



PHILIP SOUTHCOTE SCHOOL  
**PREMISES ASSISTANT**  
Application Pack

Bourne Education Trust





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# WELCOME MESSAGE

I want to extend a warm and heartfelt welcome to all potential applicants who are considering joining the Philip Southcote community. I am extremely proud to serve as the Headteacher of this School, and I am thrilled that you are considering becoming a part of our dedicated team.

As educators, we believe in the power of knowledge, the importance of character development, and the significance of nurturing the unique talents and potential of each student. We are dedicated to creating a learning environment that is inclusive, supportive, and enriching, where both students and staff can grow and excel.

We take great pride in our commitment to delivering a balanced curriculum that not only imparts knowledge and skills but also prepares our students for the challenges and opportunities they will encounter in adulthood. Working at Philip Southcote offers the intrinsic reward of helping students overcome learning and personal challenges within a very special community, it is unique!



We embrace innovation, diversity, and continuous improvement, and we look for individuals who share our vision and values. We encourage all prospective applicants to come for a tour of the school.

**Lee Jerwood, Headteacher**



# PHILIP SOUTHCOTE OVERVIEW

Philip Southcote is a Special Educational Needs and Disabilities School for students aged 11 to 19. We are extremely proud of our educational offer which has the overarching goal of preparing our students for adulthood. Philip Southcote is a place where students establish a sense of belonging and feel safe throughout their educational journey with us. Spread across five sites within Surrey, each provision is staffed and resourced to meet the individual needs of all Philip Southcote students.

**Main School:** A 3-Form entry site for students aged 11 to 16 years.

**Sixth Form:** A purpose built unit for students aged 16 to 19 years, within walking distance from main school.

**Southcote Satellite Centres:** These are based within local mainstreams secondary schools. Chertsey High School, Epsom and Ewell High School and Kings International College, Camberley. Our centres are for students aged 11 to 16 years.

**DPP:** The school benefits from a provision to support students who are Deaf or have a hearing impairment. Our Communication Support Workers have a high level of BSL expertise and are trained in supporting Deaf students to develop their communication skills, develop a positive Deaf identity, and achieve a qualification in BSL. They also ensure students have full access to the whole curriculum.

# OUR VISION & VALUES

We want ALL students to develop the confidence, skills and values needed to live as happily and independently as possible; contribution to society as respectful citizens with a strong sense of belong to their community.

At Philip Southcote School we are committed to;

- Empowering young people to become responsible adults; respecting themselves, others and the wider community
- Providing a safe, trusting and respectful learning environment where the Southcote Community promotes life-long learning

**Trust      Respect      Responsibility**  
**Kindness      Courage      Excellence**



## CURRICULUM

We deliver a curriculum that has a balance between preparing students for life after school, whether that is further education or a move into the world of work, and academic excellence.

The curriculum has a range of academic subjects with formal qualifications and life skill subjects that are designed to prepare all students for the future.

It includes aspects to support students to grow into well-rounded young adults with the confidence, skills and values needed to live as happily and independently as possible, contributing to society as respectful citizens with a strong sense of belonging to their community.

## THERAPIES

Our unique school is full of diversity and we are extremely proud of the therapeutic provision on offer to our community.

Our Deaf student Provision and Physical Development Team offer highly personalised support and interventions, and are complemented by our NHS partners: Speech & Language Therapy, Occupational Therapy, Physiotherapy and the Physical and Sensory Support Service.

We provide as many opportunities as possible for our students to take part in stimulating and challenging activities with many students enjoying the Duke of Edinburgh Award Scheme, school sporting matches, swimming lessons, and dance and singing workshops.



# BOURNE EDUCATION TRUST

# OVERVIEW

Bourne Education Trust ('BET') is a successful multi-academy trust made up of twenty three schools (plus four further associate schools), across primary, secondary and specialist school phases in Surrey, Hampshire and the London Borough of Richmond upon Thames.

Specialising in supporting schools to improve their performance, BET continues to grow a community of like-minded academies with the highest aspiration and dedication to achieving the best outcomes for their learners.

At BET, we are responsible for the education of approximately 13,000 pupils and employ a dedicated team of just over 1,500 staff members. Our organisational structure is designed to facilitate collaboration and innovation, with schools grouped into phases and clusters to further allow specialised and cross-phase work.

The size of our schools range from a one-form entry primary to an eight-form entry secondary school with a sixth form, however schools are equally important and carry the same influence in terms of decision-making in line with our commitment to inclusivity and fairness.

