



ASPIRATIONS

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Site Team Assistant



Welcome to Aspirations West London Campus (Rivers Academy West London and Space Studio West London)

Thank you for your interest in the position of '**Site Team Assistant**' at Rivers Academy West London. We are currently seeking to appoint an enthusiastic, pro-active and determined individual to work alongside the Site Team of Rivers Academy.

This role will be pivotal in ensuring that the premises remains in excellent condition and supports the Academy in providing outstanding teaching and learning and provides a safe, yet welcoming environment that students and staff alike can be proud of.

We are looking for a skilled individual to support our current Site Team to maintain the highest standard of repair, security and cleanliness of the school. Working under the direction of the SLT team and the Site Manager, you will need to ensure that the school's buildings, site, and furnishings are safe, secure, and maintained to Health and Safety standards as defined by the Academy and Health & Safety legislation.

As a Site Assistant you will also need to ensure the opening and closing of the school buildings which will be managed on a rotational basis by the Site Manager between yourself and one other Site Assistant, so you must be flexible as hours could change to accommodate the needs of the school.

The position will be based at Rivers Academy (West London) however you may be required to support at any of the four sites locally in the West London area.

Ideally, we are looking for someone who has a minimum of 2 years' experience of general maintenance of buildings / site, basic DIY/handyman, repair and decorating experience, cleaning and general portorage experience and someone who has awareness and understanding of Health and Safety regulations.

Yours faithfully,



Luke Homer
Principal
Rivers Academy West London



Andy Morgan
Principal
Space Studio West London

Application forms are also available on our website.

Closing date for applications: **9am Monday 10th June 2024**

Interview date: TBC.

Please send completed applications to: hr@rivers-aspirations.org

Tamara Buckley
HR Executtive

For more information please visit:

www.aspirationsacademies.org - www.rivers-aspirations.org - www.spacestudiowestlondon.org

Vision and Ethos We are passionate about excellence in education, giving students the very best start in life with a firm belief that excellent teaching transforms lives. Our core belief is that for all students to have high aspirations they must believe in themselves, be actively engaged in their learning and see the connection between what they learn today and who they want to become tomorrow.

We teach a highly engaging and challenging curriculum designed to ensure all students develop the knowledge, skills and attributes essential for success in the 21st Century.

We are unapologetically ambitious for every child, no matter what their background, prior attainment or needs. Everything we do at Aspirations West London Campus is driven by this, so that our students can leave us with the best set of qualifications possible and as well rounded young people thereby helping to maximise their life chances.

High Expectations We expect all students to meet the highest standards, and work with families and the community to ensure that our students meet our high expectations.

Teaching and Learning Aspirations West London Campus teachers provide engaging, challenging and relevant teaching and learning. Our teachers drive new initiatives and exciting new pedagogies within Aspirations West London Campus Academy West London and across the Aspirations Academies Trust.

Our Future Ambitions Our goal is to raise the Aspirations of the young people with whom we work whilst equipping them with the skills to lead happy, healthy and fulfilling lives.

What can we offer you? With great students, an outstanding and supportive team of staff and an Academy in a well-connected location just 15 minutes on the train from Clapham Junction, Aspirations West London Campus offers an excellent opportunity for an ambitious, talented individual looking to develop their career.

- A well-resourced, established and flourishing Administrative department
- A personalised approach to Continuous Professional Development Training
- Competitive Salaries and Pay Progression
- Supportive Leadership Team
- Students with a positive attitude and willingness to learn and succeed
- Open and positive working environment
- Fully Equipped fitness suite
- Feedback and Advice
- Excellent Transport Links to Central London (30 minutes) and Heathrow Airport (15 minutes)
- A wider Supportive Trust network
- Employee Assistance Programme
- Parking on Site

Job Description and Person Specification

Post Title	Site Team Assistant
Salary/Grade:	Scale 2-3 Scale points 3-6 (FTE £26,238.00-£27,483.00 per annum) Full-Time, Permanent
Academy:	Rivers Academy [West London Campus]
Reporting To:	Site Manager
Disclosure Level:	Enhanced
Hours of Work:	36 hours a week
Leave:	Annual leave starts at 25 working days for a full year, based on a 5-day working week in addition to Bank/Public Holidays.

Core Purpose:

- To assist with the provision of a secure environment for staff and students both 'on-site' and 'off-site' and to ensure that students respect the Academy regulations.
- To assist with the day-to-day maintenance and care of the Academy grounds, plant and buildings.
- To ensure the security, care and availability of the building, furniture, fittings and equipment: to ensure a satisfactory, physical environment and to promote the efficient use of the Academy's assets to support the objectives of the centre.
- To carry forward the Aspirations Academies Trust Vision
- Ensure a clean, safe and secure environment is provided to enable the Academy to deliver a high level of education and safeguarding to its students.

