



**Philips**  
High School

Success Together Aspire Respect



# Site Assistant Candidate Pack



Part of the

**Oak**



Learning Partnership

# Site Assistant

## Welcome from the Headteacher

Dear Candidate,

**It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.**

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



# Site Assistant

## Welcome from the Headteacher

We are seeking to appoint an exceptional and committed Site Assistant to join our team who can provide high quality support to our pupils. You will receive extensive support to develop fully in this role and beyond.

You will be enthusiastic and reliable and be an integral part of the team that is dedicated to ensuring the school is safe, excellently maintained and cleaned, and welcoming to pupils, parents, and visitors. You will be required to carry out basic building maintenance work and be an effective member of the school team who takes pride in their work.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **info@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information **[www.philipshigh.co.uk](http://www.philipshigh.co.uk)**

**We ask that you do not send CV's, please complete and send your application form and a personal statement to [hr@oaklp.co.uk](mailto:hr@oaklp.co.uk)**

Mr C Hibbert  
**Headteacher at Philips High School**





**"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."**

Philips High School, Ofsted Report  
2022

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
[www.oaklp.co.uk](http://www.oaklp.co.uk)

*James F-Smith*

**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)





**“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”**

Philips High School, Ofsted  
Report 2022

# Site Assistant

**Salary:** Grade 5, SPC 4 – 5, actual salary £24,404 - £24,790 per annum

**Hours:** 37 hours per week

## Job Description

**Normal place of work:** Phillips High School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 37 hours per week on a split shift system. Initially this will be split between 2.5 hours in the morning for cleaning and 5 hours in the afternoon as Site Assistant. The Site Assistant may be requested to do additional hours to cover the Site Manager for holiday and sickness leave.

Any approved duty for which an additional payment is made must be done outside the 37 hours schedule.

Monday to Friday 6.00am – 8.30am  
Monday to Thursday 1.00pm – 6pm  
Friday 1.30pm – 6.00pm

**Responsible to:** Site Manager

### Special Conditions of Service:

The postholder will work a split shift of hours to day shift, although on occasion will be required to provide cover for the site team for holidays and sickness.

Take annual leave in conjunction with the Facilities Manager and Site Manager, up to a maximum of two weeks at any one time.

### PURPOSE OF THE POST

- To support the Facilities Manager / Site Manager to ensure that the school site and building meet statutory requirements.
- To ensure that the school is safe, excellently maintained, and is welcoming to the pupils, staff, parents and visitors.

### DUTIES AND RESPONSIBILITIES

#### Control of Resources

- Be an approved key holder.

#### Site and Premises Security

- Checking and operating the security, alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures.

- Support with the management of the fire fighting and alarm equipment and undertaking procedures relating to this responsibility, including weekly checks of fire equipment including fire doors, fire extinguishers and emergency lighting.
- Responding, as an approved key holder, to emergencies outside school hours.
- Monitoring school property.

### **Health and Safety**

- Follow health and safety procedures as established by the school and required by legislation e.g. COSHH.
- Report on problems relating to the safe use of the site and premises and taking emergency action when appropriate.

### **Cleaning**

- Direct the cleaning of the premises and site (excepting certain areas used solely for school meals time) including litter and graffiti removal.
- Train new cleaners in cleaning methods and correct use of equipment.
- Cleaning designated areas.
- Stand in for cleaners absence.

### **Maintenance**

- Daily monitoring and reporting on the state of repair of the site.
- Ensuring that security and safety procedures for contractors are followed.
- Signing clearance documents, when appropriate.
- Monitoring and reporting on the grounds maintenance contract.
- Carrying out repairs and maintenance work consistent with a trade background i.e. basic plumbing, joinery and painting as required of a handyman.
- Sprinkling rock salt on paths and driveways to maintain safe passage during adverse weather.

### **Heating and Lighting**

- Support with operating and monitoring the school's heating system.
- Maintaining the lighting facilities in the premises and site, replacing light bulbs, cleaning shades and similar items as appropriate.

### **Porterage**

- Undertaking general porterage such as moving goods being delivered and items being removed from the premises.
- Moving items within the premises as appropriate and as requested by senior managers.

### **Lettings**

- Monitoring lessees and other external users of the site to ensure safe and appropriate use.
- Monitoring the site to ensure that the premises are secure.

### **Administration**

- Ensuring that all paperwork associated with the work of the Site Assistant is accurately completed.
- Report staff absence and concerns to the site manager.

### **Liaison with Contractors – Repair and Maintenance**

- Providing access to contractors as and when required.
- Ensure communication between contractors and the site team is passed to all parties.

# Site Assistant Person Specification

<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		<b>DESIRABLE</b>
<ul style="list-style-type: none"> <li>Willingness to participate in relevant training and development opportunities and commitment to continuing professional development.</li> <li>Experience of teamwork.</li> <li>Understanding of health and safety legislation and good practice in relation to cleaning and facilities management.</li> </ul>		<ul style="list-style-type: none"> <li>GCSE Maths and English at Grades C or above (or equivalent)</li> <li>Knowledge and experience of various ICT software packages such as, Teams, Word, Excel.</li> <li>Recognised qualification in building maintenance, construction or engineering (City and Guilds or equivalent).</li> <li>Experience of working in a school.</li> </ul>
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>Ability to carry out manual handling and other physical tasks.</li> <li>Flexibility to adapt to changing workload demands and new challenges in the school.</li> <li>Ability to work outside standard hours to accommodate the needs of the school.</li> <li>Ability to apply the principles of Equality and Diversity through all aspects of work, promoting this within the school, college and trust.</li> </ul>		
<b>CRITERIA</b>	<b>Personal style and behaviour:</b> In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>Excellent attendance record.</li> <li>Commitment to the protection and safeguarding of children and young people.</li> <li>Be pleasant and approachable with a friendly manner.</li> <li>Have the ability to communicate with a wide variety of people.</li> <li>Be self-motivated, with the ability to work on their own initiative.</li> <li>Be a team player.</li> </ul>		



**Philips**  
High School

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Higher Lane  
Whitefield  
Manchester  
M45 7PH

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