



Ark Greenwich Free School

Premises Assistant

Reporting to:	Premises and Facilities Manager
Location:	Ark Greenwich
Contract:	Permanent
Working Pattern:	Full Time, 52 weeks per year, shift work (06:00 – 14:15 or 10:30 – 18:45)
Start date:	March 2020
Salary:	Ark Support Scale 5: Pay Points 5 - 13: £22,800 - £26,298

Ark Greenwich

Ark Greenwich is a new, ambitious school model based on what we know excellent schools do. We have created a highly respectful and disciplined environment where our staff and students can fulfil their potential. Our aim is to consistently be one of the highest performing schools in the country.

Joining the school team is a superb opportunity for a proactive and motivated Premises Assistant who wants to make a lasting difference to the communities they serve.

Ark Greenwich exists to empower young people, regardless of socio-economic background, to grow and be successful. This is an ambitious and forward-thinking school that encourages innovation and values its staff. We are proud of our highly respectful and disciplined community and of the outstanding academic outcomes achieved by our pupils. Expectations for all members of our community are unashamedly sky high. We work tirelessly to impact the lives of the young people we serve.

How is Ark Greenwich different?

- We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
- Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning and have a 6pm/weekend work-related communication curfew to ensure our staff can maintain a work/life balance. We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, pupil marking and feedback and assessment are streamlined and the approaches we take are research led and based on the needs of our local context.
- This is a small school model (600 students aged 11-16) because we believe that our close-knit community provides the optimum conditions for success.

- Behaviour for learning is exceptional so our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our students.
- This is a strict no excuses, no mobile phone school.
- Our curriculum is traditional and academic and we do not take shortcuts – we do not offer vocational courses or equivalencies such as Btecs or Vcerts.
- We put high-quality teaching at the heart of what we do. We are committed to providing staff with at least 1 hour of high-quality training every week. We run coaching for staff who want to see rapid progress in their discipline. Live coaching and current best practice in the field of education is central to our approach.
- We don't grade individual lessons or ask for lesson plans.
- Our students enjoy a compulsory co-curricular program on a Wednesday which includes a strong focus on community volunteering and we facilitate 12 drop-down days per academic year ensuring our pupils benefit from a range of life-enriching experiences.

Alignment with the school's vision, values and approach to education is essential.

The Role and the Department

We are a team of three who work shift patterns to ensure the school has high quality premises support at all times. Routine and sporadic jobs are shared within the team and we pride ourselves in offering a great service to the whole school community and its visitors. We continually look to improve, problem solve and maintain our site to ensure health and safety compliance at all times. If you are a multi-tasker with high levels of practical skills, the ability to work within a team and manage their own work load then this is the role for you.

About Ark Schools

Ark is a network of high-achieving, non-selective schools and one of the country's top-performing academy groups. We run 38 academies in London, Birmingham, Hastings, London and Portsmouth educating more than 26,000 pupils. 83% of Ark schools are now rated as good or outstanding by Ofsted.

Our aim is to create outstanding schools that give every pupil, regardless of their background, the opportunity to go to university or pursue the career of their choice.

To find out more about Ark Greenwich, please visit our website via www.arkgreenwichfreeschool.org

Closing date: 09:00 Monday 3rd February. Interview to take w/c 3rd February.

The school reserves the right to close this advert early should the right candidate be found. Interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role.

Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.

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The Role

As Premises Assistant, you will play an integral 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.

Key Responsibilities

Health, Safety and Security

- Work with the Premises Manager to ensure compliance with Health and Safety legislation and guidance
- 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 any 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

Lettings / Events

- Oversee set up and preparation for lettings during the evenings, ensuring that rooms are adequately arranged and that the condition of the Academy premises is assessed before and after events, taking responsibility for the health and safety of the hirers whilst on the academy premises.
- Open and lock up and secure the Academy's premises before and after lettings or school events, following the opening and closing procedure
- Being flexible to amend shifts to meet the requirements of the school calendar

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks 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.

Person Specification: Premises Assistant

Qualifications

- 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 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, detail orientated and able to multi task 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

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.