



Chislehurst
& Sidcup
GRAMMAR SCHOOL



Helping the learners of today become the leaders of tomorrow



Premises Site Assistant Recruitment Pack



Dear Applicant,

Thank you for your interest in the position of Premises Site Assistant at Chislehurst & Sidcup Grammar School. This is a fantastic opportunity for a friendly, reliable and proactive Premises Site Assistant to support the Premises Site Supervisor in maintaining the school site. The Premises Site Assistant supports the daily operations of the school, ensuring a safe, organised and efficient environment for staff & students.

I very much look forward to receiving your application and meeting you.

A handwritten signature in black ink, appearing to read 'Nigel Walker', with a long, sweeping flourish extending to the right.

Nigel Walker, Headteacher





Our school

The school opened in the Autumn Term of 1931 and has been at three different sites since then. CSGS has been at the current site for over fifty years and has undergone considerable building development, ensuring that we have purpose-built buildings for Art and Design, Performance and Sixth Form study. There has also been the development of sporting facilities with flood lit netball courts and full gym equipment (which staff are able to use after school).

CSGS aims to educate and prepare for life, able students from all backgrounds. This mission is dynamically carried forward within a caring, happy and supportive community. We look to develop the character of our students focusing on resilience, intellectual curiosity, courage, creativity, commitment, responsibility, gratitude and compassion. The ingrained idea of excellence in school life allows students to reach the highest academic, sporting, cultural and aesthetic standards.

The special quality of learning in the classroom is equally matched by the richness of teaching that students experience. We aim to help our students to leave the school fully prepared for the future ahead of them and, as our school motto states, we believe that 'from hard work character grows'. *Abeunt studia mores.*

Whilst healthy academic competition is central to the CSGS ethos, there are also many opportunities for students to enter into the wider life of the school. Service to the school and community is enthusiastically performed and high levels of leadership and responsibility are actively taken on by students at all levels. There is a supreme belief that building CSGS's tradition of excellence comes not from dwelling on yesterday's successes but performing tomorrow's tasks.

Take a tour of our school. <https://virtualschooltour.co.uk/chisandsidgrammar/>





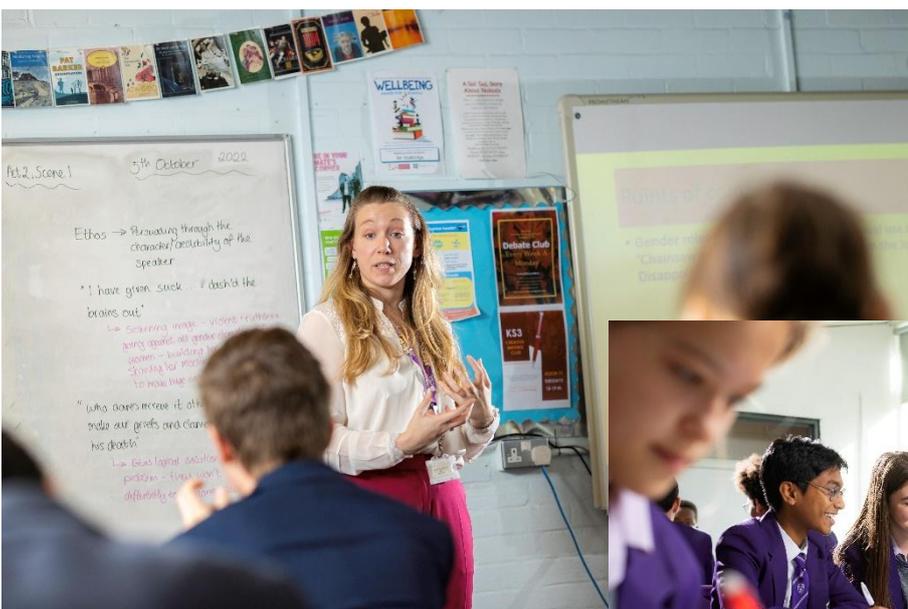
Why join the staff of Chislehurst and Sidcup Grammar School?



