

**Premises Assistant**

*Ark Kings – a small school, big family; transforming the lives of our students*

**Start date: As soon as possible**

**Salary:** Ark Support Staff Pay Scale (Outside London),Scale 4 Point 11 £15,514 -£18,070 per annum, depending on experience

**Hours:** 36 hours per week, all year round as part of a shift pattern

**Location**: Kings Norton, Birmingham

**Nearest train station/transport links:** five minute drive from the M42, Junction 2, Kings Norton Station (25 mins walk), bus routes including the 35, 45, 49 and 84

**Deadline: 11am, Thursday 20th July**

**Ofsted**: Good in all areas (2016)

***Visits to our school are encouraged. To arrange, please call 0121 459 4451.***

Ark Kings Academy was named as the most improved academy in the country just three years after joining the Ark network. Join us in transforming our school and having a real impact on our students’ lives.

We are looking for an excellent **Premises Assistant** who will ensure that all school sites are maintained in a safe, clean and secure condition as required and assisting in such tasks as may be necessary for effective site management. This will include site maintenance, minor repairs and decoration, care taking, security, waste management, grounds services and cleaning.

**The successful candidate will:**

* have practical understanding of health & safety and security procedures and practices
* have flexible attitude towards work, able to work varied shift patterns and be on call for emergencies
* have the ability to work on own and as part of a team
* be able to drive and willingness to take a MIDAS test
* have the ability to instil and ensure high expectations

"We are a big family and we know that we are moving forwards and making a difference. Every day we’re opening students’ eyes to opportunities in Birmingham and beyond, students that may have otherwise been forgotten about. Our progress so far has been incredible and we know that one day we will be an outstanding school.”– **Staff member at Ark Kings Academy**

We employ an open-door policy that extends to all staff and students, to encourage a collaborative working environment. Staff receive regular training sessions to nurture professional progression at every stage.

The leadership team is approachable and always on hand to provide help where needed. At Kings, your hard work will never go unappreciated. From staff shout outs in weekly meetings to half-termly staff buffets, we ensure there is a culture of recognition and reward.

As a staff member at Ark Kings Academy, you will be part of Ark, an international charity and one of the UK's most successful multi-academy trusts, with a network of 35 schools in 4 locations across the country. **Click** [**here**](http://arkonline.org/the-best-support) **to find out more about the benefits of work for Ark Kings Academy.**

Visit [our website](http://arkkingsacademy.org/) for more information on the school. For an informal, confidential discussion, please contact the Recruitment Team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org).

Please submit your application online by visiting <https://goo.gl/r4QcNy> . The deadline for applications is **11am, Thursday 20th July.** Applications will be reviewed on an ongoing basis so early applications are encouraged.

*Ark is committed to safeguarding children; successful candidates will be subject to an*

*enhanced Disclosure and Barring Service check.*

**Job Description: Premises Assistant**

**Reporting to:** Site Manager **Start date:** As soon as possible **Location:** Ark Kings Academy **Contract:** Permanent **Salary:** Ark Support Staff Pay Scale (Outside London),Scale 4 Point 11 £15,514 -£18,070 per annum, depending on experience

**Hours:** 36 hours per week, all year round as part of a shift pattern.

**The Role**

To assist the Premises Manager in ensuring that all school sites are maintained in a safe, clean and secure condition as required and assisting in such tasks as may be necessary for effective site management. This will include site maintenance, minor repairs and decoration, care taking, security, waste management, grounds services, and cleaning.

**Key Responsibilities**

# To assist in ensuring that all school buildings and grounds are cleaned to agreed standards and specifications including:

# Assisting with the day to day supervision and direction of the school cleaning staff as required

# Undertaking agreed cleaning tasks not included in the school's cleaning specification such as glass door/window cleaning.

# Maintaining a litter free environment, ensuring that the premises is kept clean during the day and that all spillages, leaks, blockages are cleared up as necessary.

