

# PREMISES SUPPORT ASSISTANT

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## VACANCY

**The Oaks Infant School**  
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Sittingbourne  
Kent  
ME10 1GL

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**The Oaks** Infant School

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# Dear Applicant

Thank you for expressing an interest in joining us at The Oaks Infant School.

I hope this pack will give you a flavour of what it is like to be part of our successful and supportive school. We would welcome your request to come and visit us during the school day to see for yourself why we are so proud of our pupils and staff who make up our school community.

Although we have 90 children in every year, we are still able to offer a unique experience for every child. We have very high standards; academically, socially and for each individual's personal development. Our emphasis is placed on offering a creative, meaningful and bespoke curriculum which excites and enthuses our children, drawing on their innate curiosity and thirst for independent learning. We capitalise on children's love of the outdoors and have developed wonderful outdoor learning environments. These are an intrinsic part of our provision, intertwined with our curriculum which has been designed on the philosophy that children of infant age should be learning through doing, exploring, play and creation and with the needs of each evolving cohort in mind. The foundation of our success is a happy, kind and respectful school community who work together to ensure the best possible experience and outcomes for each individual. We are proud to be part of Our Community Multi Academy Trust, a group of ten schools under the leadership and guidance of Chief Executive Officer, Mr David Whitehead.

All new colleagues at The Oaks Infant School are made to feel welcome and professional development of staff across our Multi Academy Trust is one of our top priorities.

If you would like to find out more about our school, please visit our website: [www.theoaksinfantschool.co.uk](http://www.theoaksinfantschool.co.uk) or contact the office: [admin@oaks.kent.sch.uk](mailto:admin@oaks.kent.sch.uk) (t: 01795 423619).

Please do not hesitate to contact us if you have any questions or would like to know more about the role.

Yours faithfully

Mrs Jenny Wynn  
Head of School



Mrs Catherine Hurst  
Executive Headteacher



# Advert

Job Title: Premises Support Assistant

Grade: Kent Scheme A

Salary: £24,522

Hours: Monday to Friday, 7.30am to 11.30am and 3.00pm to 6.30pm (7.5 hours per day (Full-Time All Year Round))

This is a fabulous opportunity for a dedicated and organised person to join the school team at The Oaks which is part of Our Community Multi Academy Trust. We are seeking to appoint an enthusiastic Premises Support Assistant to join the school's successful lunchtime team. This role may be suitable for professionals with experience of working with children in a school or early years setting who are looking for a new challenge however we encourage anyone to apply who feels they have the necessary skills and abilities to fulfil the role.

The Oaks Infant School is one of ten schools within Our Community Multi Academy Trust. We are an infant school with 324 pupils on our roll. We have a strong belief and ethos regarding early childhood development and pedagogy. The heart of our ethos is about celebrating the uniqueness of each child and ensuring a truly creative, inspiring and child-led approach intertwined with the high expectations set through our curriculum

Our Community Multi Academy Trust believe that our people are our biggest asset.

## **We can offer you:**

- The opportunity to work in an excellent school and to contribute to its growth and development
- A team of supportive staff to help in your role
- A stable and committed staff team determined to give our children the best possible opportunities
- A supportive and committed board of trustees
- Work within a growing Trust who fully believe in the professional development of their staff.

The successful candidate will have:

- a positive, practical and team-led approach to working
- a flexible and solution-focussed response to unforeseen premises needs
- a commitment to working within a supportive and collaborative team where we are passionate about supporting the children to have a safe environment
- respect for confidentiality and the potential sensitivities of working in a school
- be able to demonstrate in their application that they can fulfil the main duties of the job description and person specification as a minimum

The successful candidate will be subject to an enhanced DBS check along with other pre-employment checks which must be undertaken before the role is confirmed by the school.

Our Community MAT is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected and able to give their best. We are committed to providing equality and fairness in our recruitment and employment practices and not to discriminate on any grounds. We oppose all forms of unlawful and unfair discrimination.

Applications to be made via Kent Teach.

For further information about the role, please contact Catherine Hurst (Executive Headteacher), via telephone on 01795 423619, or [admin@oaks.kent.sch.uk](mailto:admin@oaks.kent.sch.uk).