Academic success

CSGS is one of four grammar schools in Bexley and as such our students all pass an entrance examination in order to attend the school. Our results reflect both the hard work of the students and the teachers with the GCSE results for 2024 giving us a Progress 8 score of 0.82 and our A level students continuing to move on to top institutions.

The focus on the academic progress that the students make in the school is evident from the school's priority to ensure that the academic and pastoral support is on offer with the role of Head of Learning for each year group and a Learning Manager to provide a key link with parents.





Continuing Professional Development

As well as outstanding students who are keen to learn we look to have a happy staff who are able to develop professionally.

We offer an internal CPD programme that is personalised for a teacher's needs and considers the needs and wants of the teaching staff. There is a clear focus on Teaching and Learning with staff delivering thoughtful and thought-provoking sessions that always include opportunities for sharing of good practice and working together collaboratively. This sharing of good practice is encouraged further through all teaching staff being given time to visit another school to share ideas which can be brought back to their curriculum areas. There is also a specific training programme for any Early Career Teachers.

All new staff are also given a mentor to enable them to have a member of staff that they can go to for any additional support or questions that they may have as well as a member of the Senior Leadership Team being responsible for the Induction of New Staff. Working parties have also been used when staff are looking to develop a key issue.

Wellbeing

It is of vital importance to us that our staff are happy and enjoy coming to work. In order to enhance this, we offer wellbeing sessions where staff have the opportunity to learn a new skill and spend time with other staff. Staff here at CSGS are also a close community with free gym access to onsite facilities. The staff society also organise a Christmas party every year.

Our continued commitment to the wellbeing of our staff and students is further evidenced by achieving a Wellbeing Award for the support of the wellbeing of our staff and students.

We offer a comprehensive Wellbeing employee assistance programme 24/7.



Additional benefits

Further to this, we offer a competitive pay and pension scheme and to support parents we offer a priority to children of members of staff to join this school (subject to passing the 11+ examinations). All staff will also receive a tailored induction programme as well as a professional development scheme (as mentioned above) with the possibility of funding for additional qualifications. We offer discounted local gym membership (in addition to free use of our on-site facilities), free car parking on site, cycle to work and on-site dining with superb food.





The school's facilities comprise nine separate buildings, of which the main building has been extended in different directions at various times in its almost 60 year history at the Lamorbey site. The total floor area is estimated to be in excess of 13,000 square metres. The school grounds extend to 8.9 hectares (approx. 22 acres). Given the sheer physical extent of the buildings and their distribution over an extended site, the variety of uses and the 'bolt-on' nature of the extensions and the constant use throughout the year, there is a sizeable task of premises management.

The school has undergone considerable building development, including a dedicated Sixth Form study facility, Lecture Theatre, Sports Pavilion, Gymnasium, as well as specialist Drama, Music and Art & Technology blocks.

The role of school 'caretaker' has developed rapidly in recent years as increased importance is placed on all aspects of Health & Safety - including risk management and the necessity to comply with a wide range of statutory legislation. The introduction of new digital technologies has led to a number of changes in routine working practices for site staff.



Job Description

The role: Premises Site Assistant

Start date: ASAP

Salary: Bexley 05.1-05.4 (Currently £29,436 - £29,856 per annum)

Contract: Permanent. Full time. 36 hours per week

PURPOSE OF POSITION

As part of a team, to have general responsibility for the upkeep and running of the school buildings, and to provide assistance as directed to maintain external grounds and sports fields.

The postholder will also carry out other duties arising from the use of the premises including lettings, opening/closing of the site at the beginning/end of each day.

REPORTING TO: Premises Supervisor

WORKING ARRANGEMENTS:

36 hours per week plus overtime when required. The nature of a Site Assistant's job precludes the fixation of a specific working week and therefore the 36 hours, exclusive of returns to duty arising from custodianship or emergencies shall be from Monday to Friday. You may be required to attend for duty in connection with lettings outside normal working hours.

