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www.girlslearningtrust.org

Recruitment Pack

PREMISES ASSISTANT

Nonsuch High School for Girls

Shared Professional Services
September 2024



NONSUCH
HIGH SCHOOL FOR GIRLS

FORGING OUR PATHS; BUILDING THE FUTURE

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WELCOME FROM THE CHIEF INFRASTRUCTURE OFFICER

Dear Candidate

The Girls' Learning Trust (GLT) was formed in September 2015 and consists of three successful and high-performing girls' schools: Nonsuch High School for Girls, Wallington High School for Girls and Carshalton High School for Girls. All three schools are located in the London Borough of Sutton. As the largest all-girls multi academy trust in the UK, we have over 4,500 students aged 11-18 and almost 500 staff. We have a financial turnover of £30m and operate over three large sites. Our aim is to empower girls and young women by delivering a first-class education and providing an inspirational start to their futures.

Nonsuch High School for Girls (NHSG) is a highly successful and selective grammar school for girls aged between 11 and 18 years. The school first opened in May 1938 and standing in 22 acres of beautiful grounds on the edge of Nonsuch Park, we aim to provide a caring, happy and stimulating environment in which students can attain the highest levels of academic and personal achievement. The school's aim is to empower our young women and enrich their lives to ensure they aspire to take their centre stage place in the world. We want students to enjoy learning, to become independent and effective learners and to achieve academic success in an atmosphere that fosters positive relationships and mental health, promotes equality and celebrates diversity.

Staff are our most valued asset, and we aim to support them both in their current roles and to develop them for their future careers. Working alongside the teaching staff, we have a skilled support staff team who perform vital roles within each school and across the trust. Continued professional development plays an important role in ensuring that the quality of education is very high in our schools. There are lots of opportunities for cross-trust professional development, with staff from all three schools working collaboratively on projects in many areas and we have a GLT professional development conference each year for all our staff.

This role is based within our Shared Professional Services Estates and Facilities Team and is central to the facilities and premises operations provided at Nonsuch, working directly with the staff to deliver the best quality service. As we seek to support and develop the services delivered by Estates and Facilities the successful individual would join us at an extremely exciting time.

The role will support the premises service as well as contributing to the facilities management and compliance for the estate. This is a great opportunity for someone looking to develop a career in facilities management.

Thank you for your interest in this post, we look forward to receiving your application.

Kind regards



Rachel Green
Chief Infrastructure Officer



OUR TRUST

What is a Multi Academy Trust?

Multi-Academy Trusts (MATs) are where more than two schools have joined to form one organisation, governed by one Trust board. Our MAT is both a registered (exempt) charity and a company limited by guarantee, and since we operate within the state sector, we are regulated by the Education and Skills Funding Agency (ESFA). We receive our funding direct from the government on per pupil basis, and we also generate some income through various additional activities (including targeted capital funding bids, and out of hours lettings), which we invest directly into our educational activities.

What makes Multi Academy Trusts different?

The original academies programme started in 2010 and was intended initially to provide an alternative governance model for schools. Since this process started, many schools have now identified the significant benefits associated with forming partnerships with other schools – enabling cost savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

What is the history of the Girls’ Learning Trust?

In 2015, Nonsuch High School for Girls formed a multi-academy trust with Wallington High School for Girls, the Nonsuch & Wallington Education Trust. In 2018, the company became the Girls’ Learning Trust (GLT) and later that year Carshalton High School for Girls joined.

Our schools share many characteristics and are held in high regard by the local community. They are high performing and deliver a broad, balanced and challenging curriculum setting high expectations. Students benefit from being taught by well-qualified, dedicated and committed staff who are experts in girls’ education. The Trust benefits from the expertise within an executive support staff team that provides shared services for schools, including Finance, Estates, IT, Procurement, Capital Development Projects, HR, Governance, Audit and Risk.

This core team of professionals ensure consistent methods of operation, strong quality assurance and best value across the Trust.

Relationships in the Trust, between staff and students or between colleagues, are built on mutual trust and respect. These relationships drive school improvement and contribute to the wellbeing of everyone. Visitors often comment on the high levels of motivation and positive behaviour of the students, the commitment and professionalism of the staff and the well-equipped school buildings. Strong academic performance is complemented by highly effective pastoral care. We believe in offering a broad experience that goes well beyond the academic, and girls are encouraged to develop their confidence, independence and resilience across a wide range of enrichment and extra-curricular activities.

