



Nonsuch High School for Girls



Premises Assistant

Information Pack

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NONSUCH HIGH SCHOOL FOR GIRLS

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Dear Candidate

Thank you for your interest in the position of Premises Assistant at Nonsuch High School for Girls.

This post presents a superb opportunity to work with a committed team of people as part of the Premises Team for a large secondary school catering for 11-18 year old girls. The school was opened in 1938 and stands in 22 acres of beautiful grounds on the edge of Nonsuch Park.

At Nonsuch we aim to be a truly outstanding school with an excellent academic reputation that provides first class care, guidance and development for our students so that they thrive during their time at school and leave well prepared for life beyond. We provide a well-resourced and positive working environment with supportive colleagues and full access to training opportunities for both teaching and support staff.

On the 1st September 2015 our school, together with Wallington High School for Girls, formed a multi-academy trust known as the Nonsuch and Wallington Education Trust (NWET). Within the Trust, each school retains its own identity whilst benefitting from the professional development and innovation that collaboration encourages.

Further information on our school and the Trust is contained within the pack. If, after reading it, you are interested in joining us, please complete the school application form and return it to Natasha Geoffrey, HR Manager.

We hope you will find the information in this pack interesting and informative. If the opportunity to join our dynamic school excites you then we very much look forward to hearing from you.

Yours sincerely

Amy Cavilla
Headteacher



Nonsuch & Wallington Education Trust, a charitable company limited by guarantee registered in England and Wales with the company number 7627961
Registered Office: Ewell Road, Cheam, Surrey SM3 8AB

Information about the Nonsuch and Wallington Education Trust (NWET)

The Nonsuch and Wallington Education Trust (NWET) was formed in September 2015 and consists of two schools: Nonsuch High School for Girls and Wallington High School for Girls. Both are high performing selective schools that rank amongst the top girls' schools in the UK, are located within the London Borough of Sutton on the South London/Surrey border and are within easy reach of Central London. In September 2017, a consultation was launched on a proposal for Carshalton High School for Girls to join the Trust.

NWET exists to deliver a first class education for girls ensuring that they realise their full potential and leave the Trust well prepared for their future. With around 2700 students and a highly effective operating model, NWET gives member schools the financial strength to drive school improvement and provides increased opportunities for students and staff across the trust.

The aims of NWET are achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

Features of the NWET model

The CEO, Jane Burton, along with the Trust Board, is accountable and responsible for the strategic direction and outcomes of both schools within the Trust. The Trust Board sets key performance indicators (KPIs) across the Trust to allow the strategic vision to be monitored and reviewed. The CEO is also the Accounting Officer for the Trust and retains legal responsibility as head of both schools. There is also a Director of Finance and Operations, Helen Latham, who leads on finance and other business management functions across the Trust.

The CEO supports, challenges and leads all the schools in the Trust. She is accountable for the delivery of an excellent standard of education across NWET, securing strong student outcomes, setting the ethos and vision throughout and embedding effective collaboration and efficiencies across the schools.

Free from some of the strategic, financial and operational responsibilities of a standalone role, the primary focus of the school Headteacher role within the NWET structure is to provide highly effective leadership of the teaching and learning within their school alongside day to day management. The school Headteacher is accountable for securing strong student outcomes and the delivery of an excellent standard of education for all students in their school. The Headteacher reports to, and is supported by, the CEO.

Each school retains its own identity within the Trust and has its own Local Governing Body who provide a wealth of skills and experience and work with the Headteacher in setting the development plan for their school, in line with the overall strategic vision of the Trust, acting as 'critical friends' and supporting and challenging where needed. A clear scheme of delegation differentiates between the roles of Trust Board and the Local Governing Body.

For more information on NWET please follow the link below:

www.nonsuchschool.org/321/welcome-from-the-ceo



Information about Nonsuch High School for Girls

Our school

Nonsuch is a highly successful and selective grammar school for girls aged between 11 and 18 years. Opened in May 1938 and standing in 22 acres of beautiful grounds on the edge of Nonsuch Park, we aim to provide a caring, happy and stimulating environment in which students can attain the highest levels of academic and personal achievement. Teachers and support staff joining Nonsuch comment on the excellent behaviour and positive attitude to learning of our students and on the warm and co-operative relationships between staff.