GENERAL DUTIES / RESPONSIBILITIES

1. Safety

- Maintain a safe and healthy environment referring all hazards to the School Site Supervisor.
- Write risk assessments
- Have knowledge of fire precautions and the use and maintenance of fire equipment. Respond to fire alarms and carry out weekly fire safety checks and alarm tests as directed by the Site Supervisor
- Clear ice and snow putting down grit/salt to give safe access and egress to site



2. Maintenance

- Take responsibility as required for the maintenance and upkeep of the premises, including buildings, fixtures, fittings, furniture and external areas.
- Ensure the heating and other general services run smoothly and regular maintenance checks are completed
- Ensure adequate lighting in the school is maintained and turned on and off daily in line with the school day and activities
- Decoration of classrooms, communal and other areas
- Carry out minor refurbishments & small project work.
- Engage in preventative maintenance.
- Organising & Liaising with contractors.
- Responsible for overseeing minibus & grounds machinery servicing & repairs.

3. Cleaning

- Cleaning up body fluids and checking for soiling of toilet areas throughout the day subject to health and safety guidelines.
- Regular cleaning and inspection of drains, gullies and roof areas.
- Litter picking/removal
- Oversee work carried out by cleaning staff

4. Porterage

- Help all school staff - eg. assisting with large display mounting, moving of sets for productions, moving of furniture prior to cleaning or to decorations taking place, repairs to classroom/school equipment.
- Move delivered parcels/stock to the appropriate areas.
- Move and store furniture in available storage facilities.
- Furniture moving, including dining tables and chairs.
- Setting out chairs/tables for school events and lettings eg. assemblies/exams/shows etc. as required with a flexible approach to start & finish times due to the nature of the task which may also require a change to shifts as directed by the School Site Supervisor.

5. Security

- Routine locking and unlocking of school premises and grounds, setting alarms, reporting defects, preventing trespass and unauthorised parking.
- Taking reasonable steps to minimise loss or harm to staff or property.
- Patrolling the site at appropriate intervals.
- Ensuring intruders are dealt with in accordance with the school's practice.
- Ensuring that the necessary action is taken to minimise the risk of further intrusion and damage pending more permanent repairs.
- Ensuring gates, entrances and exits are kept clear.
- Supervise car parking during evening meetings or functions where appropriate.



- Liaising with those responsible, inside or outside the school, who are using the school for functions or private lettings.
- Monitor CCTV images as required

6. Grounds

- Maintain all outside areas in a clean, tidy and safe condition, including sweeping, picking up litter, emptying litter bins, unblocking drains
- Provide assistance to grounds staff as directed by the School Site Supervisor, helping maintain a high standard of appearance of external grounds and sports areas.
- Organising & liaising with grounds contractors.

7. Any other reasonable request e.g. exam invigilation as and when required.

REQUIREMENTS

1. To be reliable, willing, cheerful and have excellent health and be able to meet the physical demands of the post.
2. To be able to work effectively in a school with 120 staff and 1,300 students.
3. Ability to develop and maintain good working relationships throughout the school and to fit in with and to enhance the existing team.
4. Ability to communicate clearly and to write simple reports in a concise manner.
5. To have an excellent record of both attendance and punctuality.
6. Be able to work weekends and after school hours when required.
7. The person appointed must be flexible and be prepared to cover in the event of illness or unforeseen circumstances of the premises staff.

OTHER RESPONSIBILITIES

1. Maintain all computerised and manual records as required. Check and respond promptly to e mail contact. Undertake research on the internet as directed.
2. To participate in an 'On-Call' rota for intruder alarm activation out of hours. Respond to emergency call outs outside normal working hours.