Main Duties:

Main aspects of the role:

Security

- Lock/unlock Academy buildings and areas
- The school opening and closing times are 5.45am to 5.45pm so you need to be able to work shifts between these times on a rota basis
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and assist the Premises Manager and Premises Assistant to carry out fire drills
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Undertake lettings and carry out associated clerical tasks
- Provide emergency access to the Academy site

Maintenance

- Undertake appropriate repairs e.g. redecorating and fixing

- Undertake minor/simple repairs e.g. minor plumbing, changing light bulbs unblocking drains
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for the Academy.
- To organise and carry out minor decoration programme as agreed with the Premises Manager.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc. as agreed with the Premises Manager.
- To assist the Premises Manager in the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- To assist with the checks of operation and maintenance of heating plant and lighting systems
- Identify and report defects using agreed Academy systems, record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions
- Porter duties e.g. delivering mail, packages, moving furniture and equipment as directed by line manager
- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Assist as required in the operation of the lettings system.
Liaise with line manager & attend meetings as required

Resources

- Assist with maintaining accurate record keeping in relation to the post.
- Assist in safety audits of the premises and contribute to relevant risk assessment activity
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- Promote and ensure the health and safety of students, staff & visitors (in accordance with appropriate health & safety legislation) at all times

General:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the appropriate person.
- To support the Academy's mission statement, vision and strategic objectives.
- To be responsible for promoting and safeguarding the welfare of children and young persons that the postholder is responsible for or comes into contact with.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder’s annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal’s approval.

Person Specification

Assessed by application (A)

Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Qualifications and Education		
<ul style="list-style-type: none"> A good standard of education, e.g. 5 GCSEs at 9-4 (A*-C) including English and Maths, or equivalent. 	A	
Experience		
<ul style="list-style-type: none"> Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves 	AR	
<ul style="list-style-type: none"> Basic DIY/handyman, repair and decorating experience 	AR	
<ul style="list-style-type: none"> Experience of general portorage 	AR	
<ul style="list-style-type: none"> Experience of cleaning duties 		AR
<ul style="list-style-type: none"> Experience of working as part of a team 	AR	
<ul style="list-style-type: none"> Experience of working with and directing contractor services relative to premises and site maintenance 		AR
<ul style="list-style-type: none"> Experience of upkeep of gardens or lawned areas 		AR
<ul style="list-style-type: none"> Experience of working in an educational establishment 		AR
<ul style="list-style-type: none"> Experience of premises lettings 		AR
<ul style="list-style-type: none"> First Aid at Work certificate 		AR
<ul style="list-style-type: none"> Experience of working in a school, academy or other educational based background. 		AR

Criteria	Essential	Desirable
Skills and Abilities		
<ul style="list-style-type: none"> Competent in use of IT, in particular telephony and emails 	R	
<ul style="list-style-type: none"> Flexible, proactive, positive approach to work 	R	
<ul style="list-style-type: none"> Ability to demonstrate a high level of trust and integrity 	R	
<ul style="list-style-type: none"> Awareness and understanding of Health & Safety regulations and practice relative to the post 	AR	
<ul style="list-style-type: none"> Ability to maintain systems relating to H&S, maintenance and security 	AR	
<ul style="list-style-type: none"> Good oral and written skills 	AR	
<ul style="list-style-type: none"> Good organisational skills 	AR	
<ul style="list-style-type: none"> Ability to use initiative and work independently or as part of a team 	AR	
<ul style="list-style-type: none"> Self-motivated 	AR	
<ul style="list-style-type: none"> Ability to work effectively under pressure and prioritise 	AR	
<ul style="list-style-type: none"> Good interpersonal skills and the ability to work with people at all levels 	AR	
<ul style="list-style-type: none"> An understanding of site security including setting alarms 		AR
<ul style="list-style-type: none"> Basic knowledge and ability to use IT 		AR
<ul style="list-style-type: none"> Possession of current full driving licence 		AR
Knowledge		
<ul style="list-style-type: none"> Knowledge of child safeguarding procedures 		R
<ul style="list-style-type: none"> Knowledge of schools and education 		R

Criteria	Essential	Desirable
<ul style="list-style-type: none"> Knowledge of legislation regarding health and safety procedures 		AR
Personal Qualities		
<ul style="list-style-type: none"> High personal and professional standards 	AR	
<ul style="list-style-type: none"> A good general level of fitness in order to be able to fulfil the duties of the role 	AR	
<ul style="list-style-type: none"> Enthusiasm and commitment to ensure high standards are maintained 	AR	
<ul style="list-style-type: none"> A willingness to undertake associated training and personal development 	AR	
<ul style="list-style-type: none"> A commitment to Equal Opportunities 	AR	

The Aspirations Academies Trust

The Aspirations Academies Trust (AAT) as a sponsor of primary and secondary age academies in England, is committed to raising students' aspirations so that all young people reach their fullest potential and achieve the success they want for themselves. Please visit the trust website for further information at: <https://www.aspirationsacademies.org/>

Safe Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as one that undertakes regulated activity, and appointment is subject to submission of an enhanced check undertaken by the Disclosure and Barring Service that is considered satisfactory by the Trust. Applicants are required, before appointment, to disclose any conviction, caution or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Convictions that are defined in the legislation as “spent convictions” but not “protected” would need to be declared. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon a range of factors including the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification and may also have to take part in a selection exercise such as a lesson observation.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be obtained, usually from previous and current employers. These may be contacted before the interview with your consent in line with GDPR and in all cases before an offer of appointment is confirmed.