

Candidate Information Pack

Premises Assistant

Immediate start



Premises Assistant

The Kingston Academy seeks a Premises Assistant to work under the direction of the Facilities Manager, contributing to all aspects of the School's facilities management and premises.

We invite applications from candidates with the following attributes for this role:

- Good basic DIY skills, and be able to undertake routine repairs and maintenance tasks;
- Ability to use initiative and work independently when needed;
- Ability to organise and prioritise work.

More details on the person specification are provided at the end of this document.

Application Process

- Applicants are required to visit the website where they are able to submit their application using our recruitment portal.

Interview Procedure

Our selection procedure will aim to identify with rigour whether the candidate fulfils the requirements of the post and will include the consideration of the candidate's suitability to work with children and young people. The process will include:

- Carrying out a facilities related task;
- Interview with Head of School, Director of Operations and Facilities Manager.

Safeguarding and Safer Recruitment Statement

The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment and undergo appropriate checks, including enhanced DBS checks (with a barred list check for regulated activity), checks with past employers and eligibility to work in the UK. Identity and qualification documents will be checked prior to any offer being made.



Letter to Candidates from Ms Sophie Cavanagh, Head Teacher

Dear Candidate,

Thank you for your interest in The Kingston Academy. I am delighted that you are considering joining our accomplished team of teachers and technicians. The opportunity to share in the architecture of a new school and be integral in its delivery at a strategic level is unique.

I am looking for a candidate who will assist me in ensuring that, as the school develops, we remain true to the core values of the Trust of excellence in all that we do, educating the whole child and being fully integrated in and responsive to the needs of our local community.

You will join us at an exciting stage in our development. The project to build a large modern extension, with state-of-the-art STEM provisioning, to house our growing school is now complete. The addition of a new Year 7 intake in September 2021, together with the two year groups in our new sixth form, have meant that The Kingston Academy is now full with over 1200 pupils.

Recruitment and development of exceptional staff is a top priority for us at The Kingston Academy. Our team comprises committed professionals who are invested in the process of ensuring our pupils achieve to the very best of their abilities. We understand that our drive to build an exceptional school relies upon our ability to recruit a fantastic team of staff and offer them excellent opportunities for professional development.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role. Prospective candidates are very welcome to come for an informal visit to the school prior to submitting their application. A member of our senior leadership team would be happy to talk to you about the role and the Academy, the staff and our pupils. Alternatively, you may call to discuss any questions you may have prior to submitting your application. You can contact Lisa Cruickshank on 0208 465 6200 in order to arrange a suitable time. However, please do not feel that you will be disadvantaged in any sense if you choose not to.

We hope you will be able to see your place in The Kingston Academy story and come forward to apply for this exciting, central role.

I very much look forward to receiving your application.



Ms Sophie M Cavanagh

Head Teacher





Background to the school

The Kingston Academy is an ambitious new school set up by The Kingston Educational Trust, a partnership between Kingston University, Kingston College and Royal Borough of Kingston. The overriding aim of the school is to provide our pupils with an outstanding education and, in line with our school motto, to go beyond what schools ordinarily do. TKA first opened its doors to Year 7 pupils in September 2015. The school is now full having grown by a single year group each year since it was founded.

As a school, we offer a traditional core curriculum grounded in the basics of numeracy and literacy, merging the very best of traditional pedagogical practice with cutting edge new technology. All our pupils use Chromebooks to take advantage of the many benefits of eLearning in furthering education. All pupils will take either 9 or 10 GCSE subjects depending on whether they take separate sciences or the combined science award.

The Kingston Academy is an inclusive school that focuses on the serious business of achievement for our pupils. Pupils are expected to behave well, work hard and embrace all the opportunities presented to them. The school nurtures respect, responsibility, reflectiveness and collaboration. Above all, the focus of the school is to ensure that pupils will move forward in life as kind, resilient, confident individuals who are equipped to make a positive contribution, anywhere in the world.

A distinctive feature of the school is our extended school day when pupils take part in our enrichment programme delivered by all teaching staff and external providers. There are an abundance of exciting enrichment opportunities for pupils to explore in sport, enterprise, music, community engagement and cultural events. Enrolment in our enrichment programme is compulsory for pupils, but they are also encouraged to look beyond their own school and engage with the community around them and all it has to offer in other local schools and local organisations.

