



King's Academy  
**Prospect**



# Assistant Site Manager

ASPIRE • BELIEVE • ACHIEVE



King's Group  
*Academies*



King's Academy  
**Prospect**

Cockney Hill, Tilehurst, Reading

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<http://www.kgaprospect.uk>

Headteacher: Mr D Littlemore

Dear Candidate,

Thank you for your interest in joining us at King's Academy Prospect.

I am extremely proud to be Headteacher of this school. Our ethos is 'Aspire, Believe, Achieve', and you will see that this is very much more than a simple tag line. I expect every member of staff here to demonstrate these values in everything that we do with our students. It is my aim that every student will leave King's Academy Prospect fully equipped to make a positive contribution as young citizens in the twenty-first century.

We have high expectations for all; we are clear that our students need well-planned, challenging and exciting lessons that stretch and develop their skills, knowledge and understanding. In return for being an outstanding teacher, we will offer you the opportunity to develop your career beyond your own expectations, through a supportive working environment, excellent CPD opportunities, and collaboration with a range of partner schools and colleagues.

We are fortunate to have a truly inspiring site – our facilities are expansive and among the best in the region. We offer specialist classrooms that are well equipped, a balance of planning, preparation, teaching and development time, and a genuine commitment to staff well-being and work-life balance.

I do hope that our accompanying literature will help you to make the decision to apply to King's Academy Prospect. If you would like to visit the school in advance of this, we would be delighted to show you around. Please contact Headteacher's PA, Abi Davis, to make an appointment.

With very best wishes,

David Littlemore  
**Headteacher**



King's Academy  
Prospect



About our school



Every student is treated as an individual and is encouraged to develop as a confident independent learner





King's Academy  
**Prospect**

From the Sixth Form to the lower school  
King's Academy Prospect encourages  
respect, resilience and rapport





Our curriculum is broad and balanced, so students can keep their options for future study as open as possible





Our facilities provide students with a high-quality learning environment in which to develop their skills



## Our School

*"Pupils are aspirational and rightly optimistic about their futures. Leaders set high expectations for pupils' learning, behaviour and widely development, which are routinely put into practice" – Ofsted 2022*

Welcome to King's Academy Prospect. We are a large, diverse and inclusive school, rightly proud of our students, whom we welcome from a wide range of backgrounds. We enable all our students, whatever their ability, background or heritage, to make excellent progress and achieve more than they believe to be possible. Our core values of 'Aspire, Believe, Achieve' are at the heart of everything we do, preparing our young people to be successful, fulfilled and great assets to their community in whatever they choose to do in the future.

We value educational excellence very highly and strive to ensure that we recruit the very best teachers to enable our students to progress onto the next stage of their educational journeys. We want our students to become young adults who understand the importance of respect and responsibility and who want to make a positive contribution to their school and the wider community. Equally important is our students' social and emotional wellbeing. We provide a supportive and nurturing environment, with a wide range of extracurricular activities, school trips and experiences to broaden their horizons. We work closely with our local community and enjoy mutually supportive relationships with students and their parents, as well as with our neighbours and wider networks.

We are extremely proud of our fantastic site - one of the largest sites in Berkshire - with its excellent facilities and well resourced, specialist classrooms. We offer a broad and balanced curriculum, allowing students to follow individual pathways that best meet their needs, whether academic, vocational or a mix of both.

However, don't just take our word for it! We're on a really exciting journey at the moment and we want you to be a part of it. Come and meet us, our students and our teachers to see the great opportunities that await you, we are always happy to offer tours in advance of applications.

### Curriculum

*"The curriculum is ambitious and designed to include all pupils" – Ofsted 2022*

We offer a broad and balanced curriculum that really meets the needs of our students. We believe that a 3-year Key Stage Three is right for our students, allowing them the opportunity to study a broad range of subjects in Years 7, 8 and 9 before making a guided choice about the right pathway to follow in Key Stage Four.

We offer a wide range of subjects at all key stages. At Key Stage Four, students are able to make the choice from an offer of both academic and vocational qualifications, preparing them for further study or training post-16. Our curriculum has been carefully designed to ensure that they have a rich experience throughout their time at King's Academy Prospect.

We are well resourced and have excellent facilities. All subjects teach in dedicated and specialist accommodation, with the vast majority of teachers teaching in their own rooms. A strong

foundation in literacy and numeracy underpins the curriculum, with dedicated support available for students with additional needs. More Able students are provided with stretch and challenge through a range of initiatives enabling them to make excellent progress.

