

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Site Assistant

Required: Jan 24





Site Assistant

An exceptional opportunity has arisen for Site Assistants to join our dedicated premises team. We are looking for Site Assistants to cover weekend lettings.

In this role you will be the first contact with our hirers using the school facilities. Therefore, you will be confident communicator and professional. This role provides support for our external lettings and as a keyholder will include locking and unlocking the site. You will also carry out basic maintenance and repair works.

You will take pride in ensuring the school is clean, tidy and a safe environment for our weekend visitors, pupils and staff.

Our ideal candidate will:

- Have a flexible attitude;
- Good communication skills;
- Friendly and outgoing personality;
- Excellent team player;
- Good time management skills and the ability to prioritise tasks;
- Has experience of carrying out basic DIY tasks. (Essential);
- Has multi trade experience (Desirable);
- Able to follow and give clear instructions;
- Experience of a similar background desirable but not essential.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the student's life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- Closing date for applications: **14th December 2023 – 09:00am**

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- Interviews: **W/C 18th December 2023**

APPOINTMENT

All candidates will be contacted following interview.

- Appointment to commence: **Jan 2024**

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

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JOB DESCRIPTION

DETAILS

Job Title:	Site Assistant
Grade Aquinas 4:	Aquinas 4 £24,323.00 p.a - £26,144.00 p.a
Hourly Rate:	circa £12.96ph to £13.93ph (actual salary dependent on hours worked)
Hours/Contract:	Various - see below of details
Weeks:	52 weeks per year
Accountable to:	Premises Manager
Positions Available:	Saturdays: 7:30am to 5pm / 9 hours (permanent contract) Saturdays: 4:30pm to 12:00pm / 7 hours (casual contract, as required) Sundays: 7:30am to 4:30pm / 8.5 hours (permanent contract)

THE ROLE

Job purpose

- To provide general security of the school site and premises during weekend lettings.
- As a keyholder to be responsible for the security of the school premises.
- Undertake maintenance and repair work, following direction of the Premises Manager, and making sure that any repairs are properly and promptly carried out.
- Assist the Site Manager in ensuring that the school site and grounds are maintained in a safe, clean and orderly condition.

Duties and responsibilities

Lettings

- Supervise lettings, as directed by the Premise Manager, ensuring that users' requirements are met and that security of the school buildings are maintained at all times.
- To prepare rooms being used for hire; including setting up, cleaning and breaking down of equipment.
- To meet and greet hirers, welcome them to the school and show them the facilities.
- To check on hirers to ensure they have everything they need.
- To lock up at the end of evening, ensuring that all Hirers are off site and all rooms are cleared.
- Ensure all lettings on site adhere to H&S and lettings Terms and Conditions for hire agreement.
- Report any incidents of unacceptable behaviour or issues of concern to the appropriate member of staff



Security

- Assist in ensuring that internal and external security requirements are followed.
- The routine unlocking and locking of premises and grounds.
- Carrying out procedures in the event of fire, flood, breaking & entering.
- Help to prevent trespass in the premises and the grounds.
- Check that all latches and locks are in good working order.
- Make sure the premises/building contents are secure.
- Set the intruder alarm(s) maintaining timings and settings. Report any defects of same.
- Patrol the site to check for hazards, inappropriate behaviour during lettings, damage, intruders.
- Alert the Premises Manager to any risk of or breach of security.
- Ensure dangerous parking of vehicles does not occur.
- Report acts of vandalism to Premises Manager or Police.

Facilities

- To undertake a range of handyman duties as directed by the Premises Manager to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating; repairs to fittings and small scale improvements, fitting shelves or notice boards, unblocking of sinks, drains and toilets etc.
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- Report any faulty equipment, damage or required maintenance within the school premises and grounds to the Site Manager.
- Ensure the maintenance and operation of heating, lighting, ventilation, water supply, drainage and sanitation.
- Provide safe access to the premises by clearing adequate paths during freezing weather using salt as necessary.
- Assist in ensuring emergency exits are kept clear and that fire equipment is correctly positioned and maintained.
- Make sure the premises and furnishings are cleaned in accordance with the premises specification.
- Make sure all external and hard play areas and paths are swept, tidy and litter free.
- Undertake the removal of graffiti as required.
- Undertake the collection of litter from around the school site.
- Make sure any evidence of spilt body fluids are speedily removed in a safe and hygienic manner.
- Monitor the cleaning of the contractors and report any defects.
- Assist in the moving and replacing of furniture and equipment as required.
- Receive, record and distribute deliveries following school policies and procedures.
- Replacement of toilet requisites.
- Carrying out day to day reasonable instructions of the Manager or Head of Premises.
- Participate in school emergencies as required, for example, assisting with evacuation procedures.
- Attend relevant meetings and training sessions.
- Undertake first aid training and responsibilities as required.
- Any other duties commensurate with the grade and post.

At Bishop Justus School staff are expected to work in line with the school's Ethos.



Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.

PERSON SPECIFICATION		
SITE ASSISTANT		
	Criteria	Method of Assessment/ Source of Information
Key Skills & Abilities	<ul style="list-style-type: none"> • Excellent communication skills. • Be literate and numerate. • Effective time management. • Able to follow instructions. • Portray a professional image. • Ability to prioritise and able to effectively accommodate ad hoc demands to existing workload. • Able to effectively communicate with external contractors. • Ability to work well under pressure and exercise judgement when dealing with inquiries. • Able to work within a team and independently. • Flexibility and a 'can do' attitude. • Ability to work in a fast paced environment. • Is flexible and willing to adapt to the needs of the school and lettings. 	Application/Interview/ References
Knowledge/ Experience/ Qualifications	<ul style="list-style-type: none"> • Multi trade experience. (Desirable) • Has experience of carrying out basic DIY tasks. (Essential) • Experience of cleaning, caretaking and maintenance activities. (Desirable) • Must hold a full driving licence. (Essential) 	Application/Interview/ Certificates
Experience	<ul style="list-style-type: none"> • Experience of working in a similar setting (desirable). • Experience of working within a team focused environment. 	Application/Interview/ References
Personal Attributes	<ul style="list-style-type: none"> • Possess a friendly and helpful demeanor. • Ability to concentrate even with frequent interruptions and unpredictable working pattern. • Be willing to undertake further training 	Application/Interview



	<ul style="list-style-type: none">• Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.	
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Benefits of Working with Aquinas

TREATING YOU AS A PROFESSIONAL...

Aquinas committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to 280 English Heritage sites for you and your family;
- Cinema tickets from £5 including all top chains;
- Reduced price days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Special offers on new and used vehicles;
- Discounts in high street shops, on holidays, eating out and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