# Undertaking emergency cleaning ,graffiti removal and any other ad-hoc cleaning

# Assisting in the arrangements for , refuse collection and sanitary bins

# To carry out repairs and maintenance tasks (including an agreed programme of planned preventative maintenance) to all school buildings, grounds and utilities are carried out properly, promptly and to a high standard, including:

# Ensuring the operation of heating, ventilation, lighting, water supplies, drainage and sanitation systems

# To assist in keeping all school buildings and grounds secure, reporting breaches of security and ensuring that any resultant damage is repaired or fault rectified properly and promptly, including:

# Operating the Building Management Systems (BMS) and access control system within the post holders role.

# Locking and unlocking internal and external doors as required, activating, de-activating and testing automated alarm and bell systems

* + Preventing unauthorised access or unsafe parking on the school site
  + Responding promptly to all tasks requested through the helpdesk system by members of staff
  + To assist with regular site inspections to identify hazards and defects and implement corrective action as required, including:

# Reacting promptly and appropriately to reported or observed hazards, with due regard for the health and safety and welfare of all premises users and visitors including contractors

# Ensuring that appropriate signs and notices have been displayed.

# Ensuring that fire exits are accessible and that fire fighting equipment is correctly positioned , serviced and frequently checked as per premises tasks sheet.

# Assisting with fire and other evacuation procedures, drills and training

# Maintaining paths and roads in to be free of slip hazards, removing snow and treating ice when required

# Notifying appropriate agencies where there is a pest or vermin problem and dealing with the problem as directed

# To undertake various porterage, administrative and letting duties including:

# Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.

# Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate.

# Maintaining stocks of materials, protective clothing and equipment as required

# Assisting in the agreed procedures relating to lettings/functions on school premises, and for their use as polling stations if applicable

# Delivering and collecting small items in the locality of the school

# Taking and recording energy meter readings

# To participate and cooperate with a planned roster to cover the necessary work times and undertake other out of hours working as may reasonably be required including an emergency response service

# To help supervise all contractors on the school site

* Assist in maintenance of statutory documentation as per, daily, weekly, monthly premises task sheet.

**Others**

* Carry out a weekly inspection of door hinges, closers, locks, door handles, blinds and rectifying any faults.
* The post holder may be required to undertake other duties that are commensurate to the post holders abilities and position.

**Person Specification: Premises Assistant**

**Qualifications**

* Right to work in the UK
* First Aid and Fire Marshall trained, desirable but not essential.
* Basic training in one or more of the following; plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or sound experience of same).

**Experience**

* Experience of caretaking or building maintenance or relevant experience.
* Experience of Health & Safety
* Experience of working within a school desirable but not essential.

**Personal Characteristics**

* Flexible attitude towards work, able to work varied shift patterns and be on call for emergencies
* Ability to work on own and as part of a team
* Willing to carry out instructions accurately and perform routine tasks
* Hard working, conscientious and detail orientated
* Adaptable, organised, and able to work with minimum supervision
* Demonstrates resilience, motivation and commitment to driving up standards of work and achieving excellence
* Approachable, flexible, and calm with a ‘can-do’ attitude.
* Keen to learn and develop own skills

**Specific Skills**

* Practical understanding of health & safety and security procedures and practices
* First Aider or willingness to undertake suitable training
* Basic computer skills or willingness to learn (e.g. e-mail, MS Word, Internet)
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard
* Ability to monitor and report on structural faults/repairs
* Organisational skills to facilitate lettings
* Ability to communicate and liaise effectively with persons at all levels including contractors

**Alignment with Ark Kings Vision**

* Relentless drive to do whatever it takes to ensure all students succeed
* Ability to instil and ensure high expectations
* The courage and conviction to make a difference

**Other**

* The post holder must be committed to the safeguarding and welfare of all pupils.
* This post is subject to an enhanced Criminal Records Bureau disclosure
* The post holder must be willing to work outside core hours and during weekends according to the requirements of the academy, both on a roster and on call basis
* The post holder must be able to meet the physical demands of the role

*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*.