# Job Description

## Purpose of the job

- Working under direction of the Premises Site Manager, provide security and general maintenance around the establishment which do not require specialist repair, to ensure the site is a safe environment for children, staff and visitors. Observe safe working practices in carrying out the required duties

## Key duties and responsibilities

- Act as key holder – lock/unlock school buildings and grounds, carry out initial inspection of site for vandalism or items requiring building maintenance referring any queries/concerns to the Premises Site Manager. Ensure security of all windows, doors, gates and fire exits. Switch on/off lights as appropriate. Set intruder alarm and initiate response procedure following alarm activation.
- When Premises Site Manager is not available respond to alarm call outs, liaising with police and alarm company as necessary. Ensure site is secure subsequent to out of hours intruder alarm activation.
- Assist with operation and function of alarm and heating systems, report defects and malfunctions to the Premises Site Manager.
- Ensure safety guidelines are followed for any hazardous material on site. Ensure Asbestos register is signed by all contractors on site.
- Assist the cleaners, and cover for any absences, in general cleaning of the premises to ensure a tidy appearance and high standards or cleanliness are maintained.
- Assist in the monitoring of the boiler, ordering supplies to ensure it is kept running on a day to day basis to meet the establishments needs.
- Dispose of waste materials in a safe hygienic manner ensuring that it is available for collection as required.
- Assist with meter readings as required, reporting any concerns to the Premises Site Manager.
- Provide a portage service for deliveries to ensure supplies are correctly handled and appropriately delivered. Check deliveries against paperwork, passing delivery notes to Office Manager. Set up and clear away furniture as required.
- Assist with health and safety checks maintaining records as directed, reporting any defects of buildings, furniture, fittings and equipment to the Premises Site Manager.
- Monitor stock levels, store and distribute consumable items such as grit, toilet roll, handtowels, soap, light bulbs/tubes and cleaning materials and replenish hygiene supplies as required.
- Undertake general repairs and maintenance around the establishment which do not require specialist repair:
  - Painting and decoration – clean paintwork removing graffiti. Touch up scratch damage, redecorating rooms as required.
  - Fixtures and fittings – replace locks, tighten screws on desk hinges, window hinges and door handles, replace door and window catches. Erect shelves, display/notice boards. Clean furniture. Tighten and refit toilet fittings, paper/soap containers and mirrors. Construct furniture. Replacing plastic backs and seats of chairs, tightening or replacing screws, pop riveting. Secure, repair and replace door furniture and coat hooks
  - Plumbing – clear blockages from sink traps, toilets, flushers, drains and kitchen. Adjust and replace of tap washers.
  - Glazing – Board up broken windows, replace glass
  - Inspect and repair all fences, gates, latches, walls, steps, lights etc
  - Lights – clean light fittings, replace fluorescent tubes, bulbs, fuses, starters, reflectors and diffusers.
  - Clean roller shutters, soffits and bargeboards
  - Make secure all carpets and remove/or remove safe threshold strips.
  - Clean external notice boards and school signage
  - Maintain electrical appliances such as hoovers, regularly clean filters.

- Assist with classroom and entrance hall displays as requested
- Annual overhaul school hall floor. Strip, apply lacquer to re-seal either worn areas or whole floor
- Keep paths and entrances clear to ensure safe pedestrian access to the school and grounds in adverse weather conditions (eg snow clearing, gritting).
- Cut back brambles, sweep leaves and low tree foliage to keep footpaths and play equipment clear of trip hazards.
- Keep gullies, guttering and drains clean and free from debris. Keep all hard surfaces free of moss.
- Ensure outside areas are kept free from litter, sweep leaves, empty bins etc
- Litter pick around site regularly and remove all debris from paths, play areas, grassed areas, flower beds and entrances
- Maintain Premises staff storage area and cupboards in a clean and tidy condition. Ensure that the boiler house is tidy and that no flammable material is stored there.
- Adhere to all health and safety regulations.
- Keep up to date with relevant training such as health and safety and safeguarding procedures.
- Act as a role model adopting personal standards of behaviour with Trust staff, Trust pupils and the wider community which support the highest possible standards putting children at the centre of everything you do.
- Be aware of health and safety issues within the Trust and its individual schools and how they impact of pupils, staff and visitors to the school Maintain confidentiality and discretion in all aspects of work.
- Our Community Multi Academy Trust is committed to safeguarding and promoting the welfare of children.

