



PARK VIEW

Aspire~Achieve~Succeed

Recruitment pack: Site Support Assistant

(Inner London Pay Scale - SC3)



#CareerswithaView

For more information on careers at Park View contact:
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We know that a school is only as good as its team.
Park View is dedicated to providing every staff member
with an environment in which they can flourish.

To achieve this we are committed to three core principles that underpin how we offer our staff a career to enjoy and be proud of. The principles are:

- Inspire – supply an inspiring environment for staff to thrive and develop professionally and personally.
- Nurture – provide the opportunity to plan a successful career path.
- Develop – We understand that we have a responsibility to provide all staff with the resources and support to accumulate the experience and skills needed to fulfil your true potential.

Supply an inspiring environment for staff to thrive and develop

We recognise the importance of providing our staff with an environment where they are motivated, supported and valued. We have worked diligently to create an atmosphere where people are actively encouraged to ask questions and seek support, whilst also being provided with the freedom to explore opportunities that can bring real, positive change to our students' education. By joining us you will flourish as part of a successful, supportive and vibrant team where no two days are ever the same.

Nurture a successful career path for all employees

We empower our staff to have a strong outlook on their role at Park View and to play an active part in developing their own career path. You will be supported to build your career vision and aspirations by your line manager, who will be responsible for ensuring you are on track to achieve your goals.

Provide accessible development opportunities to staff at all levels

We know that we have a crucial part to play in providing you with the resources and support to accumulate the experience and skills needed to fulfil your true potential. With this in mind, we invest heavily in all our staff throughout their time with us, providing them with relevant development opportunities to match their personal career paths, to ensure that aspirations become a reality.

“Here at Park View you are encouraged to take responsibilities to help further your professional development.”
Ria Ladas, NQT Science Teacher



A View from the Top



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Park View is committed to standing out from the crowd as an industry-leading employer. We are committed to providing you with a benefits package that you won't find elsewhere and demonstrates that your job satisfaction is crucial to us.

We understand that the mental and physical welfare of our team has a direct impact on the quality of education we can provide our students. We also understand that pressures from outside of work may also have a bearing on staff wellbeing. This is why we have created a benefits package designed to support you, not just inside of school but outside as well.

From discounted gym membership to free counselling, and from our dedicated wellbeing team to staff socials, we create an environment where employees can thrive in a high performing team. We pride ourselves on being an outstanding employer, and giving everyone who works with us a 'View from the Top'.

Unique benefits

- A right to a generous special leave allowances including dependency leave, carer leave and compassionate leave if required.
- Enhanced maternity, adoption and paternity pay and leave.
- 'Eden Red' childcare vouchers.
- Tax free bikes via Park View's cycle to work scheme.
- Interest-free loans for travel season tickets.
- Free eye test every two years for all, or every year once over the age of 50 and a contribution to the cost of your glasses.
- Heavily subsidised membership with Fusion Gyms.
- Inner London weighting pay rate.
- Free staff social events throughout the year.
- Subsidised healthy meals available.
- Park View is located next to an award-winning park, which includes an open recreation space, a managed garden, tennis and basketball courts.
- The surrounding area has a wide range of multicultural cuisine available.

Professional benefits

- New members of staff can expect a thorough induction programme.
- A dedicated member of staff acting as a mentor will assist with identifying training needs and development opportunities.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An enthusiastic wellbeing team who arrange great team building and rewarding activities for staff.
- Teachers' pension scheme.

"The multicultural cohort at Park View builds an ethos of community and cohesion, while also working alongside staff who have a genuine passion for teaching." Alen Duvarciyan, Associate Assistant Head, English Teacher and Head of Year

Park View job description



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Site Support Assistant

We are looking to appoint an enthusiastic and talented individual to take on this important role.

The successful candidate's main objectives will be:

- To assist the Site Manager and Site Team in their responsibilities providing efficient services, processes and procedures that allow Park View and all its stakeholders to operate efficiently, safely, securely and in a "fit for purpose", healthy environment during the school day and extended school hours as required (OOH)
- To assist in managing the good maintenance & cleanliness of the whole school premises
- To assist in ensuring Health & Safety and Fire Safety procedures and processes are carefully followed across the whole school
- To assist in the supervision of the Cleaning Team & Contractors as and when necessary

Main duties and responsibilities (in conjunction with and under the supervision of the relevant manager)

- Periodic cleaning of areas of the school buildings and grounds as determined by the Site Manager. Assist in managing and supporting the Cleaning Team.
- Ensure the school grounds and buildings are cleared of litter including carrying out twice daily litter picking (11.00 and 14.00) routines and regularly emptying waste bins.
- Ensure that the Halls and other communal areas are in a suitable condition for any evening events including assisting the site manager in moving and setting up chairs and exam desks as and when required.
- Carefully monitoring and advising the Site Manager of faults to the buildings, fixtures and fittings, which require specialist attention. Carry out non-structural/specialist site maintenance and repairs.
- Subject to the direction of Site Manager, the post holder is expected to act on their own initiative by dealing with day 3rd party contractors, in order to ensure integrity of the whole school site.
- Moving and carrying any furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying deliveries to appropriate areas and carry out any required heavy portage.
- Works outdoors as and when required such as repairs, and

health checks in all weathers.

- Carry out and assist in dealing with all site related (including statutory) processes, planned programmes and operational procedures: Day to day Risk Assessments, Safety and Security checklists, paper and electronic Record Keeping, in order to fulfil site operational needs on a routine basis (daily, weekly, monthly, termly, half yearly or annually) and continually improve the service offered.
- Assist in dealing with the Local Authority, police and fire brigade with regards to any site management, security and fire safety issues where appropriate.
- Assist in carrying out Fire Safety procedures: Fire alarm checks and accurate record keeping; in order to support and sustain the integrity of the Fire Safety culture and meet audit criteria.
- Performing any other duties commensurate with the grade as and when required by the Site Manager ensure that all areas of the site are fit for purpose for students, staff and visitors during the school day and extended school hours, over a seven day week.



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General Responsibilities Common to All Staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
- To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
- To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school.
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post.



Site Support Assistant Park View Person Specification

Qualifications

- Maths and English to GCSE grade C or equivalent preferred but not essential if relevant skills and experience can be effectively demonstrated

Experience

- Experience of working in a similar role, e.g. as a premises assistant or cleaner or in a building related trade.
- Experience of undertaking responsibility whilst working alone as well as within a team
- Experience of serving a variety of customer needs and meeting competing demands

Knowledge

- Knowledge of, or ability to acquire, cleaning and relevant DIY skills
- Knowledge of, or ability to acquire, Health and Safety in the workplace
- Knowledge of, or ability to acquire, of security and fire alarm systems and associated equipment
- Knowledge of general site issues within a secondary school environment

Skills & Competencies

- Good interpersonal skills
- Good communication skills including fluency in written and spoken English
- Good organisational skills including the ability to record, monitor and check progress on key tasks
- Good understanding of effective team work and how to best contribute to the team
- The ability to carry out manual handling and cleaning including the use of machinery
- A personal commitment to professional development and the updating of job-related skills