



DARRICK WOOD SCHOOL

RESPECT | RESPONSIBILITY | HONESTY



Site Assistant
Candidate Pack

Site Assistant

Salary: NJC Scale 2-3 Point 4 £29,025

Hours: 36 hours per week for 52 weeks per year

You will be working in a forward looking and supportive school with successful and committed staff. Darrick Wood is an oversubscribed and successful 11-18 ten form entry mixed comprehensive academy, housed in modern buildings on an attractive site. The School consistently achieves excellent results and was judged to be 'good' in all areas in its OFSTED inspection in May 2024. The School was awarded the World Class Schools Quality Mark in 2015 and again in 2018 and 2021. The School provides excellent opportunities for career development and a full support programme for all new staff. All staff have access to sports facilities, and a private employee assistance programme.

Darrick Wood School is an equal opportunities employer and welcomes applications from all suitably qualified candidates. As a provider of employment and education, we value the diversity of our staff and students, and all our staff are equally valued and respected.

Closing Date: As soon as vacancy is filled.

[Click here](#) to complete your application form.

Darrick Wood School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Welcome from the Head Teacher



Thank you for your interest in joining Darrick Wood. I hope that this information pack will help you to learn more about the role, our school and our students.

You are joining a school which has much to celebrate. We are proud of our many successes and in particular the achievements of our students. We are continually striving to build on these and adapt to best suit the needs of our current students. To do this well requires staff working together to contribute to a community where people come first and where we all live by the values of this school - Respect, Responsibility and Honesty. I am proud to be Head Teacher of this inclusive, mixed comprehensive school, one which is highly ambitious about the potential of every individual who works or learns here. We will always work

hard to do our best for our students and to support each other, but we should also come to school enjoying what we do, knowing that our role, whatever it is in school, makes a positive difference to others.

Dr M J Airey, Head Teacher

About Darrick Wood School

We provide the highest quality inclusive education founded on our three Core Values of Respect, Responsibility and Honesty, and our Vision for Learning which promotes achievement for all. Our overall approach is underpinned by our motto, *Revereor Vitam* – to have a reverence, or respect for life.

Our curriculum is designed so that in Key Stage 3 (Years 7 to 9) students study the full range of National Curriculum subjects. In Key Stage 4 (Years 10 and 11), most students study the English Baccalaureate group of subjects (English, Mathematics, History or Geography, at least two sciences and a language). Students also select from a vast range of other subjects ensuring that the curriculum followed is as broad and balanced as possible. In our very popular Sixth Form, the range of subjects broadens further still.

Throughout all years, we emphasise not only the development of knowledge and understanding, but also what we refer to as the DWS Life Learning Skills. An education at Darrick Wood aims to ensure that all students leave with the knowledge, skills and qualifications to make positive contributions to the communities in which they live and the wider world around them. This is supported by our extensive extra-curricular offer which allows students to develop and grow holistically. There is a strong pastoral care system, with ten Forms per year group and each year group led by an Achievement Coordinator and an Assistant Achievement Coordinator. These teams work alongside experienced non-teaching members of staff to ensure all students are supported to achieve their best.

We have amazing, well cared for facilities, our students demonstrate excellent behaviour and positive attitudes towards each other and their learning. Our staff are highly qualified and experienced. If you believe in comprehensive education at its very best, you will enjoy being part of our school community.

What do staff say about working at Darrick Wood?

“Staff work as a team to pull together within departments/faculties”

“Feel part of a family – work as a great team”

“The relationships I have with the pupils and the respect they show me as somebody who only wants the best for them”

“The variety of opportunities provided to our students. The vast majority of our students are a pleasure to teach and have interactions with on a daily basis”

“Each day is different, with new challenges. I enjoy engaging with students and staff alike”

“The kindness of the staff; I feel listened to and valued; wide variety of activities clubs for the children to participate in; opportunities to go on trips”

“Even on challenging days, there is always someone to go to. It makes sense why people stay working here for long services”

“My colleagues and department and the dedication and support they consistently provide. Seeing pupils develop and my relationship with them. The dedication of some of our pupils to their learning and extra-curricular”

Job Description – Site Assistant

SALARY: NJC Scale 2-3 Point 4 £29,025

HOURS: 36 hours per week, see below hours in section 8 **but part-time applications will be considered**

WEEKS: 52 weeks per year (25 days paid holiday)

REPORTS TO: Site Manager

MAIN PURPOSE OF THE ROLE:

To be part of a small but essential team, providing a flexible and reliable service to the School and its staff to support the quality of teaching and learning. The successful candidate will take a pride in the appearance and smooth running of the School's premises and grounds as outlined in section 5.

