



Ark Soane Academy

Premises Assistant

Location: Acton, London – a five-minute walk from Acton Town tube station

Contract: Full-time hours, permanent contract

Start date: ASAP

Salary: Ark Support Scale- Grade 4 Points 3-7 (£30,222- £31,976)

Closing date: Applications will be considered on rolling basis and early applications are advised.

Interviews: TBC

Opportunity for an exceptional candidate to support the expansion of a high performing a new Ark secondary school in Ealing.

Ark Soane Academy is a new secondary school in Acton which opened in 2021. We will have 900 students in Years 7-11 from September 2025. Pupils will be sitting their GCSE exams for the first time and preparing for progression to A-Level.

Ark Soane seeks to redefine what is possible in education. Our model is “simplicity delivered expertly”: by delivering an immaculately planned and highly academic curriculum exceptionally well; and by providing our students with a compelling aspiration-raising ethos we seek to transform the future of students in a highly deprived community.

Behaviour at Soane is exemplary enabling you to deliver exceptional lessons. Students are entirely bought-in to the values and ethos of the school and know that they are fortunate to attend a school where the quality of education is exceptional and where love, warmth, respect and the highest standards permeate every interaction. Students are a pleasure to teach and you can always expect a “thank you miss” when students leave your classroom.

We are a community of professionals learning together who believe we can all become exemplary teachers. We have a truly open-door culture where frequent low-stakes feedback is the norm. We value the input of all of our staff and collaborate to ensure the academy continues to improve as it expands. We frequently host teams of domestic and international educators who come to learn from us and help us shape our provision.

Ark Soane Academy is part of Ark, one of the UK’s most successful school groups, with a network of 39 schools in 4 locations across the country.

As a proud member of the network, we offer;

- Twice as many training days as standard
- Weekly staff training designed to meet the needs of the school
- Coaching for every teacher
- Protected co-planning time
- Access to high-quality, regular professional development
- Opportunities to collaborate with colleagues across the network.

The role:

We are recruiting an exceptional team of staff to support the next stage of development of a genuinely transformational school. We are looking for candidates who are able to demonstrate the highest expectations of student effort and conduct and are able to do so with kindness and warmth.

As the Premises Assistant, you will play a crucial role in ensuring the Academy is a safe, inviting, and positive learning environment for students, staff and visitors. You will work to ensure the highest quality of site maintenance. You will support the management and operations of premises-related functions at the academy including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities and contractors.

The successful candidate will have the opportunity to grow with the school. They will be supported in their development and preparation for future roles. We will develop every staff member that joins our team, providing one-to-one support, coaching and mentoring and access to extensive network training.

You will:

- Share the Ark Soane beliefs, vision and mission and be aligned with the Ark six pillars underpinning it
- Be committed to Ark’s ethos of high expectations for every student in both academic achievement and personal development
- Manage behaviour effectively to create a positive, calm and purposeful climate for learning
- Have the drive, skills and resilient character required to help develop a new school
- Be reflective about the Academy and committed to securing its continued development
- Value and support practices driving continued progress across the network of Ark schools



Job description

Key Responsibilities

Health, Safety and Security

- Work with the Premises Manager to ensure compliance with Health and Safety legislation and guidance.
- Act as an academy first aider.
- Work with the Premises Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use.
- Work with the Premises Manager to ensure the general security of the buildings and grounds.
- Assist with maintaining risk assessments and management plans ensuring that they are up to date and comply with any action plans to rectify and deficiencies identified.
- Work with the Premises Manager in conducting routine inspections and keeping records using the building management system.
- Report and make safe any hazards on site (internal and external, reporting these to Premises Manager).
- Follow fire safety and evacuation measures and ensure fire risk assessments are followed.

Buildings and Grounds Maintenance

- To ensure that all plant and other equipment are available and working effectively during the opening hours of the academy and adjusted as required for evening and weekend use.
- Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard.
- To ensure that all refuse is disposed of promptly and in accordance with legislation.
- Deliver goods around the academy as required.
- To undertake general maintenance and remedial works in-house, calling on contractors if required and reporting any defects of buildings, furniture, fittings, and equipment to the Premises Manager.
- To work with the cleaning team to ensure that all areas of the building are clean and ready for use as required.



Other

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection rules and procedures.
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact, and diplomacy.
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

For more information about our school, please visit: www.arksoane.org. To arrange a confidential conversation with the Principal about this role, please Tabetha Stafford at HR@arksoane.org or phone 020 81615579.

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 which will include questions about safeguarding. This process is outlined [here](#) but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Person specification



Qualification criteria

- GCSE at grade C or above (equiv) Maths and English.
- Relevant first aid qualification (desirable).
- Relevant health and safety qualifications or willingness to undergo training as required.

Knowledge, Skills and Experience

- Experience of building maintenance, or relevant experience, ideally within an educational setting.
- Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations).
- Ability to monitor the work of others (e.g. contractors and cleaners).
- Ability to use a computer and undertake administrative tasks.
- Skills in plumbing, electrical work, carpentry/joinery, painting, and glazing (desirable).
- Must be able to meet the physical demands of the role.

Behaviours

- Genuine passion for and a belief in the potential of every pupil.
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background.
- Professional outlook, detailed orientated and able to multitask and meet deadlines.
- A team player that can work collaboratively as well as using own initiative.
- Calm and professional under pressure.
- Understanding of the importance of confidentiality and discretion.
- Flexible attitude towards work and demonstrates sound judgement.

Other

- Right to work in the UK.
- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training.
- This post is subject to an enhanced DBS check.

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Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. To meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands, or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when it occurred. To read more about Ark's safer recruitment process, please click this link.





Ark Soane
Academy

Ark Soane Academy
Gunnersbury Lane, London W3 8EA
☎ +44 (0)20 81615567
✉ info@arksoane.org
🌐 arksoane.org
🐦 [@ArkSoaneAcademy](https://twitter.com/ArkSoaneAcademy)