## **Professional Development**

*“Leaders provide teachers with the right training, which has a very positive impact in classrooms” - Ofsted 2022*

We offer a wide-ranging and highly regarded programme of professional development for all our teachers and support staff. For those joining us as ECT's, we offer a comprehensive programme of support and development, including professional studies sessions and a dedicated in-school mentor. Time for training is found using INSET days and Monday meeting times. Through our performance management and appraisal system, we identify and match individual needs and requests to the many training and development opportunities that we offer. These include both internal and external CPD programmes, which run continuously throughout the year. Our in-house sessions and workshops take place during dedicated training time and are planned and delivered by a highly effective teaching and learning team in the school. We encourage teachers at all stages of their careers to participate in external programmes, and many of our teachers have completed NPQ qualifications. We are proud of the number of our support staff who have also completed further training to develop their roles, including teacher training and other professional qualifications.

## **Facilities**

We are fortunate to have a wonderful school site – extensive school fields and well-maintained purpose-built accommodation. All our subjects are taught in specialist classrooms, including recently refurbished science labs, a sports hall and gym, and a fantastic space for vocational courses including a construction yard, a hair and beauty salon and an engineering workshop

## **Sixth Form**

*“Sixth-form students play an important part in school life, acting as mentors and role models for younger pupils.” – Ofsted 2022*

Our vibrant and successful sixth form is an excellent place for students to continue their learning with us. We offer a broad range of qualifications at Level 2 and 3, allowing students to follow both academic and vocational pathways. We are rightly proud of our successes in getting our students into the best universities and apprenticeships. Our Sixth formers are also leaders in the school, leading a broad range of enrichment activities across the school and providing leadership and role models to younger students.

## Support for Students

*"Staff make sure that pupils' best interests are at the heart of all that they do. Staff look after pupils well and make sure they are safe." – Ofsted 2022*

We want our students to be resilient and independent young people, able to take responsibility for their own learning and well-being. We recognise that all students need a supportive and caring environment in order to fully succeed and rise to the academic challenges we set them. Students are led by their Head of Progress, and supported by a team of people in our dedicated Student Services area who are accountable for the academic and personal growth of all their students. The school works with a wide range of additional and external providers, employing a full-time counselling team as well as working with alternative provision and specialist services. The vast majority of teachers are also form tutors, which is a key role in our school, providing a link between home and school.

## Behaviour and Attitudes

*"Pupils learn to be respectful and responsible. Most pupils enjoy school and are kind to each other. Bullying is not a major issue. Pupils recognise the diversity of their community, valuing the differences between people's backgrounds." – Ofsted 2022*

We have a distinctive school culture which all staff and students understand and buy in to. We have committed and highly visible school leaders who are ambitious for the future success of the school. All stakeholders share a clear understanding of the school culture – 'this is how we do things here and these are the values we hold'. This ambitious and supportive school culture expects attention to detail and thoroughness in all that we do – from students, staff and all stakeholders, and a core belief that all students matter equally.

## Staff Well-being

*"Staff morale is high and they are supported well." – Ofsted 2022*

We take the well-being of our staff very seriously. We recognise the importance of all staff having a sound work-life balance, and we aim to achieve this through the removal of unnecessary meetings, data collection and other tasks that do not contribute to the effective teaching and learning of our students. In addition, we have a vibrant staffroom culture with free tea and coffee daily, free gym membership, and a range of staff led clubs and activities.

## King's Group Academies

King's Academy Prospect is part of the King's Group Academies MAT led by a team of former and current Ofsted 'outstanding' head teachers and Her Majesty's Inspectors (HMI). Please note link to King's Group Academies Vision and Mission - <https://kingsacademies.uk/aboutus/vision-and-mission/>



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# Job description

## Job Description – Assistant Site Manager

This job description forms part of the contract of employment of the successful applicant.

**Responsible to:** Site Manager

**Purpose of Role:** To support the Site Manager in all aspects of premises management at King's Academy Prospect, ensuring that the grounds and facilities are maintained to the highest standards for use by students, staff and visitors;

To be a responsible keyholder and ensure security of the premises and grounds, its contents and safe custody of keys;

To deputise for the Site Manager at Site Meetings and routine maintenance meetings.