Attainment and achievement at Nonsuch are excellent. The summer 2017 GCSE results of 55.9% A* and 85.1% A*/A and a progress measure of 1.16, place Nonsuch in the top 2% of state schools nationally. At A level the school achieved 18.5% A* and 55% A*-A grades; again placing the school amongst the highest performing schools nationally. Eleven students have gained places at Oxbridge and 17 will commence Medicine, Dentistry and Veterinary Studies.

Culture and development opportunities

The culture of the school underpins every consideration. It is one of high expectations of students and of ourselves; positivity in our dealings with each other at school and in the wider community; and confidence in our professionalism so that we can engage in genuine dialogue and collaborate in the knowledge that we have much to give and receive.

This culture is reflected in our programme of continuing professional development (CPD) that this year consists of three joint twilights and two joint INSET days across the Trust and further INSET days and twilights just for Nonsuch staff. We are focussing on: the principles of expert teaching; leadership of learning; working parties focussing on lesson observation without grading, workload review, KS3 assessment; and elective CPD looking at areas such as lesson study, how girls thrive, questioning and challenge. In most of these areas we will be working collaboratively with colleagues from Wallington High School for Girls. We also run the "Outstanding Teachers' Programme" across the Trust. We are starting to train our own facilitators so that the programme can run sustainably, providing professional development opportunities for future cohorts.

We provide placements for Initial Teacher Training (ITT) trainees every year, working with the Sutton SCITT and Teaching School Alliance. In addition 2 of our MFL colleagues train MFL teachers from the SCITT a day a week. Newly Qualified Teachers are supported by a full induction programme and all teachers joining the school are supported in the transition.

Our support staff are also supported in continuing professional development and training specific to their roles.

Curriculum

On entry, all students follow an academic programme including a Modern Foreign Language (German, French or Spanish) and Latin. The range of subjects taken for GCSE is broadened by the opportunity to continue with a second language or start an additional language (classical Greek). Most students study the three separate sciences and have the opportunity to take up Astronomy or Photography or to choose an appropriate Technology course. Initially, students are taught in forms, with smaller groups for practical subjects. Later, setting supports the progress of individual students.

The vast majority of students continue their studies in the large Sixth Form, for which external candidates may apply. Courses may be chosen from 26 subjects. In addition students take options from the elective menu: most Year 12 students take the Extended Project Qualification and some students opt for classes in dissection, Arts

award or Junior sports Leader award accreditation among other options. Candidates are prepared for Oxbridge entry or for admissions tests, for example BMAT (for Medicine) and LNAT (for Law), as appropriate. The vast majority of students proceed to higher education or professional training.

A comprehensive tutorial programme (including citizenship, careers and health education) supports the curriculum for all students, who are encouraged to assume responsibility for their studies through regular homework and negotiated target setting. Opportunities for active citizenship abound: students in each year group take part in community outreach and fundraising for local, national and global charities. They assume leadership roles within school also representing their peers on the School Council and all Sixth form students belong to the Sixth Form Committee which holds regular Forum meetings. Sixth form students make an invaluable contribution to the community life of the School, serving as school officials and prefects, leading the house system and supporting younger students as mentors.

Artistic, dramatic, musical and sporting talents are fostered. Many students have instrumental lessons; choirs and orchestras flourish, together with many clubs and societies. All opportunities are taken for visits in this country and abroad to widen further the educational experience. Recently there have been visits to Iceland, America and China. Membership of a range of sports teams is encouraged and many Nonsuch students play sports at County and National level.

The School's commitment to excellence in girls' education is reflected in the breadth of the curriculum, the outstanding examination results and the number of extra-curricular activities on offer. Most importantly, of course, the School's success is visible in the confidence and enjoyment of girls who leave us to continue their studies and to carve their niche in 21st century society.

Resources and site

The School is fortunate in having exceptional and well-resourced accommodation for all subject areas. We have 11 fully resourced Science labs, 4 ICT rooms and an Astronomy Dome on the roof which is also used by astronomers in the local community. Our offer of 3 modern languages as well as Latin and Greek is supported by a bespoke language lab and GCSE and A level language students benefit from weekly meetings with Foreign Language Assistants. The recently opened Sixth Form Common Room and Learning Resource Centre further enhance the facilities available to students.