What makes the Girls' Learning Trust special?

While we work across the Trust to support school performance and ensure value for public money, we believe in allowing our schools autonomy in developing approaches to pedagogy and the curriculum that will deliver the very best outcomes for their students. Nevertheless, our shared values and the many opportunities we have for collaboration across our schools mean that we learn lots from each other and that we remain outward-focussed.

What is it like working at the Girls' Learning Trust?

All of our staff are located at offices in our schools, ensuring our shared services gain an understanding of the challenges and opportunities that face our pupils, teachers and school leaders. The environment is fun, fast paced and collegiate. Colleagues join us from all different walks of life and for a host of different reasons. But the one thing that we all share is a passion for education and a desire to make sure young people get the best education possible.

There are some common features to working in any role at the GLT:

- A passionate and dedicated staff team who believe in the transformative power of education and take pride in the positive impact their roles have both inside and outside of the classroom.
- A team of problem solvers who constantly figure out ways to help pupils achieve better outcomes, tackling challenges both big and small together.
- A fun and empathetic environment: staff who support and take care of each other, bringing a sense of humour to the workplace.
- A commitment to professional development: we are proud of our culture of promoting GLT staff within and across our trust and have an excellent record of developing outstanding staff and preparing them for senior leadership.
- A commitment to safeguarding and wellbeing: we operate a rigorous recruitment procedure that includes DBS, medical screening and confirmation of qualifications. And we are committed to ensuring this remains our top priority.



OUR SCHOOLS

All three schools in the Trust share many common characteristics and are held in high regard in the local community. They are high performing, deliver a broad, balanced, and challenging curriculum, and set high expectations. Students across the Trust benefit from being taught by highly qualified, dedicated and committed staff who share their passion and knowledge of their subject.

More information on the schools in our Trust can be found here:



Carshalton High School for Girls

Headteacher: Mr Peter Baumann-Winn

Students: Approximately 1,450 students

Address: West Street, Carshalton SM5 2QX

Website: www.chsg.org.uk



Nonsuch High School for Girls

Headteacher: Mrs Alexis Williamson-Jones

Students: Approximately 1,550 students

Address: Ewell Road, Cheam SM3 8AB

Website: www.nonsuchschool.org



Wallington High School for Girls

Headteacher: Mrs Tracey O'Brien

Students: Approximately 1,550 students

Address: Woodcote Road, Wallington SM6 0PH

Website: www.wallingtongirls.org.uk



OUR SHARED PROFESSIONAL SERVICES

There are significant benefits associated with being part of a multi academy trust – enabling savings across central services, alongside the ability to invest in strategic roles supporting schools to become more effective. By ‘clubbing together’, our three schools have access to resources and support that individually they would not be able to afford, and ultimately, we are able to collaborate to provide better outcomes for our pupils.

Finance

We are responsible for the long-term financial sustainability of the Trust and support each school in its own budgeting. We also manage all finance processing and other financial reporting for the schools.

Infrastructure

The Head of Estates and Facilities leads a team of school-based premises staff at each site, making sure our buildings and facilities are fit for purpose for students and staff.

Led by the Head of IT, a team of school-based IT staff provide support at each site, managing the digital infrastructure that supports high-quality teaching and learning in the classroom, as well as key systems for staff

We also have oversight of health and safety and manage all capital development and large refurbishment projects, working with experts to secure external funding where possible.

People and Administration

We work across the Trust and take responsibility for managing and coordinating all HR functions, implementing policies, and ensuring best practice. As well as advising and supporting Headteachers and the wider Executive Team with the selection, recruitment, development and management of all staff, we are responsible for ensuring an inclusive and kind working environment.

Contract Management

We also take the lead in managing a number of Trust-wide external contracts, including the provision of catering, cleaning and other core services across all three sites.

OUR STRATEGY & FUTURE PLANS

Our Vision

Our vision is to be champions of excellence in girls' education, empowering young women to realise their full potential and shape the world.

Our Mission

We are committed to offering an outstanding education that promotes wellbeing and personal development for everyone in our schools, enriched by the opportunities that arise from being part of an girls' education trust.

