

Premises Assistant

**Part Time – Monday-Friday 6.00pm-7.00pm
Term Time Only**





Welcome Letter

Dear Candidate,

Thank you for your interest in joining our highly motivated, innovative team of around 20 teachers and 35 associate staff from all walks of life. We are a highly collaborative, mutually supportive and dedicated staff team. The Abbey also benefits from being part of the Weydon Multi Academy Trust (www.weydonmat.co.uk).

We are fortunate to have a great staff, both teaching and non-teaching. Visitors frequently comment on the warm and welcoming atmosphere in the school. Working together to understand the unique, learning and additional needs of our 134 students, sharing expertise and embedding best practice are all hard-wired into our weekly schedule. There is plenty of support for continuing professional development for those who want to progress their careers and for those who want to become even better at what they do.

Expectations for student outcomes are high and helping them overcome barriers to learning is a vital part of our role. Practitioners at The Abbey gain a significant proportion of their job satisfaction from the little 'wins' every week and develop a fantastic understanding of SEND. All of our students have learning needs and approximately 40% have a diagnosis of Autism and/or speech, language and communication needs.

Structure and routine are vital, but the curriculum is an ambitious combination of academic and life-skills learning to prepare our students for future education and training, more independent living and better employment prospects so no two days are the same. We embrace the challenges, seeking solutions and improvements and are not afraid to try new things. We share the 'laughs' and celebrate the achievements.

I very much look forward to receiving your application and perhaps having the opportunity to meet you beforehand, introduce you to our fantastic students and staff and show you our amazing school. I would also encourage you to have a look at the school website www.abbey.surrey.sch.uk - the Year 11 leavers' films in the news area give you a fantastic insight into the Abbey School journey for our students.



David Jackson - Head teacher





Job Advert

Post: Premises Assistant
Employer: The Abbey School
Location: Farnham, Surrey
Salary: WA4-10
Contract type: Part Time, 5 hrs pw, Mon-Fri, 6-7pm, 39 weeks per year, term time only
Job starts: ASAP
School type: Secondary Special, 11-16, mixed gender

We are looking for a capable and motivated individual to join our school within the Premises division. Assisting the Premises Manager, you will be ensuring our school premises are always maintained to an exceptionally high standard. This is an exciting opportunity to work with 'outstanding students' (Ofsted) in a supportive, friendly, and professional environment. The ideal candidate will enjoy a varied and busy workload and keen interest in working in a busy school environment.

This could be the ideal role for a retired person looking to become involved in our school community. You will be securing the school premises Monday to Friday evenings and helping our Premises Manager look after our school.

Working in a special school is extremely rewarding and our students continue to amaze us on a daily basis with their attitudes, achievements and behaviour. We welcome you to come and meet us and see our fantastic students and staff in action prior to placing your application.

If you would like to visit us before applying or would like to receive further information, please contact recruitment@abbey.surrey.sch.uk for further details or contact Zoe Mackie on: 01252 725059



Project 2022

The Abbey is currently undergoing huge investment as we expand from a 2 to 3 form entry school to support Surrey County Council's SEND Sufficiency Strategy.

Once completed, 'Project 2022' will provide The Abbey with:

- 15 x general classrooms (nine of these will be brand new)
- A brand-new specialist Computing classroom
- A brand-new Food Technology classroom
- A brand-new specialist Art room
- A brand-new specialist Music/Drama classroom
- A brand-new Design Technology classroom
- Two specialist Science labs (one of these will be brand-new)

In addition, there will be:

- A new, purpose-built Learning Resource Centre (LRC)
- A full size sports hall and two new PE storage areas
- A brand-new multi-use games area (MUGA)
- A brand-new staff room
- A brand-new school office
- A new, fully-furnished waiting area for parents, carers and visitors to the school
- A brand-new conference/meeting room
- 4 additional therapy rooms
- New boys' and girls' PE changing rooms
- Five additional offices
- Two new disabled toilets
- A state-of-the-art staff workroom

This is a really exciting time for The Abbey as we watch the transformation of our school allowing us to expand and flourish in our new buildings with their first-class technology.