A skilled team of administrative, IT, premises and finance staff, cover supervisors and technicians work closely with the teaching staff. First aiders and a librarian are employed. An excellent cafeteria is used by most students and many staff at mid-morning and lunchbreak. There is a private day care Nursery on the School site which is used by some staff. The school is adjacent to a David Lloyd Sports and Leisure Centre which staff are able to use free of charge during off peak hours in term time.

The Leadership Team

The leadership team consists of a Headteacher and four Assistant Heads who work closely and supportively to plan for the future development of our highly successful school. Collaborative and open working practices ensure coherence and clarity in the leadership and management of the School. The Local Governing Body is a strong and supportive team with considerable professional expertise.

In addition the CEO of NWET and the Trust Board provide support and challenge to the school. The Premises Team is overseen by the Director of Finance & Operations, who has responsibility for finance, IT, premises and health& safety operations across the Trust.



PREMISES ASSISTANT

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • good level of numeracy and literacy 	<ul style="list-style-type: none"> • first aid qualification • health and safety qualifications
Experience		<ul style="list-style-type: none"> • work in a school environment • significant experience in site maintenance or in a trade
Core Professional Competencies	<ul style="list-style-type: none"> • ability to understand and apply regulations e.g. health and safety • ability to effectively organise and supervise contractors • competent at basic building repairs and maintenance and grounds maintenance • ability to prioritise and manage workflow • ability to manage own time effectively and demonstrate initiative • ICT literate with Microsoft Office • communicating effectively with a wide range of stake holders 	<ul style="list-style-type: none"> • setting high expectations and fostering a culture of continuous improvement
Generic Competencies	<ul style="list-style-type: none"> • enthusiastic & self motivated • effective interpersonal skills • flexible with regard to working hours • ability to work on own initiative and prioritise work • willingness to be 'on call' in case of out of hours emergency • commitment to ongoing professional development 	



PREMISES ASSISTANT JOB DESCRIPTION

Line Manager:	Premises Manager
Grade:	NWET Range 4 (£22,509- £24,506 annually) (as at September 2016)
Hours:	Full Time (36 hours/week, 52 weeks/year)
Additional Responsibilities:	Weekend Lettings (subject to agreement), equivalent to 17 weekends annually on a rota basis, with 136 pre-paid hours paid in equal instalments monthly
Holidays:	25 days plus 8 Bank Holidays (33 days per year)

Main purposes of the job

Site security, cleanliness, portering/event set up, routine maintenance & refurbishment, minor repairs & small projects, organising contractors/workmen, and assisting the Premises Manager with health & safety issues and premises management generally.

Specific Responsibilities

1 MAIN RESPONSIBILITIES OF THE POST

- To assist with the unlocking and securing of the buildings and site as required.
- To assist with the reactive and planned maintenance tasks of the buildings and grounds, involving plumbing, carpentry, light replacement, furniture construction, drainage, decorating, cleaning, etc.
- To assist and respond to maintenance requests arising from the school's helpdesk ticket system. Prioritising where necessary and completing jobs efficiently and proactively.
- To fully assist the Premises Manager in all and any aspect of site management, including access and security, general repairs and maintenance, as well as health & safety, as required from time-to-time.
- To assist with the booking system for events and setting up/take down of furniture and equipment as required.
- To assist with the supervision and staffing of weekend lettings and other out of hours activities.
- To liaise with Heads of Department, SLT, contractors and other staff, as needed, letting them know approximate timings and any impact on their areas. Informing staff if work cannot be done and of any workarounds.
- To take the lead in delivering small works and minor projects.
- To assist in the planning and running of key school events, such as Testing Days and Open Evenings.

2 SECURITY & SITE MANAGEMENT

- To assist with the day-to-day security of the buildings and grounds including arming and disarming the intruder alarms, locking all doors and windows at the end of the school day, as required (depending on rota).
- To act as a key holder and be available as necessary in connection with emergencies arising from the school's intruder alarm system. This duty is shared by all premises staff.
- To assist with the maintenance of the school's CCTV equipment and software ensuring effective operation at all times.

