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**Site Assistant**

*Inspiring a generation to achieve excellence through innovation*

**Start date:** As soon as possible.

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

**Location**: Brixton, London

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

**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*.

Dear Candidate,

Thank you for taking the time to find out more about this exciting role as Site Assistant at Ark Evelyn Grace Academy. We are delighted that you are considering joining our academy at such an exciting stage in our development. Ark Evelyn Grace Academy is a mixed, non-selective, 11-18 secondary school in Lambeth. The Academy opened in 2008 and moved into its award-winning building on Shakespeare Road in 2010. Evelyn Grace Academy was judged as ‘good’ by OFSTED in 2017 and behavior was said to be ‘exceptionally strong’.

In September 2017, I took over as Principal, having previously co-founded an ‘outstanding’ ARK school in North London: Ark Academy. I will work with staff at Evelyn Grace to secure its position as the school of choice in the local community. Together we will ensure that students secure the highest possible standards so they can go on and compete for the very best positions in their chosen career.

We believe education is transformational. That is why what we do matters and why we are always seeking to improve our practice. As a Site Assistant at Evelyn Grace you will join me and together we will shape and develop our academy, and thereby realise our ambitions in building an outstanding school.

At Evelyn Grace Academy we believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, the Academy offers a rigorous curriculum and a broad enrichment programme for students at all key stages.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of transforming people’s lives. Our ideal candidate will have a proven track record of outstanding work and will be a strong team player fully aligned to the Academy’s ethos of high academic expectation and aspiration for all. They will want to be part of body of teachers that work tirelessly to help our students develop the sort of qualities that will help them flourish and succeed in life.

As a member of Evelyn Grace and the ARK network, you will receive the sort of coaching, training and development opportunities that will help you become the very best that you can be.

For further information and to apply please visit our website: [evelyngraceacademy.org](http://www.evelyngraceacademy.org)/vacancies and complete your application by **Sunday 11th November 2018.**

For any queries relating to your application, please contact our Operations Manager on 0207 737 7560 or russell.dunscombe@evelyngraceacademy.org

I wish you all the best in your application.

Yours faithfully,

**Tim Dainty**

**Principal**

**Job Description: Site Assistant**

**Reports to:** Site Manager

**Start date:** As soon as possible

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

**Hours of work:** 36 hours per week all year round

**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 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 Site Manager.
* To regularly check on the condition of the building and report to the Site Manager 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 Site Manager 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**

**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

**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