

**Assistant Site Supervisor**

*A welcoming school on a journey to excellence through innovation*

Ark Swift is at an exciting point on its ‘journey to excellence’ and we have ambitious plans to get us there. Our school vision is "Dream, Believe, Achieve" and we work hard throughout the school to realise this.

We are looking to recruit an Assistant Site Supervisor to join us on our pursuit towards outstanding. You could be helping to create an inspiring school environment where pupils are able to achieve their very best, whilst having the support and guidance necessary to help you accomplish this.

Our ideal candidate will have:

* An understanding of basic health and safety in a school environment
* Basic DIY skills
* Ability to adhere to working procedures and policies within the school environment
* Ability to perform physical tasks as required by the role, including manual handling
* A full understanding of the schools equal opportunity policy, child protection policy and health and safety related policies
* Be self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills
* Be flexible and adaptable
* Have a clear understanding of aims and values and ethos of the school
* Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humour

Ark Swift has a warm, welcoming environment and there is a strong caring relationship between the staff as we have adopted a collaborative infrastructure. You will get a real sense of team spirit as a part of our academy.

The leadership team are understanding, adaptable and are dedicated to enabling all staff and students achieve their full potential.  We have seen fantastic results since joining the Ark network, as reflected in our recent Ofsted inspection and are excited to work towards a brighter future.

*"It’s a great place to work, and the leadership really recognise potential. If you work hard, they will give back. You’re recognised as an individual, with individual strengths. It’s a great place to progress, and it’s full of opportunities."* ***–Staff member at Ark Swift Primary Academy***

Hard work will never go unnoticed at Ark Swift as we have fostered a culture of praise amongst our staff. Weekly shout-outs in staff meetings ensure a rewarding environment that recognises success, making it a truly fulfilling place to work.

Ark is one of the UK's most successful school groups with a network of 35 schools in 4 locations across the country alone, it is an international charity transforming lives through education. As part of the network, our staff can expect:

* Access to a range of discounts through the Ark Rewards Scheme which includes reduced gym memberships, discounts at major retailers and travel loans
* Twice as many training days as standard
* Support from a network of 35 schools across the UK

Visits to the school are warmly encouraged; to arrange, please call 020 8743 2514 or email [info@arkswiftprimary.org](mailto:info@arkswiftprimary.org). Visit <http://arkswift.org/> for more information on the school. please contact the school. For technical difficulties when applying please contact the central recruitment team on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org) .  
**Location:** White City, London **Deadline:** 5pm on 17th October **Salary:** Band 3, spine point 8 Full Time Salary £18,747.00. Actual Salary £6,689.00 **Hours:** 15 hours per week, 3pm to 6pm, 39 weeks per year– term time only **Start date:** 30 October 2017 **Interviews:** w/c 16th October

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Assistant Site Supervisor**

**Reports to:** Site Manager

**Start date:** 30 October 2017

**Hours:** 15 hours per week, 3pm to 6pm, 39 weeks per year – term time only

**Contract:**  Permanent

**Salary:** Band 3, Spine point 8 Full Time Salary £18,747.00

Actual Salary £6,689.00

**The Role**

To support the Site Manager and contribute as a team member towards providing an effective and efficient site support service, thus enhancing the standards of teaching and learning within the school.

The Site Team is responsible for the day-to-day operational management, safety and security of the school site. The Site Team are responsible for ensuring that the school is well-maintained, safe and secure site for all users.

The Assistant site supervisor is expected to deputise for the Site Manager in his absence.

**Key Responsibilities**

• To assist the Site Manager in all aspects of site management

• To lock the site each evening following the completion of the cleaning service, during

term time

• To adopt a proactive approach at all times in maintaining the school site

• To update the Site Manager on a daily basis to any work that requires attention, if

unable to rectify immediately

• To undertake routine inspections, checks and tests to school FM systems as directed

by the Site Manager and or the TES system to ensure compliancy

• Regular checks and restocking of consumable products throughout the school, to

areas such as WC’s and staff rooms and offices

• Regular collect litter from around the site including play areas

• Regular emptying of the litter bins and recycling

• To sweep external areas, paying particular attention to the front of the school to

ensure it remains in good order

**Other Duties**

• To assist in the maintenance and repair of the buildings as direct by the Site

Manager taking due regard of health and safety regulations

• To undertake overtime as arranged and agreed with the schools Business

Manager/Principal

• To deal with spillages, breakages and other emergency cleaning tasks as soon as

they occur

• To clear up bodily fluids after accidents in line with health and safety regulations

• To regularly check and clean the toilets

• To provide general assistance to staff including porterage, moving of furniture and

dealing with deliveries as required

• To attend team meetings as arranged by the Site Manger

• To undertake any (non-specialised) tasks of a reasonable nature, such as driving,

monitoring of students, supervision of contractors

**Security**

• Maintain the security of the premises by opening and closing premises (including times for lettings), checking and replacing CCTV tapes (where applicable), repairing doors, latches and fences, acting as key holder for out of hours contact to maintain a safe environment

• Be aware of, and report as necessary, security issues both during normal opening hours and out of hours.

• Be a key holder for the school site.

**Person Specification: Assistant Site Supervisor**

The person appointed will:

• Have the ability to relate easily to a wide range of people, through an even temperament and a good sense of humor

• An understanding of basic health and safety in a school environment

• Basic DIY skills

• Ability to adhere to working procedures and policies within the school environment

• Ability to perform physical tasks as required by the role, including manual handling

• A full understanding of the schools equal opportunity policy, child protection policy and health and safety related policies

• Be self-motivated, pro-active and able to work in a very autonomous way, being able to manage own workload, with strong organisational skills

• Be flexible and adaptable

• Have a clear understanding of aims and values and ethos of the school

• Have a clean current driving license (preferred)

Qualifications and experience

The person appointed will have:

• Some background in the building trade, to include experience in range of disciplines (carpentry, plumbing, electrics, plastering)

• Ability and experience of using a wide range of machinery

• Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*