

MURRAY PARK SCHOOL

Ofsted

Good
Provider



APPLICANT INFORMATION PACK

P/T ASSISTANT FACILITIES & LETTINGS MANAGER

APPLICATION DEADLINE: MON 4TH AUGUST 9AM

INTERVIEW DATE: TO BE CONFIRMED

START DATE: ASAP (SUBJECT TO SATISFACTORY
ENHANCED DBS CLEARANCE &
REFERENCES)

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references

Headteacher: Mrs N. Caley

Address: Murray Road, Micklegate, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Email: recruitment@murraypark.derby.sch.uk



OUR HEADTEACHER

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow a comprehensive induction

programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.

I wish you the best of luck with your application to our school.



MRS N. CALEY

SENIOR LEADERSHIP TEAM



Nicola Caley - Headteacher

Rebecca Somes - Deputy Headteacher

George Hagen - Deputy Headteacher

Theresa Lucas - Assistant Headteacher

Nick Lynn - Assistant Headteacher

Leanne Dodd - Assistant Headteacher

Joseph Hyndman - Assistant Headteacher

"Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values..."

Flavia Kupferberg - Teacher of English



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.

In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.



We are passionate about our pupils' personal development and put this at the heart of everything we do. We provide cultural capital experiences to our students through the Murray Park Charter for Success, where students are supported and encouraged to try new activities and experiences such as visiting the theatre, volunteering, learning to

play a musical instrument as well as much more. As well as this, we produce an annual trip schedule which includes a number to international destinations, including outside of Europe. These are fully funded for students, where required.



Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.

"The quality of provision and pastoral care for our students has an exceptional impact on their lives."

Emma Challand - Head of Year



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school but has a close working relationship with the local authority.

We cater for approximately 1200 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference.

Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to:

recruitment@murraypark.derby.sch.uk

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"Murray Park is a fantastic school to work for, I've felt extremely welcome and supported by the school, first as a trainee and then as a new starter."

James Murton - Teacher of English



DEPARTMENT INFORMATION

At Murray Park our Facilities Department is the backbone of our commitment to excellence in education. From ensuring the cleanliness and safety of our premises to managing logistics and overseeing maintenance, our dedicated team works tirelessly to support the smooth operation of our school.



Premises Care and Maintenance: From caretaking duties to cleaning tasks, we ensure that our school environment is pristine and conducive to learning. Our staff handles porterage, maintains maintenance schedules, and supports the Facilities Manager in planning repairs and maintenance within budget constraints.

Safety and Security: The safety of our students and staff is paramount. Our team monitors security systems, responds to emergencies, and conducts routine safety checks to mitigate risks.

Lettings Management: Our department also manages the lettings process, acting as the main point of contact for bookings and ensuring the correct and authorised use of our facilities. We promote our sports facilities and maximise income potential through strategic lettings management.



Equipment Maintenance: We take pride in ensuring the smooth operation of our school's equipment and facilities. From attending to heating and lighting to maintaining boiler plant equipment, our team ensures that everything runs efficiently and safely.

Cleaning Services: Our commitment to cleanliness extends to every corner of our school. We maintain high standards of cleanliness, remove graffiti, and keep exterior surfaces tidy. Our porterage duties ensure that supplies are delivered promptly and efficiently.



Join us in our mission to create a safe, clean, and welcoming environment where students can thrive.

"Murray Park School is a great place to work. If you are passionate about making a difference to the lives of young people, this is the place to be."

Alfie Holland - Head of Year and Teacher of PE



Our School was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	<p>“Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge.”</p> <p>“Leaders have planned assessments to check pupils' understanding.”</p>
Behaviour and Attitudes	<p>“Pupils are happy and safe at Murray Park. They know teachers care about them.”</p> <p>“Leaders have ensured that classrooms are places where pupils can learn.”</p>
Personal Development	<p>“The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery.”</p> <p>“Leaders ensure that all pupils have opportunities to gain different cultural experiences.”</p>
Leadership and Management	<p>“Leaders have prioritised reading.”</p> <p>“Leaders have created a culture of safeguarding.”</p>

SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

“Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way.”

Charlotte Bunting - Teacher of Science

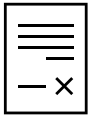


STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. When we make strategic or operational decisions, we always consider the well-being and workload of staff. See below for some of the ways we support staff wellbeing and workload for all our team:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



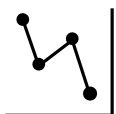
Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



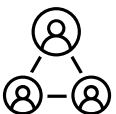
Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

“Murray Park School is at the centre of the community. For our students this is their OASIS.”