Over the past 18 months and as part of Project 22 we have completely refurbished our IT network and systems across the school. More than £200,000 has been spent on achieving this. All classrooms are now equipped with state-of-the-art interactive whiteboards, wi-fi and an internet-based phone system. Every student has also been provided with their own Chromebook fully funded by the school to aid their learning which came at no cost to our parents. These are regularly used in lessons.



Job Description

Duties and responsibilities

Premises Assistant

- Secure the site Monday-Friday evenings (term time only) setting alarm systems as required
- Ensure all buildings are secured and alarmed
- Ensure all windows and doors are locked
- Ensure all lights are switched off
- Ensure the main gates are closed
- Provide holiday cover for the Premises Manager as required
- Be a key holder and control routine and non-routine closing and opening of the site in line with specified requirements
- Open/close school premises for contractors and/or emergency services, setting and turning off alarm systems as appropriate
- Carry out security procedures for the site
- You should be able to work within the parameters of Health & Safety legislation at all times
- There will be the potential to develop the role in the future as the site becomes bigger due to the expansion currently taking place
- To carry out adhoc duties as and when required
- Reporting to the Premises Manager, training will be provided where required

Experience & Person Specification

- Experience of working within a school is not essential but could be advantageous
- Could be the ideal role for a retired person potentially living locally looking to become part of the Abbey School community
- We're seeking someone who is; reliable, trustworthy, conscientious, honest and punctual
- Willing and able to undertake training/development to broaden skills
- Flexible in approach and happy to adapt to changing situations
- Enhanced DBS clearance
- Satisfactory references

Hours of Work

- 1 hour every evening starting at 6.00pm Monday-Friday evenings, term time only

The Premises Assistant will be required to safeguard and promote the welfare of children and young people, and follow school policies and the WMAT staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.



Person Specification

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> • Experience of working in a school 		*
<ul style="list-style-type: none"> • Experience of working in a responsible/trustworthy role before 		*
Reporting to		
The Premises Manager		
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> • Conscientious 	*	
<ul style="list-style-type: none"> • Reliable 	*	
<ul style="list-style-type: none"> • Able to use initiative 	*	
<ul style="list-style-type: none"> • Trustworthy 	*	
<ul style="list-style-type: none"> • Friendly 	*	
<ul style="list-style-type: none"> • Ability to work on own or as part of a team 	*	
<ul style="list-style-type: none"> • Flexible in approach and happy to adapt to new situations 	*	
Safeguarding	Essential	Desirable
The ability to form and maintain appropriate relationships and personal boundaries with students	*	
Committed to safeguarding and promoting the welfare of children and young people (References)	*	
Hours of Work		
<ul style="list-style-type: none"> • Monday-Friday, 6.00pm – 7.00pm, Term time only 		



The Abbey can offer:

- Amazing students who want to learn
- A brand new, state of the art, English classroom
- Excellent IT facilities in a modern school fit for 21st century teaching
- A range of CPD opportunities to support professional development inside and outside the classroom.
- A range of evidence-informed strategies to support teaching and learning inside the classroom.
- A consistent approach to behaviour which ensures learning is not disrupted.
- A welcoming and supportive staff community
- Opportunities to collaborate across a range of mainstream and specialist provision schools within the Weydon MAT.
- External leadership/NPQ opportunities, including supporting masters' applications and aspiring senior leader's development programme
- On site car parking
- Westfield Health Cash Plan

<https://www.westfieldhealth.com/individual/health-cash-plan>





How to Apply

Please complete the application form provided (or download a copy from the school website <https://www.abbey.surrey.sch.uk/1270/vacancies>) and send to:

Zoe Mackie,
Operations Manager
The Abbey School, Menin Way, Farnham GU9 8DY
e-mail: recruitment@abbey.surrey.sch.uk

The Abbey School reserves the right to interview candidates before the closing date.

PLEASE NOTE THAT NEITHER COVERING LETTERS OR CVs WILL BE ACCEPTED

This role is available for an immediate start or September 2023.

Closing Date; Will remain open until position is filled

**We look forward to receiving your application to join our
dedicated and passionate team**

The Abbey is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Enhanced DBS, Children's Barred List and Right to work in the UK checks are required for this post.

The Abbey School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Enclosures/attachments:

- Application Form
- WMAT Staff Prospectus
- FPN for Applicants