Central to our mission is the belief that every child, regardless of their background, deserves access to a high-quality education and as an employer we know that our people are the key to our success – so for this reason you will find a culture of excellence across our schools, inspiring confidence and belief in our communities.

For more information, please visit [www.bourne.education](http://www.bourne.education)

## BET VALUES

BET's values are summarised by our strapline: 'Transforming schools; changing lives'.

We absolutely believe that all children regardless of context or background deserve a great education, hence our involvement in schools and communities that have not always experienced this. Whilst we want our schools to retain their own identity, all BET schools share environments that are extremely warm and welcoming, professional, relentlessly positive, highly aspirational and characterised by happy and safe students with excellent relationships between them and the staff. In all classrooms and beyond students enjoy creative and effective teaching and learning that fosters belief and confidence.

# BET PHILOSOPHY

Our philosophy is to have schools working as effectively as possible and serving their community. We err towards independence but never forget we are one organisation working together. Our schools welcome the support of the Trust and its collective ethos but relish their remit as local schools and the responsibility that brings. We are highly focussed on our work on equality, diversity and inclusion ('EDI') and environment, social and governance ('ESG') to ensure our organisation is highly sustainable and a driver for social justice. This permeates through our Trust-wide think tank, our CPD offer and our quality assurance approach.

# BET BEHAVIOURS

4 shared behaviours - we are reflective, aspirational, optimistic and inclusive.

## REFLECTIVE

- Being outward facing and continually scanning the horizon
- Making decisions carefully, drawing on evidence, risk analysis and research
- Deploying school resources so they are sustainable and have long-term impact to safeguard the future for our young people
- Learning without borders by working with and learning from different phases, specialisms and sectors

## ASPIRATIONAL

- Creating a culture of high performance and professionalism where morale, health and wellbeing are high
- Holding one another to account and having the courage to challenge and to question
- Creating great places to work where people feel supported, empowered and encouraged to achieve their ambitions
- Creating community confidence and pride in our schools and Trust

## OPTIMISTIC

- Being resilient, energetic, proactive and positive whilst taking responsibility for solving issues
- Believing that everyone has potential, is valued and can contribute Clearly identifying and sharing why we do what we do
- Focusing on the team's outcome and not just the individual

## INCLUSIVE

- Acting as a positive force for equality; creating communities where everyone can be their authentic self and have a sense of belonging
- Committing to social justice and sustainable leadership whilst acting with humility and integrity
- Learning about our biases and blind spots and challenging expectations and stereotypes
- Showing high levels of emotional intelligence, being highly visible and communicating precisely, accessibly, and confidently

# JOB DESCRIPTION



<b>Location:</b>	Addlestone Moor, Surrey
<b>Contract:</b>	Permanent (Full Time - 36hrs / week)
<b>Salary:</b>	£29,697
<b>Responsible to:</b>	Premises Manager/School Business Manager and ultimately Headteacher
<b>Benefits:</b>	Workplace pension LGPS; occupational sick pay; recognition policies; access to in-house, external and bespoke CPD, including nationally recognised qualifications where appropriate; HR and wellbeing support; family friendly policies; staff benefits scheme including 24/7 online GP service, Cycle to Work scheme and free online fitness classes

## ROLE PURPOSE

In support of the Premises Manager, School Business Manager and Senior Leadership Team, be responsible for ensuring the safety and security of the school premises. Effectively communicating premises and site management issues, providing effective direction to contractors, whilst supporting the maintenance of the building, machinery, and plant within the directed budget.

## MAIN DUTIES AND RESPONSIBILITIES:

### Health and Safety:

- Maintain a programme of site testing and inspections to ensure statutory compliance under the guidance of the School Business Manager
- Identify issues quickly by carrying out regular inspections of all indoor and outdoor areas, providing written reports/action plans as required
- Support an effective out of hours emergency system in place.

The Premises Assistant may be required and paid to attend site during out of hours emergencies, including, but not limited to, intruder and fire alarm call outs.

