JOB DESCRIPTION

<b>Job Title:</b>	Facilities Support Administrator, Meath School
<b>Responsible to:</b>	Premises Manager, (at times will report directly to School Business Manager)
<b>Job Summary:</b>	To contribute to the development of all aspects of the centres' premises and building maintenance and compliance.

### Job Summary

1. To be responsible to the Premises Manager ensuring the safe, economic and effective maintenance and operation of buildings and grounds.
2. To support the Premises Manager with all administration relating to the management of the school site, as well as the record keeping of statutory compliance and health and safety management.
3. To work as part of a team with the other Premises Assistant and Premises Manager on a day to day basis, liaising with the team to ensure maintenance requests on Smartlog are actioned.
4. To ensure that the school site is safe and there is an appropriate environment for children to learn and staff to work at all times.
5. To liaise with contractors to book in planned works, as directed by the Premises Manager or School Business Manager.
6. To set and maintain high professional standards at all times in delivering both an outstanding service and the vision of the school and charity.
7. To act as a keyholder for the school and to respond to emergency call outs and unlock the site on some weekends, the team do this on a rotating basis.

### Principle Duties and Responsibilities

To work under the direction of the Premises Manager to ensure:

1. All statutory tests are up to date and compliant, with all paper work, reports and job sheets scanned and saved to Smartlog (Compliance Management Software).
2. Contractor documentation is up to date and on file, including DBS checks, insurance documents and appropriate risk assessments.
3. All necessary risk assessments are in place and reviewed regularly.
4. The Swimming Pool Normal Operating Procedures and Emergency Action Plan are reviewed regularly and shared with all staff and hirers using the swimming pool.
5. Compliance with health and safety and security standards across the school at all times.
6. a safe and healthy working environment for pupils, staff, visitors and contractors, arranging works as necessary.

To assist the Premises Manager:

1. in planning, organising and delivering the maintenance schedule and future building, gardening and landscape projects. This will involve liaising with various contractors.
2. with administration for the premises team as and when required e.g. set up new suppliers, monitor, control stock and plan / purchase domestic items.
3. To prepare reports for the School Advisory Board, such as reporting on progress against actions from the Health and Safety Audit or Fire Risk Assessment.
4. And the Assistant School Business Manager to manage the lettings of the school site, swimming pool and gym, communicating with Hirers as directed.



## **Maintenance**

1. Key holder responsible for unlocking/locking as required and in conjunction with other members of the Premises team.
2. In the absence of the Premises Assistant, to support the Premises Manager with daily / weekly / monthly in house checks and ensure these are recorded appropriately and any remedial actions are complete.

## **Premises Duties**

To work under the direction of the Premises Manager to:

1. ensure the maintenance, security and safety of equipment, materials and gardening tools, ensuring all are looked after as per manufacturer's advice.
2. ensure the grounds are prepared for special events.
3. maintain the school swimming pool, to include water testing and some cleaning duties.
4. ensure the premises are secure at the end of the working day and during school holidays.
5. implement internal office moves in liaison with relevant staff.
6. drive the school vehicles if called upon, including undertaking relevant training for the school minibus.
7. meet, greet and at times supervise contractors on site providing advice and assistance where necessary.

## **Health and Safety**

Assist the Premises Manager in the following areas:

1. To take a proactive role to ensure the school site complies with all current H&S regulations.
2. Ensuring the emergency lighting systems are maintained, tested and certified.
3. To ensure all gas equipment and gas installations are maintained, tested and certified.
4. To ensure all fire alarms are maintained, tested and certified, fire logs are kept up to date.
5. To ensure that the current asbestos register is shared and available to all users of the school site..
6. To ensure that the school is complying with the Control of Substances Hazardous to Health (COSHH) regulations.
7. To respond to emergency calls by staff where H&S issues have been highlighted.

## **Personal Development**

1. Participate and contribute to one's own performance appraisal and supervision sessions.
2. Undertake relevant training and development, as required.
3. Attend and contribute to Speech and Language UK events as required, to include the annual fireworks display and Summer Fair.

## **Additional Requirements**

1. Liaise closely with school leaders in the event of the absence of the Premises Manager.





2. Undertake other duties as defined by the Premises Manager, including cover for other team members.
3. Refrain from acting in a manner that in any way endangers yourself, fellow employees, or the public.
4. Ensure that all policies and procedures relating to the protection of children are followed at all times.
5. Avoid any behaviour that discriminates against your fellow employees, or potential employees
6. Safeguard at all times confidentiality of information relating to children, staff and Speech and Language UK's work.
7. Refrain from smoking in any area of Speech and Language premises not designated as a smoking area.
8. Behave in a manner that ensures the security of Speech and Language UK property and resources.
9. Abide by all relevant Speech and Language UK Policies and Procedures.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake other relevant and appropriate duties as required.

This job description is subject to regular review and appropriate modification.



## Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications</b>		College or further education qualification demonstrating computer literacy.  Health & Safety Training.  Manual Handling Training.  COSHH Training.  First Aid Training.
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of using an online compliance management system or management information system to record information and create reports.</li> <li>▪ Experience of working in a team.</li> </ul>	Education or voluntary sector experience.  Swimming pool maintenance experience.
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>▪ Excellent knowledge of IT software including Microsoft office suite (Ms Outlook, Word, Excel, PowerPoint, internet)</li> <li>▪ Strong data analysis skills</li> <li>▪ Good understanding of Health &amp; Safety regulations and practice to ensure that all duties are carried out safely.</li> <li>▪ The ability to apply regulations such as health &amp; safety, manual handling, COSHH, Legionella etc.</li> <li>▪ Awareness of school policies and procedures and most importantly the equal opportunities policy, child protection policy and all health &amp; safety related policies.</li> <li>▪ Understanding of the variety of tasks necessary in the running of school facilities.</li> <li>▪ Excellent communication, organisation, planning and literacy skills.</li> <li>▪ Ability to prioritise and work flexibly.</li> <li>▪ Ability to perform physical tasks as required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.</li> <li>▪ Experience of providing a calm and courteous service both internally and externally.</li> <li>▪ Clean driving licence and able / willing to drive the school mini bus</li> </ul>	Knowledge of school site operations.  Risk assessment experience and / or qualification.  Fire warden experience.
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>▪ Ability to develop and maintain positive internal and external relationships to forward the work of Speech and Language UK.</li> <li>▪ High standards of personal and professional integrity.</li> <li>▪ Energetic self initiator.</li> </ul>	An understanding of children/ working inside school teams.



	<ul style="list-style-type: none"><li>▪ Flexibility, adaptability and the ability to work well under pressure at times.</li></ul>	
<b>Other factors</b>	<ul style="list-style-type: none"><li>▪ Committed to the overall values of our organisation and to developing and delivering Speech and Language UK's Vision and Strategy.</li><li>▪ Evidence of continuing professional development.</li><li>▪ Understanding and commitment to equal opportunities and empowerment.</li></ul>	The ability to travel to other Speech and Language UK sites and attend evening/weekend meetings as appropriate.



**Speech and Language UK**  
**Summary of Terms and Conditions of Employment and Benefits**

<b>Job Title:</b>	Facilities Support Administrator
<b>Start Date:</b>	As soon as possible
<b>Location:</b>	Meath, a Speech and Language UK School, Brox Road, Ottershaw, Surrey, KT16 0LF
<b>Annual Salary:</b>	£25,685 per annum (pro rata for hours and weeks per year)
<b>Hours:</b>	Up to 32 hours per week – part time hours will be considered but a minimum of 24 hours is required.  42 weeks per year – term time plus 3 weeks to be worked in school holidays as agreed in advance with the Premises Manager.
<b>Annual Leave:</b>	25 days paid per annum pro rata – to be taken during school holidays.
<b>Disclosure &amp; Baring Service Check:</b>	The successful candidate's employment is subject to an enhanced DBS and barred list check
<b>Probation Period:</b>	There is a 6 month probationary period for this post
<b>Pension:</b>	After 3 months, staff employed on a continuing contract, or temporary contract of minimum 6 months, are entitled to join the Speech And Language UK group pension scheme with Aviva. Employer contributions 4.5%, and the minimum employee contribution is 3%. Teachers will be enrolled onto the Teachers Pensions Scheme.
<b>Life Assurance</b>	For members of the DC pension scheme only: Life cover for 4 x annual salary. Members of Teachers Pension have life insurance cover as part of that scheme.
<b>Perkbox:</b>	Employee benefit providing hundreds of exclusive perks for staff ranging from discounts on shopping, entertainment and gifts, to gym membership, rewards, confidential employee assistance and over 150 e-learning perks.
<b>Free Annual Flu Vaccination:</b>	Free annual flu vaccination for all Speech and Language UK employees.
<b>Payroll Giving</b>	By joining the payroll giving scheme, you can donate to your chosen charity directly from your pay before tax is deducted.
<b>Season Ticket Loan</b>	Speech and Language UK offers eligible employees an interest free loan for the purchase of a season ticket for travel between home and Central Office/ the School.
<b>Bike Loan</b>	Speech and Language UK offers eligible employees an interest free loan for the purchase of a bicycle for commuting to work.

# How to Apply

For an informal discussion about the role or school visits please contact Paul Gorman (Premises Manager) or Michelle Austin (School Business Manager) on 01932 872302.

To apply please complete the application form (application pack attached) and send this to School Business Manager at [sbm@meathschool.org.uk](mailto:sbm@meathschool.org.uk)

The deadline for applications is **Midday Friday 13th December 2024** with shortlisting taking place on **Monday 16th December 2024**, with interviews held later that week depending on candidates' availability.

## Accessibility Support:

We are committed to ensuring that our recruitment process is accessible to everyone. If you require any adjustments or need to apply in a different format, please contact our People Team at [hr@speechandlanguage.org.uk](mailto:hr@speechandlanguage.org.uk) and we will be happy to assist you.

We are a [Disability Confident Committed Employer](#).

## Safeguarding

We are committed to safeguarding and promoting the welfare of children and we carry out safer recruitment principles, as well as appropriate vetting and verifications on all school staff.

In line with Keeping Children Safe in Education the successful candidate's employment is subject to an enhanced DBS and barred list check. All shortlisted candidates will be subject to an online search covering content that is in the public domain.

A copy of our Safeguarding policy can be found here: [safeguarding policy](#)



[meathschool.org.uk](http://meathschool.org.uk)

[Speechandlanguage.org.uk](http://Speechandlanguage.org.uk)

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