**Band:** KGA Scale Band 8 - £32,020-£34,722 (pay award pending)

**Hours:** 37 hours per week actual – 52 weeks per year

26 days annual leave plus bank holidays (increasing to 30 days after 5 years)

**Overtime** – can be claimed for any additional hours with prior authority of the Headteacher and/or Business Manager as required. Overtime will be paid at standard pay rates unless otherwise agreed.

**Call Outs** – the Assistant Site Manager will be required to be on call as part of their job role on a rota basis with the Site Manager.

### Main Duties:

- Deputise in the absence of the Site Manager, including management of the Site Team and workload;
- Unlock the school site and building in the morning and/or lock in the evening, ensuring the school and site are secure and that the intruder alarms are operated;
- Act as a keyholder for the Academy carrying out security procedures for all Academy buildings and grounds to ensure the security of the site, including perimeter checks, that all windows doors are secure and locked before alarms are appropriately activated, and be on call on a rota system with the Site Manager;
- Provide access to the site in the event of emergency situations;

- Carry out daily checks of the buildings for routine maintenance matters, take appropriate action and report when necessary;
- Undertake day-to-day maintenance duties and report to the Site Manager any faults requiring specialist attention. Ensure replacement light bulbs, tubes diffusers etc are done in a timely manner;
- Carry out any required duties in connection with approved lettings of premises and after school activities;
- Ensure gullies, gutters, fall pipes and drainage systems, are free from blockages and carry out cleaning when necessary within the capabilities of the post holder and being mindful of health and safety regulations;
- Ensure all footpaths, playgrounds and paved areas are kept in a clean and tidy condition and free from hazards;
- Carry out routine health and safety checks relating to the premises e.g. water, fire, alarms and lighting and ensure all statutory servicing is carried out;
- Comply with all procedures required by the Health and Safety Policies, regulations and legislation;
- Ensure all equipment being used by staff is in a safe working condition, including the replenishment of First Aid boxes and related equipment;
- Take delivery of and carry out portering duties within the Academy. If appropriate, store goods delivered to the site;
- Operate the heating so that the required temperatures are maintained in the academy premises and that an adequate supply of hot water is available;
- Deal with enquires from members of staff, contractors and members of the public in relation to site issues;
- Perform any such other duties as reasonably corresponding to the general character of the post as directed by the Site Manager.

#### **Other**

- To attend team and staff meetings as required
- To maintain confidentiality and observe data protection and associated guidelines where appropriate
- To keep up-to-date on statutory guidance updates and new statutory guidance implementation as and when released

- To carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policies
- To know, actively support and comply with all the school's policies and procedures e.g. Health & Safety, Attendance, Equal Opportunities, Child Protection and Behaviour, Data Protection
- To carry out other responsibilities, commensurate with the grade of the post, as determined by the Headteacher where and when appropriate

**Notes:**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, individual tasks undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in the job description.
- This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.