We believe education should be about:

- Encouraging risk-taking and developing reflective approaches to teaching and learning.
- Championing equality and inclusion and challenging social and economic disadvantage.
- Building supportive and collaborative networks whilst allowing schools the autonomy to develop in ways that are best for their students.
- Offering broad and rich experiences that go well beyond the academic and lead to satisfying and rewarding career paths.
- Fostering a sense of pride in diversity.

Trust Development and Growth

Since 2015 we have been through two discreet phases of development as a Trust. As we emerge from the impact of the pandemic we are now moving into a period of growth – which creates an exciting environment for new staff joining us.

Phase: Development (2015 – 2018)

Academies join the Trust

Emergence of central services in Finance, IT, HR and Premises

Development of cross-Trust initiatives

Phase: Consolidation and Building Capacity (2019 – 2022)

New CEO recruited

Consolidation of central services and of collaboration across schools

Rise in student population numbers

Post-Covid 19 recovery strategy

Phase: Growth (2023 – 2026)

New COO recruited

Explore opportunities for external partnerships

Increase income generation capacity

Strategic approach to succession planning

Prepare for declining secondary-stage population

Shared Strategic Priorities

As a Trust, we have agreed the following shared priorities for all our schools and central services over the next four years:

1. Promoting wellbeing and personal development for all
2. Excellent staff development for high quality teaching and learning
3. High-quality careers education and advice
4. Extensive enriched curriculum opportunities
5. Welcoming, and robustly supporting, disadvantaged students
6. Strength in equality, diversity and inclusion
7. Sustainability, efficiency and value for money
8. Effective governance
9. Championing collaboration across and outside our Trust
10. Recruiting and retaining the very best staff

11. Innovative and effective IT support and infrastructure
12. Well-maintained and managed facilities that support the aims of the schools and the Trust



THE OPPORTUNITY

This is an exciting time to join the Girls' Learning Trust as a Premises Assistant at Nonsuch High School for Girls. We're looking for a positive individual with a 'can do' attitude to work within the premises team on a day-to-day basis, we're open about the sector you've gained your relevant experience in, with sound working knowledge of estates and facilities, including safe working practices and compliance standards and an empathy for education being imperative.

You'll be ensuring a high quality, compliant and safe environment for learning, teaching and other extracurricular activities. You will be a part of a wider Trust Estates and Facilities team, who support each other, working collaboratively to solve common problems.

This is an exceptional opportunity for an individual looking to build a career in facilities. We welcome applications from facilities professionals at different stages in their own career who are actively seeking to progress within the profession.

JOB DESCRIPTION

Job Title	Premises Assistant (Nonsuch High School for Girls)
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Reporting to	Premises Manager
Contract Type	Permanent /Full-time
Salary Scale	GLT Range 4 (points 11-15) £30,873 – £32,730
Hours of Work	36 hours a week <i>Shift pattern, providing cover across 0600-1800.</i>
Working Location	Nonsuch High School for Girls (travel to other schools within the Trust as required)
Benefits	Pension www.lgpsmember.org Generous annual leave allowance Off-peak membership to David Lloyd Cheam Access to EAP scheme Cycle to work scheme Eye Test Vouchers Onsite parking at schools where possible

Section 1: Purpose of the Post

- The Premises Assistant will undertake defined site-specific tasks and functions as required by the Premises Manager, under the supervision of the Assistant Premises Manager.
- Responsibilities include supporting all aspects of site security, day to day repairs and minor works, daily site checks, supporting projects, portering duties, supervision of contractors and opening and closing of the site as required.
- The role entails conducting activities in accordance with estate related policies and procedures for planned preventative maintenance (PPMs), reactive maintenance, health and safety and portering and logistics activities using the estates computer system for logging and tracking activities.

Section 2: Core Features of the Role

The following activities are intrinsic to the role and cannot be eliminated.