STRUCTURE:

Head Teacher
Operations Manager
Site Manager
Site Assistant

KEY AREAS OF RESPONSIBILITY:

1. SECURITY

- To maintain the security of the premises and its contents, with regular visits to boundary fences and car parking areas.
- To be responsible, as a keyholder, for the following:
 - i. routine/non-routine opening and closing of the buildings and grounds
 - ii. closing windows and doors, switching lights on/off
 - iii. setting building intruder alarms
 - iv. regular fire bell testing and fire extinguisher checking for position and misuse, emergency light testing.
- To be listed on the emergency call-out cascade to attend site outside of normal hours.
- To be on a rota for additional pre-arranged use of the site outside normal hours. Both will qualify for additional payment or time off in lieu. "Normal hours" last from 6.30am to 7.30pm with a variable closing time (see later), Monday to Friday, excluding public holidays.
- To report outstanding problems to the School Site Manager, to prevent major incidents.

Job Description – Site Assistant

2. PORTERING

- To operate a portering service for equipment and furniture associated with the premises, including off-site services such as the collection of goods from suppliers.
- To take delivery of stores, materials, and goods, transporting them to appropriate on-site locations on the day of arrival.
- To prepare rooms and furniture for functions as required.

3. MAINTENANCE

- To carry out general handy-person duties, including painting & decorating and small building projects.
- To clear litter, graffiti, and gum from the site.
- To sweep the School site as required.
- To keep all hard surfaces, drains and gullies free and flowing according to a planned cycle.
- To carry out some cleaning and to liaise with contract cleaners as required.
- To carry out regular basic checks on heating, lighting, and essential services, including regular cleaning of fan heaters, water gullies and gutters.
- To ensure that the School mini-buses have regular routine checks for safety and are clean for use. A full, clean driving licence is required.
- Some computer skills would be beneficial.

4. LETTINGS

To attend school functions as required. This will qualify for additional payment or time off in lieu.

5. QUALITY

- To take a personal pride in the appearance and smooth running of the site.
- To contribute to a good working atmosphere and spirit in the site team.
- To maintain effective, cooperative, and polite liaison with all site users.

6. OTHER DUTIES

To undertake any other duties as may be reasonably required

7. HEALTH & SAFETY

Site Assistants will carry out their tasks in line with Health and Safety procedure guidelines. (Protective clothing and Health and Safety training will be provided)

Job Description – Site Assistant

8. HOURS OF WORK

36 hours per week. Lunch breaks are unpaid.

During Term Time

Some flexibility in the listed hours will be required for special events, such as Open Evening, where the whole site team's presence might be required. Hours can change depending on circumstances.

School Holidays

During School holidays the operational day is normally between 8.00am – 5.00pm on Monday to Friday. Your time of attendance can be adjusted if required during this time, by discussion with the Site Manager/Deputy Site Manager

9. OVERTIME

Overtime will be paid or time off in lieu awarded only for call-outs and lettings at the School's.

Application Procedure

- 1) Carefully read all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school application form ([Click here](#)). If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'statement in support of your application' please tell us:
 - why are you applying for this post
 - how your experience, skills, training and/or qualifications equip you for this positing and specially how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If successful, you will receive an email inviting you to attend an interview. It is therefore important that you give us an email address.
- 3) Candidates called to an interview will:
 - Be given a tour of the school.
 - Have an opportunity to meet with members of the team.
 - Have a formal interview with a member of the Senior Leadership Team and Site Management team.
 - Perform a practical skills test.

Pre-Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent).

3. Provide proof of eligibility to work in the UK
4. Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Spire.

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not be necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

To view Privacy Notice for Staff Applicants, [Click here](#)