- To provide general assistance including portering, moving furniture and dealing with deliveries ensuring that the front entrance of school is always clear and welcoming.
- To escort contractors/visitors, when required.
- To participate in and assist with the school's fire drills.

3 MAINTENANCE

- To undertake general maintenance duties as instructed by the Premises Manager.
- To report any defects or damage to the premises to the Premises Manager and to take appropriate action where necessary.
- To monitor contractor performance and report any concerns to the Premises Manager.

4 LETTINGS

- To assist with the supervision of lettings including setting up, unlocking and locking up as required.
- To be available and assist with out of hours lettings during evenings and at weekends.

5 HEALTH & SAFETY

- To assist with ensuring that the premises is safe for students, staff and visitors.
- To report any damage or vandalism to the Premises Manager.
- To assist in the supervision of traffic control and car parking on site when required.
- To assist with Health & Safety inspections and risk assessments under the direction of the Premises Manager.
- To be aware of the school's responsibilities with regard to current Health & Safety legislation.
- To undertake duties in accordance with best Health & Safety practice.
- To refer substantive risk assessment items to the Premises Manager.
- Assist in promoting awareness of Health & Safety across the school including both staff and pupils.

6 CLEANING AND HYGIENE

- To assist with the supervision and monitoring of the day-to-day cleaning contract.
- To assist with any cleaning duties as required.
- To assist with ensuring that all external litter bins are emptied regularly and that bin areas are kept clean and tidy.
- To assist with ensuring that all external areas of the school are kept free from litter at all times.
- To assist with ensuring weekend and evening lettings areas are clear of litter and girls' belongings.

7 OTHER DUTIES AND RESPONSIBILITIES

- To be aware of and comply with school policies and procedures, including all those relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To enhance own understanding of health & safety matters, undertaking IOSH qualification.
- To participate in training, other learning activities and performance development as required.
- To assist with emergencies that may occur outside normal working hours of the post.
- Any other duties at the discretion of the Premises Manager.

General Duties

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, equal opportunities, diversity, confidentiality and data protection, reporting all concerns to the appropriate person.

- To undertake other such duties as required by your line manager commensurate with the seniority of the post. The Job Description will be subject to periodic reviews to fit in with the needs of the school and provide development opportunities, as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities at this time.
 - To attend relevant training and development courses as required and identified during performance appraisals and to develop Site Staff.
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Key measures of success for the Premises Team

1. **Available & fit-for-purpose.** To ensure that the school site is available at all times (24/7), compliant with all health & safety and other relevant regulation and guidance, and is presented as a clean and tidy, purposeful place for teaching & learning.
2. **Security measures are maintained.** School is locked securely and alarms set. Visitor/contractor access is consistently and closely managed throughout the day.
3. **Costs on budget.** To ensure that all premises related costs are managed in line with the approved budgets, value for money is obtained through effective procurement and projects are delivered on time. Where appropriate, lettings are undertaken cost-effectively to maximise income.
4. **Business continuity/disaster recovery.** To have plans in place to maintain the school's operation & service provision in the event of any incident/accident/emergency.
5. **Innovation & on-going development.** To demonstrate on-going development of the school's accommodation in support of teaching & learning (following the Facilities Masterplan and the School Development Plan).
6. **Service levels match expectations.** Stakeholders, particularly teaching staff, are satisfied with the Premises Team service provision. Successful line management that enhances high team morale and staff development.



Notes to Applicants

Safeguarding

Nonsuch High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment.

The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

Your written application:

We hope that after reading the information pack you will want to apply for the post advertised.

An application form can be downloaded from the School's website: www.nonsuchschool.org Please also complete and return the disclosure and equal opportunities monitoring forms which are attached to the application form.

Applications should be emailed to: vacancies@nonsuch.sutton.sch.uk

Closing date: Friday 27th October 2017

Interview date: Friday 3rd November 2017

If you are shortlisted for a support staff post, we will take up references following interview unless otherwise specified.

For your convenience our specimen contracts can be viewed on the vacancy page of the School website.