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**Site Assistant**

*Inspiring a generation to achieve excellence through innovation*

**Start date:** September 2017

**Salary:** Band 5 £20,583– £24,376 depending on experience

**Location**: Brixton, London

**Nearest Tube station:** Brixton (Victoria)

**Deadline: 11am Friday 25th August 2017**

**Ofsted**: [Good](https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/135389) (2017)

*Visits to our school are encouraged; to arrange, please call 0207 737 9523*

At Evelyn Grace we have high expectations of our students and are committed to empowering them to reach their full potential, in a nurturing environment by promoting mutual respect and high aspirations.

We are looking for an outstanding **Site Assistant** with a commitment to achieving excellence. You will be Responsible for assisting in all aspects of the facilities management of the site, ensuring the smooth running of day-to-day activities and resolving issues quickly and effectively to maintain a safe, pleasant and effective learning environment for our students, staff and visitors

At Evelyn Grace we invest greatly in your [career development](http://arkonline.org/careers/staff-benefits), providing tailored and responsive training as well as high levels of support throughout every stage of your professional progression. Individual action plans and SMART targets are set in place to positively impact our staff’s achievements, making the school a rewarding place to work.

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

Please apply via <https://goo.gl/NCZXFB> by **11am Friday 25th August 2017**

**Job Description: Site Assistant**

**Reports to:** Premises Manager

**The role**

* Responsible for assisting in all aspects of the facilities management of the site, ensuring the smooth running of day-to-day activities and resolving issues quickly and effectively to maintain a safe, pleasant and effective learning environment for our students, staff and visitors

**Key responsibilities**

* Update, implement and monitor site policies and procedures to ensure the continuing safety and protection of the site and its occupants and continue to look for new initiatives and changes to develop facilities, protect the asset and optimise costs
* Keep up to date with changes in relevant health and safety, fire and building regulations, ensuring implementation and monitoring of regulations
* To act as Number 2 Key-holder, responding to emergency call-outs and take responsibility for the installed alarm system, making sure system is activated at times when the Academy is closed
* To ensure that the building is locked and secure at the end of the Academy day and also to unlock the Academy in preparation for the school day
* To patrol the building, after having locked and secured the building, at least once each evening. All windows should be closed and potential intruder entry-points monitored
* Assist the site team, including security systems passes, to ensure the smooth running of day-to-day security, and develop and implement processes and coordinate risk assessment and respond to emergency call-outs as appropriate
* To Assist in overseeing the programme of daily cleaning and the rota of half termly and termly deep cleans
* Assist in Managing all utilities services at the academy, such as electricity, gas and water, in order to ensure quality of service, cost-optimisation and best practice implementation
* Assist in Monitoring all lettings to ensure efficient use of the site, reporting any abuse of the letting system to the Premises Manager.
* To regularly check on the condition of the building and report to the FRD or delegated person the nature and extent of needed repair work
* To undertake certain minor repairs when necessary; e.g. replacing tap washers, minor carpentry repairs, etc
* To take responsibility for all school furniture, fixtures and fittings including maintaining an inventory; to report back regularly to the Finance Director over issues concerning furniture. To ensure an effective distribution of classroom furniture
* To ensure that all paved and tarmacked areas of the school are Kept in a tidy state, during icy conditions to use rock salt on paths and playground to reduce problems with ice
* To comply with the requirements of the Health and Safety at Work Regulations. To take reasonable care for the Health/Safety of him/herself, and for others affected by his/her work, and to co-operate with the employer in ensuring that Health and Safety responsibilities are carried out
* To check on a monthly basis, the operation of the Academy alarm system. Also check fire appliances visually and report any problems to the Finance Director. Assistance with the operation of the fire alarm system is required for term fire drills. To ensure that all fire escapes are kept free from obstructions to ensure safe exit from the building. The Site Manager must be aware of the school’s fire drill policy and be very familiar with all fire exists

**Other**

* Undertake other various responsibilities as directed by line manager
* Undertake the main professional duties of a Site and Facilities Assistant as set out in the Ark Schools pay and conditions of service document

**Person Specification: Site Assistant**

**Necessary qualification criteria**

* Proven facilities experience
* Relevant Health and Safety qualifications and/or willingness to undergo training as required
* Understanding and ability to apply regulations (such as health & safety, manual handling regulations etc.)
* Knowledge and ability to operate electrical / mechanical systems
* Right to work in the UK

**Skills and attributes**

We are looking for these skills and attributes or at the very least, a candidate’s clear, demonstrable capacity to develop them:

**Essential experience and key skills**

* Able to effectively organise and supervise the work of others (such as cleaners and contractors)
* Reading, writing and numeracy skills sufficient to check time sheets, delivery notes, lettings forms etc. Able to regularly handle I carry heavy items
* A proven record of a high level of attendance; honest; able to work effectively with little supervision; polite and courteous to members of the public; calm and patient when under pressure; co-operative with other employees, parents and visitors
* Able to show initiative and work proactively to ensure the smooth running of the site
* Willing and able to start work early when required. Be on call for emergencies and deal with regular evening and weekend lettings. Must be flexible with regard to working hours with an early start and late finish to open and close the site and agreed core hours within the academy day

**Personal characteristics**

* Genuine passion and a belief in the potential of every student
* Helpful and positive nature, calm and caring
* Good communication and interpersonal skills
* Understands the importance of confidentiality and discretion
* Able to follow instructions accurately but make good judgments and lead when required
* Self -motivated and resilient with the ability to work calmly under pressure
* Keen to further develop own skills and keen to learn

**Other**

* Commitment to the safeguarding and welfare of all pupils
* 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*.