



CHRIST'S COLLEGE
FINCHLEY



Recruitment Pack

Premises Assistant

ADVANCE YOUR CAREER

At Christ's College Finchley we value our staff by providing a positive school climate. Our aim is to ensure a balanced, secure and healthy workplace where our teaching and support staff can flourish. We do this because we know that our staff are central to the success of our pupils.

Your passion for the education and development of our children/pupils will be evident along with essential qualities such as the ability to communicate effectively, the ability to listen and the ability to collaborate and work with others. You will have that unique skill of motivating and inspiring our young people and in return we will provide you with every opportunity for a rewarding career.

Christ's College Finchley has a high performing workforce and staff talent which is evident by the low levels of staff absence and turnover. Our staff wellbeing approach is a priority and, along with our focus on promoting from within, is central to our staff retention strategy. We place great emphasis on reviewing individual workloads and time pressures to ensure there are flexible work routines; workplace support and integration; individual and team recognition; and positive working relationships to maintain and improve the mental and physical health wellbeing of our staff.

In the same way that we have high expectations of our pupils, we have high expectations of our staff but the benefits and rewards are multitudinous – from job satisfaction and career development to professional and lifestyle benefits.

CAREER, HEALTH AND WEALTH BENEFITS

- New members of staff can expect a thorough induction programme.
- You will receive a personal career and training plan.
- A dedicated member of staff will act as a mentor and will assist with identifying training needs and development opportunities.
- Pensions contributions.
- Access to Teaching Alliances which offer networking and mentoring opportunities.
- Enhanced parental leave.
- A free, confidential staff advice and counselling service is available 24 hours a day, 365 days a year to all members of staff.
- Each department has its own work space for every subject area.
- An annual flu vaccination clinic.

LIFESTYLE AND CULTURE BENEFITS

- A life-enhancing wellbeing programme through the Schools Advisory Service (SAS): staff (and their immediate families) have access to GP appointments, counselling, some operations, physiotherapy, weight loss courses and menopause support.
- A designated Staff Welfare Team and an enthusiastic Staff Wellbeing Committee arrange team building and rewarding activities for staff including free staff social events throughout the year: summer barbeques and sports activities in the summer and Christmas socials in the winter.
- Free access to the onsite school fitness suite.
- Inset days with a strong focus on wellbeing.

Tradition | Aspiration | Success

“Pupils value the great level of care that the staff provide. They say that they experience an environment which develops their character, interests and passions.”

Ofsted 2020



“The Leaders have constructed a curriculum that provides pupils with strong foundations.”

Ofsted 2020

An exciting opportunity has opened to join the well established and successful department at Christ's College Finchley...

The purpose of the post To maintain a clean, safe and secure fit for purpose school building and grounds in a good state of repair and appearance, ensuring the school is compliant with relevant Health and Safety requirements.

The post holder should participate fully in all aspects of school life and maintain good relationships with team members, students, staff, parents and visitors.

In order to deliver services effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to below. Such duties, however, will fall within the scope of the post, at the appropriate grade.

POST TITLE:	Premises Assistant
DEPARTMENT:	Premises
SALARY/GRADE:	SCP 14 £28,737
RESPONSIBLE FOR:	To maintain a clean, safe and secure building and grounds in a good state of repair and appearance, ensuring the school is compliant with relevant Health and Safety requirements.
RESPONSIBLE TO:	Directly to the Operations Manager, if absent then the Schools Business Manager
LIAISING WITH:	Team members, Students, Staff, Parents and Visitors.

JOB DESCRIPTION

The postholder's responsibility for promoting and safeguarding the welfare of children and young people for whom they come into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the postholder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Child Protection Officer.

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be carried from time to time at the discretion of the school in consultation with the postholder.

EXTRA-CURRICULAR ACTIVITIES

This job description may be amended by the Headteacher, in collaboration with the postholder, to reflect changes in what is required of our school and what is needed by our pupils.

KEY OBJECTIVES/ACCOUNTABILITIES:

General Responsibilities:

Work with other relevant teachers and support staff to;

- To deal with repairs, alterations, painting, replacement and maintenance duties of buildings, fixtures, fittings and furniture in conjunction with the Premises Team.
- To undertake such duties within own capabilities/trade such as joinery, decorating, glazing, electrical works, plumbing and building works.
- To assist in the setting up of rooms and areas to facilitate functions like meetings, exams and assemblies which require the moving and setting up of furniture and equipment. Heavy lifting is a requirement.

