



Haberdashers'
Slade Green Primary

Site Assistant(Primary) Recruitment Pack

October 2023



Together, stronger



Haberdashers'
Academies Trust
South

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Dear Candidate,

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. Having joined the Trust as CEO in September 2020, I am excited by the steps we have taken together and the future ambitions we have set.

We are a Trust with great potential, and three key strategies guide our success – all of these can be found on our website and within this recruitment pack. At the heart of these is our School Improvement Strategy but we know we will not be successful without great people and a secure infrastructure. Therefore, our People Strategy (which includes our EDI and well-being strategy) and our Business Sustainability are integral to our core business. Our scale of expertise and leadership gives us the capacity to achieve great things. It is this capacity which will allow us to take on new challenges and allow our staff to become the best version of themselves.

We want the best people to join our Haberdashers' community and we are committed to a diverse and inclusive student and staff body. If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

I look forward to hearing from you.

Jan Shadick
Chief Executive Officer
Haberdashers' Academies Trust South

Dear Candidate,

Thank you for your interest in Haberdashers' Slade Green Primary, part of Haberdashers' Academies Trust South. We are dedicated to serving our communities, by providing our children and young people the best education we can, to equip them for their adult lives and as contributors to the society in which they live.

An exciting opportunity has arisen for a well organised, ambitious and highly motivated and solution focused person to join our school as a Site Assistant.. You will be responsible for the day-to-day arrangements for cleaning and upkeep; health & safety; compliance; utilities provision; general facilities operation; and maintenance to ensure a safe, clean, and secure environment for learning. The successful candidate should be a confident and effective communicator (both written and verbal) at all levels to facilitate discussions with staff, pupils, and contractors and will be confident in using IT.

We take pride in being an inclusive school providing children with a sense of belonging. Our knowledge rich curriculum aims for all children to '**Engage, Enrich and Excel**', recognising the diversity of our local and wider community. We have great children with outstanding behaviour who are keen to learn and have a sense of respect and responsibility towards each other. Our strong passionate team value the contributions that every individual brings to our school.

We thrive on developing happy and successful partnerships with staff, parents and children. We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to.

We offer a wide range of CPD opportunities, leadership development, coaching and networking within our Trust.

Join the Haberdashers' Academies Trust South and belong to something more.

- An extensive support network, opening doors to countless staff development opportunities.
- An established name, which you can be proud to work for

Slade Green Primary is well placed for good transport links. Local buses pass our entrance, Slade Green train station is just five minutes' walk away and we have cycle racks and a large car park.

You're more than welcome to visit, please don't hesitate to contact me if you'd like to discuss the post further or want to arrange a tour of the school.



Jan Mintram
Principal



About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: www.habstrustsouth.org.uk

VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit: <https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what our Trust and schools what they are today.



The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 21 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: www.haberdashers.co.uk



Temple Grove Schools Trust

Temple Grove Schools Trust is a charitable trust dedicated to raising standards for primary education. The Trust was founded some 50 years ago and springs from one of the country's oldest prep schools, Temple Grove founded in 1810. The Trust seeks to provide all children with a breadth and depth of learning opportunities in order to realise individual aspirations and potential.

Our primary schools are extremely fortunate to have a partnership with the Temple Grove Schools Trust. Schools benefit from bursaries that allow us the opportunity to give our children learning experiences they may not get at other schools; including music lessons, professional coaches and multiple trips.

Find out more: www.templegrove.org.uk

Role Description

Job Title:	Site Assistant
Contract type:	Permanent
Salary:	Bands 3 Points 9-12
School/ Service:	Haberdashers' Slade Green Primary
Location:	DA8 2EL
Hours per week:	35 hours per week., 52 Weeks per year, (5 Weeks Holiday).
Accountable to:	Business Manager

Key Responsibilities

The Site Assistant

- Site security – acting as key holder for out of hours callouts
- Ensures Health and Safety regulations are adhered to at all times
- General repairs and maintenance to include painting and decorating
- Day to day controls of stock replenishment to include using finance system to place and receipt orders
- Ensures statutory compliance.

