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**General Site Assistant**

**Start date:** September 2017

**Salary:** Ark Support Scale (Inner London) Band 3, £18,162 - £20,039, depending on experience
**Hours:** 36 hours per week, all year round. 25 days annual leave

**Location**: Putney, London

**Nearest train station:** Putney

**Deadline: 11am**on**Tuesday 25th July 2017
Interview date: w/c 31st July 2017**

**Ofsted**: [Good](http://arkputney.bitmachine.co.uk/sites/default/files/43/attachments/Ofsted-2013.pdf) (2017)

*Visits to our school are encouraged; to arrange, please call 020 8788 3421 or email the Principal at* *a.downey@arkputneyacademy.org*

Ark Putney Academy opened in September 2012 as part of the Ark network, a mixed school with 475 students and 43 teaching staff. Our school was founded as a comprehensive school in 1956 and has established a reputation for its commitment to the comprehensive ideal. As an inclusive school, we are proud of our success with a wide range of students. We have a strong ethos, results are excellent and every year, we send large numbers of students to some of the best universities, including Oxbridge.

We are looking to recruit a flexible and hardworking **General Site Assistant,** to help with the day-to-day running of the school. In this role, you will work with the Site Manager to ensure the premises are maintained to a high standard, providing safety, efficiency, and positive first impression.

**Our ideal candidate will:**

* be an independent and conscientious worker
* have experience of caretaking or building maintenance
* be able to work flexible hours/varied shift patterns
* have the desire and enthusiasm to provide a clean, secure facility.

To learn more about our school, please visit <http://arkputney.org>.

To apply, please visit <https://goo.gl/EyMPqD> and submit your application form before **11am**on**Tuesday 25th July 2017**. For queries regarding your application, please contact the recruitment team on 0203 116 6345 or recruitment@arkonline.org.

*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.*

**Job Description: General Site Assistant**

**Reports to:** Site Manager

**Start date**:  ASAP

**Salary:**  Ark Support Scale (Inner London) Band 3, £18,162 - £20,039, depending on experience

**Contract:** 36 hours per week, all year round

**The role**

To work with the Site Manager to ensure the academy is opened and closed to timescale and ensure security, and provide a positive first impression to all visitors.

To assist the Site Manager in ensuring the building (internally, externally, and grounds) are maintained to a high standard so that students and staff may work effectively and safely. Comply with legislation and guidance as it relates to this post.

To ensure that rooms are set up, clean and safe for lettings and other events and that the buildings and grounds are secured at the end.

To be a key holder and first aider, and be responsible for opening up at the start of the day and/or locking the building at the end of the day. As such, will involve lone working for part of the day.

**Key responsibilities**

**Buildings and Grounds Maintenance**

* To undertake site and maintenance work on the grounds
* To undertake planned building maintenance tasks in and around the academy, ensuring that work is carried out safely and to a high standard
* To cover ad hoc maintenance requirements for both internal and external areas as required. Ensure a hygienic and safe working environment for staff, students and visitors to the academy
* To undertake general maintenance work
* To keep all welfare areas hygienically clean during the day and stocked with soap, toilet paper and hand towels
* To mop up any spillages and clean up any bodily fluids, vomit and other soiling as soon as practical
* To remove any internal and external graffiti promptly
* To keep all paths, play areas, grassed areas, flower beds and entrances free of hazards, moss and weeds
* To undertake daily litter picks
* To keep paths and entrances free of snow and ice
* To keep gullies, drains, drain gratings and down pipes clear and running freely. Unblocking and disinfecting as required
* To dispose of all refuse promptly and in accordance with legislation and store away from the main building
* To report any defects of buildings, furniture, fittings and equipment to the Site Manager or Principal.
* To set up classrooms, assembly hall, dining areas and sports halls as required for teaching, assemblies, performances, open days, and examinations

**Security**

* To work with the Site Manager to ensure cover for all agreed academy opening hours which may include evening and weekend use as part of a shift pattern
* To work with the Site Manager to ensure the general security of the buildings and grounds. Ensure all windows are closed securely and doors are shut and locked securely in the main academy building and out buildings
* To be a key holder for the academy site
* The post holder may be called out at unsociable hours, weekends and holidays to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.
* To ensure that all reasonable steps have been taken to prevent trespassing in the grounds (Telephone police, if necessary)
* To prevent unauthorised/ unsafe parking on the academy site
* To ensure that goods in are offloaded and stored or delivered promptly and check receipt of goods against delivery notes for accuracy.

**Health and Safety**

* To work with the Site Manager to ensure compliance with Health and Safety legislation and guidance so far as it relates to this post
* To work with the Site Manager in conducting routine inspections and keeping records
* To undertake training for the role as directed by the Site Manager
* To report and make safe any hazards on site (internal and external)
* To ensure that if hazardous substances are used these are stored and disposed of appropriately and that they are used in accordance with instruction and risk assessments.

**Other**

* To deliver goods around the academy as required
* To act as an academy first aider
* To carry out any other reasonable duties as directed by Line Manager/SLT.

**Person Specification: General Site Assistant**

**Qualification Criteria**

* Right to work in UK
* Relevant trade qualification desirable but not essential.

**Experience**

* Experience of caretaking or building maintenance or other relevant experience
* Experience of Health and Safety.

**Behaviours**

**Personal characteristics**

* Excellent team player, helpful, friendly and willing to undertake extra tasks (as and when necessary)
* Strong commitment to providing a high quality service
* Good oral communication skills, with the ability to communicate tactfully and effectively with people at varying levels
* Helpful, caring and willing to undertake extra tasks and support colleagues
* Flexible attitude towards work (able to work varied shift patterns and be on called for emergencies).

**Specific skills**

* Ability to work as part of a team
* The post holder must be able to meet the physical demands of the role
* Ability to use computer and undertake administrative tasks
* Skills in plumbing, electrical work, carpentry/joinery, painting and glazing desirable.

**Other**

* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS disclosure.

*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.*