- Working at height
- Working in confined spaces
- Use of equipment
- Portering of various furniture and equipment

Section 3: Key Responsibilities

Premises Operations and Maintenance

- Support all aspects of day-to-day premises operations, ensuring the facilities are safe and compliant, ensuring PPMs, inspections and remedial works are undertaken as required and in a timely manner.
- As required, support the identifying of requirements for PPMs and the development of an overall PPM schedule to ensure compliant facilities management.
- Support and assist in the scheduling and reporting on routine PPM tasks (alongside reactive maintenance), such as utility meter reading, water temperature testing, water safety (flushing), call point testing, and fleet safety checks.
- Undertake frequent inspections of the site as directed, proactively identifying and rectifying safety and general housekeeping issues, meeting the day operational requirements of the school and elevating to a high standard.
- Undertake general maintenance duties as required
- Respond to maintenance requests arising from the helpdesk, prioritising as necessary and completing jobs efficiently and effectively
- Always work safely and appropriately, and in accordance with appropriate safety processes, and reporting any safety concerns

- Supervise contractors on site, ensuring compliance with safeguarding and safety requirements as required
- To proactively monitor and report issues with the condition of building fabric and services
- To ensure work is approved and signed off in line with set processes and procedures
- To proactively ensure the site is kept tidy internally and externally with all areas maintained with safe access and controlled access to areas of risk.

Site Security and Management

- Participate on a rota basis in day-to-day security requirements including arming and disarming the intruder alarms, locking all doors and windows at the end of the school day, as required.
- To act as a key holder and be available as may be necessary in connection with emergencies arising from the school's intruder alarm system. This duty is shared by all premises staff.
- To provide general assistance including portage, moving furniture and dealing with deliveries ensuring that the front entrance of school is always clear and welcoming.
- To escort contractors/visitors, when required.
- To participate in and assist with the school's fire drills.
- To assist with any emergencies that may occur outside normal working hours of the post

Events and Lettings

- To support the smooth running of key school events, such as Testing Days, Open Evenings as directed by the Premises Manager.
- Ensure the site is clear of student belongings ahead of external lettings
- Undertake portage and logistical duties to support events and external lettings as may be required

Health and Safety

- To promote a safe working culture and working practices within the team at all times
- Proactively identify and address any safety issues across site, escalating to the Premises Manager as may be appropriate
- Support health and safety inspection as required
- Complete risk assessments as appropriate
- Undertake general duties as directed to ensure safety
- Undertake safety training as required, cascading safety knowledge and undertaking regular toolbox talks with the premises team to ensure safety standards are met at all times

Section 4: General Duties

- Familiarise yourself with, and comply with, Trust policies and procedures, with particular attention to health and safety, safeguarding, prevent, risk management, equality and diversity, and data protection.
- Attend training as necessary and update your own CPD (continuous professional development) and record and complete within timescales all mandatory training courses.
- Work as part of a wider team, undertaking any other reasonable duties appropriate for the role that may be required by the organisation.

PERSON SPECIFICATION

Key Criteria	Required	Desirable
Education, Training & Qualifications		
Evidence of training and experience relevant to the role	X	
A willingness to undertake training relevant to the role and organisation	X	
Experience & Knowledge		

Experience of working in a similar setting		X
Demonstrable experience of duties comparable with the role	X	
Skills & Aptitudes		
IT literate, able to operation MS Office and the school helpdesk system (Every)	X	
Ability to understand and apply regulations to ensure safe and appropriate work practices	X	
Competence at basic building repairs and maintenance	X	
Ability to plan and manage multiple tasks via FM software	X	
Excellent communication skills, able to proactively communicate issues, risks and updates	X	
Ability to think creatively, solving problems with a 'can do' attitude	X	
Ability to manage own time effectively and demonstrate initiative	X	
Values & Personal Qualities		
Enthusiastic and self motivated	X	
Excellent communication skills, putting them to practice ensuring a positive image for the premises service	X	
A team player driven to continuous improvement	X	
An empathy for education and a commitment to equality, diversity and inclusion	X	

APPLICATION PROCESS

Safeguarding

The Girls' Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

As well as verification of identity, we ask all employees to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties.

Data Protection

As part of our recruitment process, Girls' Learning Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information about this and to read our Data Protection and Freedom of Information Policy, please visit: www.girlslearningtrust.org/our-governance/policies.

Application Process

We operate a safer recruitment process.

We welcome applications from all suitably qualified people and aim to employ a culturally diverse workforce, which reflects the nature of our communities.

To apply, please complete the application form via our [website](#) or our careers page on My New Term. The application includes a personal statement which should clearly demonstrate how you meet the requirements set out in the Person Specification.

Closing Date

Applications are to be received no later than 9.00am Monday 7th October 2024

Interviews

Interviews will take place at Nonsuch High School for Girls on 11th October 2024

Notification & Feedback

Candidates who have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached. Constructive feedback will be provided for all candidates invited to interview.



Girls' Learning Trust

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