Key External Contacts

Education Agencies, Schools, Parents & guardians, Local Authorities

Key Internal Contacts

School Staff, Trust central team

Job Description

Duties and Responsibilities

Site Security

- Ensure site security: acting as the main key-holder and controlling site keys, routine and non-routine opening, securing all buildings and grounds as required. Activating, deactivating and testing automated alarm and bell systems. Acting on call for out of hours alarm activations.
- Monitor cleaners working hours/quality of work to ensure that the school is, clean and secured and alarmed at the end of the day.
- **Health and safety**
- Work to maintenance procedures and to Health & Safety regulations.
- Complete and maintain relevant mandatory Health and Safety training
- Ensure compliance in house or with contract support, keeping accurate records and reporting in line with Health and Safety regulations maintaining the premises management information system (Every)
- Ensure all appropriate risk assessments are in place for caretaking/cleaning operations, control measures implemented and monitored on a day-to-day basis for all appropriate caretaking tasks. Undertake risk assessments of the school site
- Ensure that the premises and grounds are maintained in a safe and healthy condition including the maintenance of fire and other safety equipment and monitoring of fire safety precautions, safe storage of potentially harmful substances and equipment, ensuring a litter free environment, clearing of paths, drains, gullies and salting and gritting when needed, reporting any concerns appropriately.
- Check and maintain the play areas and outdoor equipment daily and weekly.
- Maintenance and perusal of CCTV equipment when necessary

Maintenance/Repairs

- Ensure energy, heating, hot water, drainage, lighting and ventilation are working efficiently and effectively.
- Facilitate any minor repairs within their ability, training and health and safety constraints, for example: painting and decoration, carpentry, and improvements, plumbing, internal glazing, arranging for other repairs to be carried out within procedures.
- Monitor contracts associated with the maintenance of buildings, grounds, electrical, P.E, firefighting, security equipment and the purchase of supplies, including documentation, and liaising with Trust and consultancy staff
- Oversee any alterations, building and maintenance works and specialised repair work, liaising with outside agencies to ensure works are achieved on time to budget.
- Effective liaison on site with contractors working within the school ensuring there is good school staff/contractor liaison.
- Respond to requests from staff for support with caretaking issues.
- Work to an annual maintenance plan which identifies and schedules service contracts and long-term non-recurring, short term cyclical and preventative work in consultation with the Business Manager.
- Support school staff with the movement of stores, furniture, equipment, milk, fruit to support the delivery of education in the school and in building equipment.
- Meet regularly with the Business Manager to identify and discuss work priorities

Job Description

Cleaning/Gardening

- Monitor the performance of cleaning contractors.
- Ensure that dustbin points are clear, emptying litter bins and keeping clean and distributing bins as required for refuse and recycling collection.
- Undertake cleaning tasks as required and the buffing and maintaining of flooring in school halls
- Gardening duties, removal of leaves, pruning and clearance by all perimeter fencing, weeding to keep area tidy, watering of plants and planting of bulbs etc.

Budget/stock

- Day to day support of school operations, including stock replenishment, ordering, receipt delivery and safe storage of goods and services, ensuring that arrangements for receipt and logging of deliveries comply with school regulations and are within budget.
- Raise purchase orders in accordance with procedures.

Pupil Support

- Undertake lunchtime support with children to include gardening club and eco warrior club.

Person specification

Education and Training

Eligible to obtain a fully enhanced DBS check

Training in site maintenance and good practices in building services

Applications from candidates with a trade qualification is highly desirable

Experience, Knowledge and Skills

Commitment to personal and professional development

Good written and oral communication skills. Confident and effective when communicating at all levels and facilitating discussions with individuals and groups with patience and diplomacy

Understanding of appropriate cleaning methods and standards, maintenance and security systems and procedures and the operation of heating systems and common causes of malfunction.