Benefits of working at TKA

There are many benefits to working at The Kingston Academy including:

- Generous pay-scales, regularly paying 1% higher than National Operations Pay Scales
- Staff reward scheme for exceptional performance
- Access to subsidised Cycle to Work scheme
- Staff Laptop or Chromebook
- Subsidised study at Kingston University at Masters and Doctorate Level
- Flexible working arrangements on request



Premises Assistant – Job Description

Post Title:	Premises Assistant
Salary:	KET Operations Pay Scale Grade C Point 3 £26,500 gross per annum to Pay Scale Grade C Point 5 £27,300 gross per annum
Reporting to:	Facilities Manager
Hours:	40 hours per week. Rotational Shift Pattern between 6am-10pm Monday to Saturday

Core Purpose

Working under the direction of the Facilities Manager to ensure that the school site is clean, secure and safe for all users. To be committed to safeguarding and promoting the welfare of children at all times.

Maintenance

- Undertake appropriate repairs and improvements e.g. redecorating and erecting shelves; minor plumbing, changing light bulbs unblocking drains and toilets.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory e.g. cleaning duties such as graffiti removal, litter-picking and leaf clearance.
- Undertake regular site inspections and identify and record repair and maintenance requirements liaising with the Facilities Manager.
- Ensure that toilets are serviced and cleaned and undertake any emergency and specialist cleaning tasks as directed by the Facilities Manager or Head Teacher.
- Ensure that pathways and all other external hard surface areas are kept clean, free of litter, leaves and weeds.
- Record meter readings monthly and provide these to the Facilities Manager.
- Undertake the maintenance of outside areas including any weeding and grass cutting.
- Conduct regular checks of the outdoor equipment across the school identifying and logging any faults or repairs required to the Facilities Manager.

Resources

- Be responsible for maintaining records, information and data.
- Manage chemicals and data sheet in line with COSHH regulations.
- Assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors [in accordance with appropriate health & safety legislation] at all times.
- Create and maintain a purposeful, orderly and productive working environment.

Security / Lettings

- Lock and unlock school buildings as directed by and in the absence of the Facilities Manager, including for evening, weekend and other out of hours use of the school, e.g.: lettings, Trustee meetings, FOKTA meetings and events.

Organisation and Supervisory

- Deputise for the Facilities Manager and other members of the site team as required
- Porter duties e.g. moving furniture and equipment, dealing with deliveries of goods
- Set up and clear tables and benches for the lunchtime sitting in the School Hall

- Set up and clear furniture and equipment as required for assemblies, meetings, concerts etc.
- Monitor and manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Liaise with Facilities Manager and attend meetings as required.

General

- To support and promote the values and ethos of The Kingston Academy
- To undertake such training as may be required
- To be aware of the responsibilities under GDPR and Data Protection Legislation for the security, accuracy and significance of the personal data held in the schools systems
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school
- To work in accordance with the Schools Health and Safety Policies and Procedure
- Undertake additional administrative duties as part of the School's Administration Team and assume other duties which may reasonably be required or delegated by the Director of Business and Operations from time to time to meet the needs of the service.
- Undertake other duties as required in line with overall grading and purpose of the job

Safeguarding

The welfare and safety of pupils are the responsibility of all staff in school. All staff must remain vigilant and any concern for a pupil's welfare must always be reported to the Designated Safeguarding Lead in accordance with the school's procedures as set out in the school's Safeguarding Policy. All staff are responsible for ensuring that they fully understand these procedures and must seek guidance from the Designated Safeguarding Lead if required.

Additional Requirements

- To support and promote the School's vision and values.
- To implement school policies with a commitment to high standards, high expectations and high achievement.
- To be aware of all Safeguarding/Child Protection issues relevant to the department (e.g. planning for School Trips, monitoring of visitors to the School).
- To attend relevant external meetings.
- It is the post-holder's responsibility to carry out their duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
- The Kingston Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check with barred list information is required for all successful applicants in addition to checking the individual is not subject to a prohibition order. Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975.
- Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

Premises Assistant – Person Specification

Those marked 'Essential' must be demonstrable at the point of interview.

Qualities and Attributes	Essential	Desirable
Qualifications		
Qualification or experience in a buildings related trade (decorating, joinery, plumbing etc.)		✓
Knowledge and Experience		
Good basic DIY skills to be able to undertake routine repairs and maintenance tasks	✓	
Experience of working in a school environment or similar		✓
Knowledge and understanding of health and safety procedures, especially in regards to the use of gardening and maintenance equipment, e.g. power tools, lawn mowers		✓
Personal		
Ability to work under the direction of the Facilities Manager and the Headteacher	✓	
Ability to organise and prioritise work	✓	
Good written and verbal communication and interpersonal skills	✓	
Ability to work as part of a team	✓	
Ability to use initiative and work independently when needed	✓	