Katy Drew - Alternative Provision Lead



JOB ADVERT

P/T ASSISTANT FACILITIES & LETTINGS MANAGER

- Salary:** NJC Pay Scale Pt 25 - Pt 27 £35235 - £37035, (£21426 - £22521 pro rata), 52 weeks, 22.5 hours weekly
- Responsible to:** Facilities Manager
- Contract:** P/T job share role, 52 weeks, 22.5 hours weekly working 8am-4pm Mon/Tues/Wed, may be a need to work occasional Saturdays to cover staff absence.

Framework: To work within the framework of NJC pay and conditions for support staff, current legislation and the policies of the school.

Murray Park School is a rewarding and professionally stimulating place to work. Over the last few years we have undergone a journey of rapid improvement; moving from a Requires Improvement Ofsted grading to Good in September 2022, along with a much improved Progress 8 score, as well as now being over-subscribed. Never complacent, we are now on our next stage of development and seek high-quality staff to enable this.

The person appointed will have:

- Enthusiasm and energy
- Commitment to supporting the full life of the school
- Professional appearance and manner
- Good attendance and punctuality record
- To work well with colleagues and function as a 'Team'.
- Excellent inter-personal and communication skills
- To be able to work flexible hours
- Use own initiative and work without supervision
- Be approachable, trustworthy and reliable

Staff at Murray Park School benefit from:

- Flexible working for all staff.
- A Senior Leadership Team who prioritise staff well-being and consider this when launching any new systems or pedagogical approaches.
- A robust and centralised behaviour system, including an internal Alternative Provision, to ensure learning in our classrooms is disruption free.
- A whole-school CPD package which includes the sharing of recent research and best-practice.

How to Apply

An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/key-information/vacancies>

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"Murray Park is an extremely engaging place to work, but more than that it feels like a family and really integrates the 'community' aspect of the school's name."

Joe Potts - Teacher of Geography



ROLES AND RESPONSIBILITIES

Key Tasks:

Supporting Facilities Management of Staff and Resources:

- Assist in staff management, recruitment, and leadership tasks.
- Aid in all aspects of Health & Safety management, checks and record keeping.
- Aid in caretaking, cleaning, and maintenance of premises and equipment.
- Maintain records and schedules for maintenance activities.
- Ordering and negotiation of goods and services within budget restrictions.

Security and Safety Oversight:

- Ensure security measures are upheld, including responding to alarms and emergencies, including call out and key holder duties.
- Monitor equipment maintenance and conduct safety checks.
- Support compliance with health & safety regulations and manage/supervise contractors.
- Support safe practices with all school processes and mandatory regulations.

Plant, Equipment and Site Services:

- Manage heating, lighting, and boiler plant maintenance.
- Ensure cleanliness and upkeep of school premises and grounds.
- Assist in minor repairs, redecoration, and portorage duties as required.
- Support school minibus servicing and cleaning processes.

Lettings and General Support:

- Act as main point of contact for bookings using our online SchoolHire system to maintain & review venue hire agreements and documentation.
- Liaise closely with relevant school departments and customers.
- Promote school's facilities and identify key lettings to maximise income potential.
- Conduct facility maintenance checks and assist in programming activities.
- Keep abreast of technological advancements and adhere to school policies.
- Undertake appropriate training as directed.
- Be flexible to carry out other tasks/duties as directed by the Facilities Manager & Senior Leadership Team.

The post-holder will be expected to carry out other tasks/duties as directed by the Headteacher that are commensurate with the responsibilities of the site team. This list is non-exhaustive and further details will be provided in the job description.

'Ever since I started at Murray Park I have felt supported by all staff and welcome by everyone here, including the students. I am proud to work at Murray Park...'

Elise West - Teacher of Maths



PERSON SPECIFICATION

	Essential/ Desirable
Experience Working or having worked in a school environment Supervising staff (Cleaning Team)	D D
Qualifications Evidence of relevant professional development or training Driving Licence	D D
Knowledge/Skills Awareness of Health and Safety procedures/legislation Basic computer literacy A willingness to learn new skills Good all round general maintenance and repair skills Ability to prioritise Environmental awareness	D E E E D D
Personal Qualities Good attendance and punctuality record Enthusiasm and energy Commitment to supporting the full life of the school Professional appearance and manner Enhanced Disclosure and Barring Service Check (on appointment) To work well with colleagues and function as a "team" Well developed inter-personal & communication skills To be able to work flexible hours To use own initiative and work without supervision Be approachable, trustworthy and reliable	E E E E E E E E E





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

“PROUD TO BE HERE”



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