3. To be aware of and act in accordance with the School's relevant Policies, including Health and Safety, Lone Working, Safeguarding and Equal Opportunities.
4. To have a flexible approach to working hours and shifts core hours which will generally be between the hours of 6.15am to 16.00pm Monday to Friday. Shift patterns will be directed by the School Site Supervisor.
5. All Premises Team members are expected to stay at times of crisis such as snow, fire alarms, and any other situation that the School Site Supervisor deems a crisis.
6. All staff members must support and uphold and contribute to the development of the School's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
7. Support the vision, values and ethos of the school.
8. Act as a role model to students.
9. Put the well-being, development and progress of students first.
10. Work effectively as part of a whole-school team.
11. Co-operate professionally with other colleagues.
12. Undertake other duties commensurate with the grade and level of responsibility defined in this job description.

N.B.

Although the job description is intended to be comprehensive, it is not exhaustive. The school recognises that the Site Assistants may do work which is not covered in the above. The nature of the role is such that there will always be tasks which arise from the close working relationship with all members of the school community. It is for this reason that the job description cannot be a fixed and final document. It is also recognised that in order to enable staff to carry out their duties in a safe and efficient manner, there is a commitment on the part of the school to the necessary training being made available.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.



This job description may be reviewed at any time after consultation with the post-holder in order to ensure the smooth running of the school.

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.



Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good general standard of education 	<ul style="list-style-type: none"> • GCSE Grade C or 4 in English & Maths
Experience		<ul style="list-style-type: none"> • Experience of work in facilities management or building related trades
Skills	<ul style="list-style-type: none"> • Good level of numeracy and literacy to maintain logs and reports • Ability to communicate clearly orally and in writing and to write brief reports. • Ability to establish and maintain effective working relationships at all levels (other team members, students, staff, parents, visitors, officers, contractors, etc.) • Ability to operate computer using email and internet, along with basic word processing skills • Interpersonal skills to enable school's interest to be protected when dealing with contractors and hirers • Willingness to undertake cleaning duties requiring physical work inside and outside, sometimes in an unpleasant or hazardous environment • Ability to use technical knowledge necessary to ensure routine operation of heating plant and other plant and equipment • Creative and practical skills to carry out routine and minor repairs and maintenance 	<ul style="list-style-type: none"> • Understanding of the range of facilities management requirements and functions. • Experience of working within a school and carrying out Risk Assessments and working with contractor method statements • (RAMS) & Health & Safety Reports & documents • Full UK driving licence
Knowledge		<ul style="list-style-type: none"> • Knowledge of statutory requirements and legislation relating to the Health & Safety at work act as it applies to school premises including welfare, buildings, facilities and grounds maintenance.



Personal Qualities	<ul style="list-style-type: none">• Flexibility to work varying start / finish times to provide service cover during weekdays as directed.• A good record of attendance.• An excellent health record.• Reliable & flexible.	
Safeguarding	<ul style="list-style-type: none">• Suitable to work with children. All positions subject to a satisfactory enhanced DBS disclosure.	

How to apply



Further details together are available either from the school website www.csgrammar.com (Vacancies) or by emailing csgshr@csgrammar.com. Please complete your application form via www.TES.com. Applications will be considered on receipt and interviews may occur at any stage.

If you have any questions, please contact csgshr@csgrammar.com

References

Please note that it is our practice to take up references before shortlisting for interview. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your current/most recent employer. References from relatives or friends are not acceptable.

Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Offers of employment are subject to a satisfactory enhanced DBS disclosure and other employment checks.

CSGS is an Equal Opportunity Employer. We do not discriminate on the basis of age, disability, sex, race, religion or belief, gender reassignment, marriage/civil partnership, pregnancy/maternity or sexual orientation.

We are fully inclusive and actively promote equality of opportunity for all. We welcome all applicants from a wide range of candidates.

Selection for roles will be based on individual merit alone.

How to find us

The school is located within a 5-minute walk from Sidcup train station which provides a quick connection to London, has local bus services and is close to both the A2 and M25.

<https://www.google.co.uk/maps/dir//Chislehurst+%26+Sidcup+Grammar+School%2CDA15+9AG>