



P/T Lettings & Site Assistant

(evenings and weekends)

Application Pack

January 2020

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Letter from the Director of Finance & Operations

January 2020

Dear Candidate,

Thank you for your interest in the position of part time Lettings & Site Assistant.

We are seeking to appoint an enthusiastic Lettings & Site Assistant to complement our existing team based at Nonsuch High School for Girls and become a valued member of our school and wider Trust community. Whilst the role will be based at Nonsuch High School for Girls, there will be opportunities for additional hours at Nonsuch, as well as other schools in the Trust.

The Girls' Learning Trust ('GLT') was formed on 1 September 2015 and was originally called the Nonsuch and Wallington Education Trust. At first, there were two schools: Nonsuch High School for Girls and Wallington High School for Girls. Then, in April 2018, Carshalton High School for Girls joined the Trust. All three schools are high performing, successful schools located in the London Borough of Sutton.

At GLT our priority is girls' education and we are the only all-girls multi-academy trust in the UK.

Our website pages provide a clear picture of our vision and aspirations for the future. However, please do not hesitate to contact us to seek further information.

We very much look forward to receiving your application.

Yours faithfully,

Helen Latham
Director of Finance & Operations

Trust Overview

Strategic Aims

The Trust was formed in September 2015 and initially consisted of two schools: Nonsuch High School for Girls and Wallington High School for Girls. In April 2018, Carshalton High School for Girls joined and further strengthened our Trust. All three schools are located within the London Borough of Sutton and are within easy reach of each other.

With around 4,000 students, 400 staff and a highly effective operating model, GLT gives member schools the financial and operational strength to drive school improvement and provides increased opportunities for students and staff across the Trust. We currently aim to be a 5 school multi-academy trust by the end of 2020, retaining the all-girls identity and operating within the London and South East region.

Core Purpose

GLT exists as an all-girls trust that delivers a first class education to young women ensuring that they realise their full potential and are well prepared for their future.

This is achieved through:

- Delivering excellent standards of teaching and learning consistently across the Trust based on the setting of high expectations for all and an evaluative approach to improving performance that secures strong outcomes for all our students.
- Developing strong collaboration across the Trust ensuring each school is a giver and receiver of support where needed.
- Ensuring effective professional development and career progression opportunities across the Trust in order to recruit and retain excellent staff.
- Delivering effective pastoral provision to all our students ensuring they are supported, developed and well cared for during their time in the Trust.
- Developing a strong understanding of how best girls learn, develop and thrive and using this to underpin our approach to education across the Trust.
- Promoting and developing high aspirations for our young women allowing them to become the successful female leaders of the future.
- Creating an exciting, challenging and creative curriculum across the Trust, both inside and outside of the classroom, to allow all students to realise their full potential.
- Securing a financially viable Trust through strategic financial management and by working collaboratively to secure financial efficiencies.
- Communicating effectively with and valuing all of our stakeholders realising the important role they play in the Trust.

For more information on the Trust please follow the link below:

www.nonsuchschool.org/321/welcome-from-the-ceo

Our Schools

All three schools in the Trust (Carshalton, Nonsuch and Wallington High School for Girls) 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.

Although the Trust plays an important role in each school, the GLT model ensures that each school retains its own unique identity, which can be seen when visiting the schools or looking at the school websites (see below).

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



Carshalton High School for Girls

Headteacher: Mr. Maurice Devenney

Students: Approximately 1,350 students

Address: West Street, Carshalton SM5 2QX

Website: <http://www.chsg.org.uk/>



Nonsuch High School for Girls

Headteacher: Ms. Amy Cavilla

Students: Approximately 1,350 students

Address: Ewell Road, Cheam SM3 8AB

Website: <http://www.nonsuchschool.org/>



Wallington High School for Girls

Headteacher: Mr. Richard Booth

Students: Approximately 1,450 students

Address: Woodcote Road, Wallington SM6 0PH

Website: <http://www.wallingtongirls.org.uk>

Job Description	Lettings & Site Assistant (part time) (evenings and weekends)
Line Manager:	Premises Manager (Nonsuch)
Grade:	GLT Pay Spine Point 4 (£19,743), pro rata on hours worked
Hours:	Part Time. Average 9 hours per week, 52 weeks/year, plus additional ad hoc hours when required.
Hours of work:	Every Friday 3pm to 10pm, plus every third Saturday and Sunday (equivalent to 17 weekends annually on a rota basis) (morning open 1.5hrs, evening lock up 1.5hrs at variable times) and on call as required for additional hours.
Location:	Based at Nonsuch High School for Girls , with the potential for additional hours at Nonsuch, as well as other schools in the Trust.

Main purposes of the job

We are seeking to appoint a resourceful and flexible individual to join the existing premises team. The successful applicant will set up and supervise evening and weekend letting around the school as well as assist with small maintenance tasks and the general upkeep of the school buildings and grounds. The ability to work flexibly within the current premises team is essential.

Duties will include: Site security, cleanliness/litter picking, portering/event set up, evening and weekend lettings, routine maintenance, and premises management generally.

Additional hours will be available to assist the Nonsuch Premises Team with school events such as testing days, open evenings, exam set ups, and periodic premises management.