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- Receiving and distributing parcels around the school.
- Operating the Heating System and adjusting the heat and operation controls. Ensuring that the boiler house and boiler plant are clean.
- Reporting defective electrical items and withdrawing defective equipment from use, pending repair.
- Logging into and operating the electronic Facilities Help Desk system. Responding to on line logged repairs and job requests effectively.
- To assist in the operation of the Building Management System within the Sixth Form Centre as directed by Line Manager
- Keeping drains and gullies free-flowing, including unblocking them.
- Keeping paths, flowerbeds, playgrounds and grounds free from litter debris and weeds.
- Ensuring the spreading of salt takes place before the onset of snow, clearing snow and making roads and play areas and paths safe for children, visitors and staff.
- To drive the school mini bus as require and to carry out daily checks on the bus. To undertake a LBB driving test if required.
- To participate in the schools staff development program. Attending training courses as required.
- To work as a member of the school Facilities Team and to contribute positively to effective working relations. Demonstrating a 'Can do attitude' when dealing with team members and clients of the service.
- To carryout any other tasks that are within the skill level and capability

Fulfil wider professional responsibilities

- Make a positive contribution to the wider life and ethos of the school.
- Carry out your duties in line with school policies to support the wider development of students and to support staff.
- Work in collaboration with all staff to support the School Improvement Plan.

PROFESSIONAL BEHAVIOUR

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and or a member of the Senior Leadership Team.
- Be courteous and cooperative towards colleagues and to provide a welcoming environment for visitors and telephone callers.
- To carry out duties in a friendly, helpful and professional manner.
- To have a flexible approach and to be prepared for the unusual.
- To ensure that attire is supportive of academy dress code
- Understand and comply with the school's Equal Opportunities Policy.
- To support Christ's College Finchley's aims and to understand and carry out its policies.

GENERAL

All staff are expected to adhere to Christ's College Finchley policies and procedures. This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.

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PERSON SPECIFICATION

Experience

- At least 2 years experience working in a similar role
- Competent and experienced in a range of DIY skills, including basic carpentry/joinery, painting and decorating, basic plumbing and simple electrical skills.
- A good level of knowledge and understanding of Health and Safety in the work place, including the identification of hazards and how Health and Safety impacts on the role

Specific Skills and Knowledge

- Ability to work within a school environment and how this is likely to impact on the role
- Basic understanding of child development and learning
- To effectively use ICT and use of other equipment
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Physical fitness and ability required to perform physically demanding heavy lifting duties.

Personal Attributes

- Excellent interpersonal skills and use software packages including Email and Word.
- Ability to maintain strict confidentiality
- Ability to prioritise workload and work under pressure
- Able to work flexibly, including morning and evening shifts and weekends on a rota
- Able to work flexibly, adopt a hands on approach and respond to unplanned situations
- Commitment to the highest standards of child protection and safeguarding and ability to respect issues of a confidential nature

FURTHER INFORMATION

Compulsory declaration of any convictions, cautions or reprimands, warnings or bindovers

It is the School's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Online Searches

After shortlisting, Christ's College Finchley will conduct an online search as part of our due diligence and compliance with KCSIE. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with the applicant at interview.

References

Referees will be asked about all disciplinary offences which may include those where the penalty is "time expired" if related to children. Referees will also be asked whether you have been the subject of any child protection concerns, and if so, the outcome of any enquiry. References will not be accepted from relatives or from people writing solely in the capacity of friends.

It is normal practice to take up references on shortlisted candidates prior to interview. This is in line with the most recent version of Keeping Children Safe in Education statutory guidance

Privacy Notice for Job Applicants

This can be found on the Academy website on the Recruitment page.

Providing false information will result in the application being rejected or withdrawal of any offer of employment, or summary dismissal if in post and possible referral to the police. Candidates recommended for appointment will be required to provide a satisfactory Enhanced DBS certificate and complete a pre-employment medical questionnaire and may be required to undergo a medical examination.

Academic Success

The Academy achieves some of the highest outcomes at GCSE of any comprehensive school in the country and ranked 290 in the country in The Times' Parent Power Best Schools list (2023). Nearly 40% of all GCSE grades were 7-9 (A-A*) this summer. 67% of A levels were graded at A*-B.





CHRIST'S COLLEGE FINCHLEY

Christ's College Finchley

East End Road, Finchley, London, N2 0SE (Sat Nav N2 ORZ)

Headteacher: Mr Olusanya School Secretary: Mrs McMorro

T: 020 8349 3581 E: info@cfplus.com W: christscollegefinchley.org.uk