**July 2018**

**Site Assistant**

**Exciting opportunity to join a pioneering new school in Enfield, north London.**

Ark John Keats is an all-through school in the London Borough of Enfield. Our intake is mixed and comprehensive in nature. We opened our doors to our first two Reception classes in September 2013 and our first cohort of year 7 pupils joined us in September 2014. The academy will reach full capacity in 2020 with just under two thousand pupils. The academy was judged to outstanding in all areas in our Ofsted inspection of April 2015.

We are now looking to recruit a part time **Site Assistant** to work within our growing Premises team, who are responsible for the upkeep of Ark John Keats Academy and ensuring it is a safe and inviting learning environment for pupils, staff and visitors.

This is a busy, varied and physically active role that would suit a dedicated individual. In this important position you will work alongside a committed team to uphold the vision and ethos of the academy at all times and provide an excellent level of customer service.

Please use the ‘Knowledge, Experience and Skills’ section of the application to tell us how you meet the requirements of the role, what you can offer, and what it is about Ark John Keats Academy that interests and appeals to you.

To apply please go to <https://goo.gl/NQSSVg> and submit your application by **8am on Wednesday 1st August 2018.** For further information or a confidential discussion please contact me at [m.samsami@arkjohnkeatsacademy.org](mailto:m.samsami@arkjohnkeatsacademy.org) or on 020 8443 6403.

Please note that strong candidates may be contacted before the application deadline.

**Reporting to:** Site Manager

**Start date:** September 2018

**Location:** Ark John Keats Academy, Enfield

**Salary:** £9.78 per hour (£8,733 pro rata)

**Working hours:** 3:30pm – 7:30pm (20 hours per week)

**Work Pattern:** Term Time Only (39 weeks per year)

*We value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.*

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**The Role**

As Site Assistant, you will play an integral role on the team responsible for ensuring Ark John Keats Academy is a safe, inviting and positive learning environment for pupils, staff and visitors. You will work to ensure the highest quality of site maintenance.

**Key Responsibilities**

**Buildings and Grounds Maintenance**

* Responding to requests for site team assistance around the school – to clean up after pupil accidents and spills, to provide technical support or assist with security
* Keep all areas clean and safe, assisting with grounds maintenance and litter picking
* Keep facilities appropriately stocked and ready for use, with particular focus on restocking welfare facilities
* Deliver goods around the academy as required - (heavy lifting will be required)
* Report any defects of buildings, furniture, fittings and equipment to the Site Manager

**Health, Safety and Security**

* Ensure the safe locking of premises and operating alarms.
* Ensure general security of the buildings and grounds
* Assisting with gate duty
* Supporting school events, that may include late lock ups
* Report and make safe any hazards on site (internal and external)
* Supervising contractors onsite
* Work with the Site Manager to ensure cover for all agreed Academy opening hours, which may include late evening and weekend use
* Liaise with external lettings company to complete secure handover of site
* Ensure that goods in are offloaded and stored or delivered promptly and check receipt of goods against delivery notes for accuracy
* Work with the Site Manager to ensure compliance with Health and Safety legislation and guidance so far as it relates to this post
* Work with the Site Manager in conducting routine inspections and keeping records
* Be a key holder for the academy site (*The post holder may be called outside of normal working hours to deal with security problems or for emergency repairs)*

**Other**

* Carry out any other reasonable tasks as directed by the Site Manager or Site Supervisor

**Person Specification: Site Assistant**

**Qualification Criteria**

* Right to work in the UK
* Relevant trade qualification (desirable but not essential)

**Knowledge, Skills and Experience**

* Experience of building maintenance or other relevant experience
* Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations)
* Ability to monitor the work of others (e.g. contractors and cleaners)
* Ability to use computer and undertake administrative tasks
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing (desirable but not essential)

**Personal Characteristics**

* Genuine belief in the potential of every pupil
* Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
* Ability to work under own initiative
* Helpful, approachable and positive nature and ability to stay calm under pressure
* Strong commitment to providing a high quality service
* Communicates tactfully and effectively with people at varying levels
* Willing to work varied shift patterns and be on called for emergencies

**Other**

* The post holder must be able to meet the physical demands of the role
* Willingness to undertake training
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.