Knowledge of health and safety regulations in relation to the post

Ability to outline specifications for repair and undertake risk assessments

Ability to work without direct supervision and manage competing priorities efficiently

Ability to multi-task, remain diplomatic and calm under pressure, work to deadlines and manage competing priorities

Physical ability to carry out manual handling tasks

Self-motivated, self-disciplined and enthusiastic

Full and clean driving licence

Experience of working on building projects – preferably in an education environment

Practical/Handyperson skills that enable the post-holder to undertake building maintenance/minor repairs etc.

Confident in using IT

Personal qualities

A strong team player who leads by example with high professional standards

A can-do person who works positively and collaboratively

An effective communicator

Has focused commitment and determination



“ I applied to Haberdashers because it’s always been one of those prestigious schools and I just wanted to be a part of the Federation.

There is always somebody here to support you, to push you, to drive you and we all share the same goal – to provide a good education for all the children that come to our schools”

Emily Gyimah, Principal
Haberdashers’ Hatcham Primary

Why Haberdashers?

Joining Haberdashers' Academies Trust South at any point in your career will be a rewarding and fulfilling experience. You will be part of a driven team that spans nine schools and a central services team in South East London and Kent, who are all resolute in their aim to make our schools excellent places to learn and work. We offer an attractive benefits package, plenty of professional development opportunities and a focus on career growth. You will also experience a flexible and supportive work environment with a focus on health and wellbeing, and a culture of openness and respect.

- **Providing talent development opportunities:** Habs Institute, the professional learning arm of the Trust, is committed to the development of all our staff and departments.
- **Haberdashers' Advantage:** our relationship with the Haberdashers Company ensures that working for the Trust is a truly exceptional and unique experience
- **Offering flexible working:** We are able to consider flexible and family- friendly working opportunities.
- **Pensions:** when you join the Trust you will be enrolled onto a Teaching or Local Government pension scheme
- **Supporting your health and wellbeing:** All our employees have free access to a 24-hour confidential counselling service.
- **Perks and discounts through Perkbox:** All our staff have access employee benefits, recognition and wellbeing via the Perkbox platform.
- **Season ticket travel loans & Ride2Work scheme:** Get help with travel through a travel ticket loan or help with buying a bike
- **Computer Loan Scheme & Microsoft Office:** Purchase hardware or software at a discounted rate
- **Discounts:** Enjoy money off with a range of suppliers including Apple and O2
- **Actively promoting equality and diversity:** We are committed to promoting an equal and inclusive community and attracting a diverse range of candidates.
- **Join us on our journey:** over the next five years we will bring our mission to life with our strategic vision of 'every school an excellent school'

To find out more about the benefits of a career at our Trust, please visit:
www.habstrustsouth.org.uk/Benefits

“I came to interview and the questions were more about the holistic experiences of children and that perspective of education just really interested me.

It’s great being part of the Haberdashers’ community because you have all these partner schools and colleagues that you may not necessarily know on a first name basis but its really interesting to learn from each other and share best practice on Trust Inset Days. It’s nice to be a part of a wider community”

Amy Spicer, Teacher
Haberdashers' Slade Green Primary



Recruitment process and additional recruitment information

Closing date: 1st November 2023. We reserve the right to close this role early subject to applications received.

Interview date: 9 November 2023

Start date: ASAP

Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written task
- A presentation
- A panel Interview

Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by e mailing

sladegreenadmin@habstrustsouth.org.uk

Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

References: We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

Right to work in the UK: Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

Data Protection: Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Criminal Convictions: All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all shortlisted applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



Haberdashers' Slade Green Primary

For a confidential discussion about this post
or to arrange a visit to our school, please
contact the office on 01322 402 188 or email
sladegreenadmin@habstrustsouth.org.uk

Thank you for your interest in
Haberdashers' Slade Green Primary.
We look forward to receiving your
application.

www.habssladegreenprimary.org.uk

Haberdashers' Slade Green Primary
Chrome Road, Erith, Kent DA8 2EL