### Security:

- Ensure the security of the school, including locking and unlocking
- Ensure that, along with the colleagues responsible for lettings, all arrangements for out of hours access are appropriate

- Be a primary point of contact for security companies and emergency services, including out of hours
- Assist the School Business Manager/Premises Manager in the maintenance of an effective infrastructure for access control, CCTV, intruder and fire systems

#### **Premises Operations and Maintenance:**

- Ensure the safety and wellbeing of pupils and staff is a key priority for all premises staff
- Report defects that require specialist repair to the School Business Manager and proactively obtain quotations where required
- Contribute to effective relationships with key contractors
- Manage the site requirements such as the setting up and taking down of specialist equipment, maintaining tidiness and cleanliness both internally and externally and ensuring drains and gullies remain clear of obstruction
- Receive deliveries and move supplies as required
- Manage the schools response to adverse weather conditions such as snow/ice
- Work with other users of the site to manage the maintenance of school grounds
- Participate in school events as required where possible and work flexibly to satisfy the schools needs
- Assist with premises related enquiries from all stakeholders
- Ensure contractors carry out work to the required standards, monitoring their activity and presence on site
- Proactively ensure the school building is ready for the school day
- Actively seek to improve on cost efficiencies in all premises related areas

#### **Key Skills Required:**

- An awareness and commitment to the protection and safeguarding of children (E)
- Relevant work experience (E) Experience of working within an educational setting (D)
- Full Driving licence (D) D1 category licence (D)
- Proven track record of continuous professional development (E)
- Evidence of excellent interpersonal skills, and engagement with a range of stakeholders (E)
- H&S qualification (IOSH or NEBOSH) or willingness to work towards within an agreed timeframe (E)
- Flexibility to work some evenings and weekends as required (E)
- Ability to demonstrate excellent maintenance and DIY skills (E)
- Competent IT skills including Microsoft programmes (E)

### **Personal Qualities:**

At Bourne Education Trust, our culture and our values are important to us, as outlined in our BET Behaviours which set out the key qualities we would expect any colleague to demonstrate. We foster a reflective, optimistic, and aspirational approach and we expect our colleagues to be collaborative, innovative, committed, engaged and professional. Diverse and inclusive, we encourage you to act as a positive force for equality, helping us create communities where everyone belongs. We encourage our colleagues to take part in school and cross Trust teams and we will invest in you through Continuous Professional Development.

### **APPLICATION PROCESS**

Thank you for your interest in this role. We look forward to receiving your application. Interested candidates should be aware that the closing date for applications is Friday 3rd January 2025. Prompt applications are encouraged, as we reserve the right to shortlist and interview ahead of the closing date. To apply for this position, you must complete a Bourne Education Trust online application form. Candidates applying through Eteach may use the 'apply now' functions. Please note in all cases CVs without a fully completed application form will not be considered. You will be contacted via email if you have been shortlisted for an interview. If you have any further questions or would like to arrange a call with Lee Jerwood, Headteacher, please contact Emma Broughton, HR Manager, on 01932 562326 or [HR@philip-southcote.surrey.sch.uk](mailto:HR@philip-southcote.surrey.sch.uk).

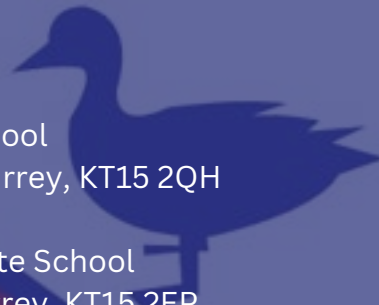
**SAFEGUARDING:** BET is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The appointment will be made subject to an Enhanced Disclosure and Barring Service approval ('DBS') as part of our rigorous approach to safeguarding our children.

**EQUAL OPPORTUNITIES:** BET is committed to equality of opportunity for all colleagues, students and other stakeholders. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

**HEALTH AND SAFETY:** The board of trustees, local governing committees (LGC) and all leaders across Bourne Education Trust recognise and accept their responsibilities to provide a safe and healthy working environment for all employees, students and visitors. We expect all colleagues to take reasonable care of their own health and safety and that of others who may be affected by their actions at work. All BET employees must co-operate with us to access proper training and to make sure they understand and follow the Trust's health and safety policies and procedures, and to help everyone meet their legal requirements. All colleagues must take responsibility for reporting concerns relating to health and safety matters through appropriate channels.



Philip Southcote School  
Addlestone Moor, Weybridge, Surrey, KT15 2QH



Sixth Form, Philip Southcote School  
The Meads, Chertsey Road, Surrey, KT15 2EP

Southcote Centre, Chertsey  
Chertsey High School, Chertsey Road, Surrey, KT15 2EP

Southcote Centre, Epsom and Ewell  
Epsom and Ewell High School, Ruxley Lane, West Ewell, Epsom, KT19 9JW

Southcote Centre, Kings International  
Kings International College, Watchetts Drive, Camberley, Surrey, GU14 2PQ

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