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Person specification

## Person specification – Assistant Site Manager

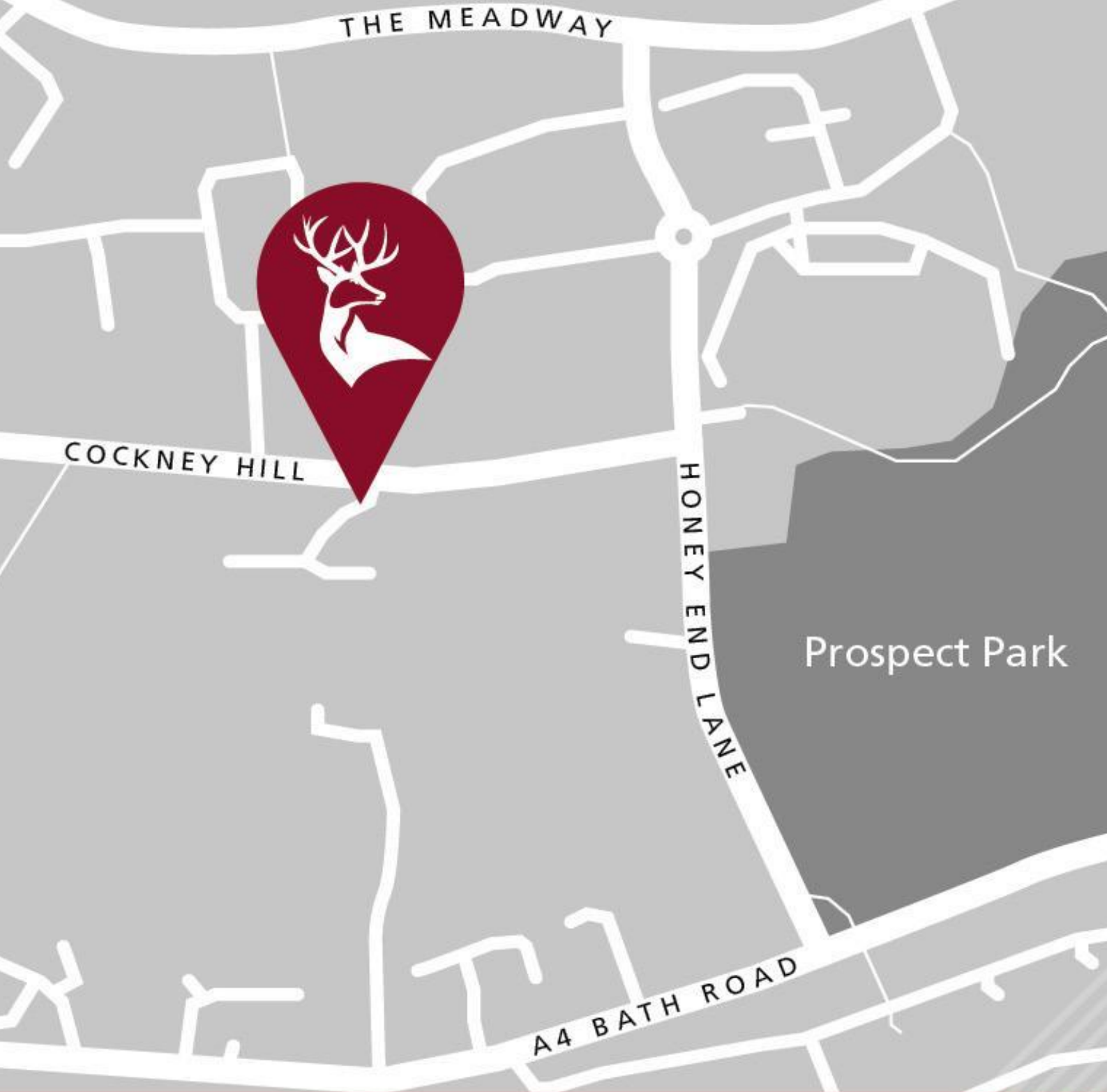
<b>Experience, Skills and Knowledge</b>	<b>Essential</b>	<b>Desirable</b>
English and Maths GCSE grade C and above	X	
A current driving licence	X	
Qualified to drive a mini bus		X
Excellent communication (oral and written) and interpersonal skills	X	
An ability to prioritise workload, work under pressure and meet deadlines as well as take initiative	X	
Have excellent time management skills and ability to prioritise in an environment with conflicting demands	X	
Commitment to the safeguarding of children and an understanding of policy and practice in this area	X	
Ensure confidentiality at all times	X	
Previous experience of having worked in a school environment in the same or similar role		X
Knowledge of health and safety legislation		X
Be positive, proactive and flexible with a 'can do' attitude	X	
Ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school	X	
Competent in the use of IT	X	
<b>Attributes</b>	<b>Essential</b>	<b>Desirable</b>
Excellent record of attendance	X	
Ability to work well in a team	X	
Physical and emotional resilience and reliability under pressure	X	
The ability to model the behaviour, values and attitudes we expect of young people and the ability to do so with integrity	X	
Willingness	X	
Ability to be flexible regarding hours at times of pressure, evenings or weekends during special events or emergencies	X	
Ability to work confidentially and with discretion	X	
Be committed to contribute to the wider life of the school and want the best possible outcomes for pupils and the school	X	
A commitment to Equal Opportunities	X	

Appointment will be subject to enhanced DBS check, qualifications and experience checks and satisfactory references.

We are not looking for the impossible! If you think you have at least some of these attributes, we would very much like to hear from you.

Applications should be made directly via the School website or through TES; we are unable to consider applications without the correct form.

Visits to the school ahead of application are warmly welcomed, please contact the Headteacher's PA Abi Davis ([adavis@kgaprospect.uk](mailto:adavis@kgaprospect.uk)) to make an appointment.



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