1. LETTINGS (EVENINGS & WEEKENDS)

- To unlock and secure the buildings and site as required.
- To liaise with all letting groups, including setting up, unlocking and locking up as required. These will be after school hours and at weekends.
- To ensure that all lettings users treat the school and its facilities with respect and in accordance with their letting agreement
- To report any misuse to the Premises Manager and Lettings Manager (and the premises team more widely).
- Arming and disarming the intruder alarms, locking all doors and windows at the end of lettings as required.

2 SECURITY & SITE MANAGEMENT

- To assist with the day-to-day security of the buildings and grounds including arming and disarming the intruder alarms, locking all doors and windows at the end of events, lettings and the school day, as required (depending on rota).

- To act as a key holder and be available as 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, if/when required.
- To participate in and assist with the school's fire drills and lockdown drills (and be knowledgeable in the event of activation during evening & weekend shifts).

3 MAINTENANCE & CLEANING

- To undertake general maintenance duties as instructed by the Premises Manager.
- To report any defects or damage to the premises to the Premises Manager and to take appropriate action where necessary.
- To assist with the booking system for events and setting up/take down of furniture and equipment as required.
- To assist with the day-to-day monitoring of the cleaning contract (Fridays) and to assist with any ad hoc cleaning duties if required (for example, spillages during weekend lettings).
- To ensure weekend and evening lettings areas are clear of litter and girls' belongings.
- To assist in the running of key school events, such as Testing Days and Open Evenings.

4 HEALTH & SAFETY

- To assist with ensuring that the premises is safe for lettings, students, staff and visitors, and report any damage or vandalism to the Premises Manager.
- To assist in the supervision of traffic control and car parking on site when required.
- To be aware of the school's responsibilities with regard to current Health & Safety legislation, and undertake duties in accordance with best Health & Safety practice.
- To undertake training in fire evacuation and lockdown procedures.
- Assist in promoting awareness of Health & Safety, including lettings, visitors, contractors, staff and pupils.

General Duties

- To be aware of and comply with School policies and procedures, including those relating to child protection, health and safety, security, equal opportunities, diversity, confidentiality and data protection, reporting all concerns to the appropriate person.
- To undertake other such duties as required by your line manager commensurate with the seniority of the post. The Job Description will be subject to periodic reviews to fit in with the needs of the school and provide development opportunities, as appropriate. It is not a comprehensive set of tasks, but sets out the main expectations of the school in relation to the postholder's responsibilities at this time.
- To attend relevant training and development courses as required and identified during performance appraisals and to develop Site Staff.

Key measures of success

1. **Available & fit-for-purpose.** To ensure that the school site is available (24/7), compliant with health & safety, and is presented as a clean and tidy, purposeful place for lettings, visitors and teaching.
2. **Security measures are maintained.** School is locked securely and alarms set. Visitor/contractor access is consistently and closely managed.
3. **Service levels match expectations.** Stakeholders, particularly lettings users & visitors, are satisfied with the Premises Team service provision and the condition and availability of facilities in the school and grounds.

PERSON SPECIFICATION Lettings & Site Assistant (part time)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • good level of numeracy and literacy 	<ul style="list-style-type: none"> • first aid qualification • health & safety qualification
Experience	<ul style="list-style-type: none"> • ability to deal with a wide range of general public and lettings users 	<ul style="list-style-type: none"> • work in a school environment
Core Professional Competencies	<ul style="list-style-type: none"> • ability to understand and apply procedures and regulations e.g. health and safety • competent at basic maintenance • ability to manage own time and demonstrate initiative • Microsoft Office/ICT literate. 	
Generic Competencies	<ul style="list-style-type: none"> • enthusiastic & self motivated • effective interpersonal skills • flexible with regard to working hours • ability to work on own initiative and prioritise work • willingness to be 'on call' in case of out of hours emergency 	
Professional Development	<ul style="list-style-type: none"> • commitment to ongoing professional development 	

Notes to Applicants

Safeguarding

Girls Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of leadership of and contribution to a safeguarding environment. The successful candidate will be required to undergo an enhanced DBS with barred list check followed by safeguarding training as part of his/her induction

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 our school website:

<http://www.wallingtongirls.org.uk/Policies>

We hope that after reading the information pack you will want to apply for the post advertised.

Application Process

Please visit our website – Vacancies and download the **Application Form**

<http://www.nonsuchschool.org/43/vacancies>

In the Application Form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples in the Statement of Suitability section of the Application Form to support your application.

The completed Application Form should be submitted to Natasha Geoffrey, Trust HR Manager at ngeoffrey@girlslearningtrust.org

Closing date

Applications must be received by and no later than **Monday 20th January 2020 at 9am**.

Applications received after this time will not be included. Shortlisting will be finalised and shortlisted candidates notified on as soon as possible.

We regret that due to the volume of interest, we will not be contacting unsuccessful candidates.

Interviews

Shortlisted candidates will be invited for interview, dates and times are **to be confirmed**.



For your convenience our specimen contracts can be viewed on the vacancy page of the schools' websites

Notification & Feedback

Candidates that have taken part in interviews will be notified of the outcome as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Additional Information

If you would like further information, please email:

Mike Penfold

Premises Manager

Email: penfold-m@nonsuchschool.org