Any other work requested by, and deemed appropriate by, strategic leaders.

**This Role is subject to an enhanced DBS check**

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

# Person Specification

Applicants should describe in their application how they meet these criteria.

	Essential	Desirable
Qualifications / Education		<ul style="list-style-type: none"> <li>Level 2 Diploma (or equivalent) and proficient technical and practical skills</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of using a range of basic tools and machinery eg cleaning equipment, hand held tools, gardening equipment</li> <li>Basic DIY skills and the ability to undertake small scale decoration, repair and DIY tasks</li> <li>Written and numeric skills in order to complete records and reports</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of health and safety procedures relevant to the job such as:               <ul style="list-style-type: none"> <li>Manual handling</li> <li>Safe use of machinery and equipment</li> <li>COSHH</li> <li>Water hygiene practice</li> <li>Fire Safety</li> <li>Hazard materials</li> <li>Lone working procedures</li> </ul> </li> </ul>
Skills	<ul style="list-style-type: none"> <li>Demonstrably responsible, honest and reliable</li> <li>Able to work flexibly and enjoy a varied routine</li> <li>Good communication and organisational skills (written and oral)</li> <li>Customer friendly nature with a tactful, professional and flexible approach</li> <li>Able to manage own time effectively and prioritise workload and to identify which problems should be referred to line manager/senior leaders</li> <li>Able to work as part of a team and to agreed targets</li> <li>Able to maintain accurate and timely records</li> <li>Able to recognise and to deal with emergency situations</li> <li>Able to use maintenance and cleaning machinery</li> </ul>	<ul style="list-style-type: none"> <li>Methodical and organised approach to work</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>Able to maintain confidentiality</li> <li>Flexible and responsive to change</li> <li>Self-motivated and pro-active</li> <li>Appropriate levels of personal presentation</li> <li>Good sense of humour</li> <li>Diplomatic and resourceful</li> <li>Positive/can do approach</li> <li>Good time keeping and attendance</li> <li>Loyalty – act as an ambassador for the Trust with visitors and all members of Trust community</li> </ul>	

Values	<ul style="list-style-type: none"><li>• Commitment to school's aims and values</li><li>• Commitment to continuous personal development</li><li>• Honest and reliable, displays integrity and commitment to the Trust</li><li>• Champion for children – establish positive relationships with Trust children, their families and staff so that pupils see all staff groups as integral and vital parts of the school family</li></ul>	
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# Our Community Multi Academy Overview

We believe that the success of an organisation is rooted in the quality of its leadership. In Our Community Multi Academy Trust we believe that leaders who uphold the core values of the Trust and demonstrate the leadership principles as listed below will enjoy the greatest success within their schools.

We believe exemplary leadership is rooted within our three core values. We want our leaders to be:

1. Inclusive Leaders
2. Compassionate Leaders
3. Community Leaders



# OCMAT Leadership Principles

## **The Inclusive Leader:**

- Will hold and maintain the highest educational standards for all children
- Will welcome all children and staff to our schools equally
- Will make reasonable adjustments to enable/ensure all pupils to have equitable access to an enriching, broad and balanced curriculum
- Will adhere to the principles of the SEND Code of practice
- Will ensure that their school is an accessible educational environment for all pupils, staff, governors, parents and visitors alike.
- Fosters a culture where all stakeholders/staff feel comfortable contributing their ideas and opinions, ensuring that all voices are heard and valued.
- Upholds and champions British values and protective characteristics, creating a culture of respect, equality and diversity.

## **The Compassionate Leader:**

- Will show empathy with children, staff and families through their leadership behaviours
- Will act with fairness and consistency at all times
- Will give credit where it is due and show appreciation for the efforts of every member of staff
- Will not be afraid to make mistakes and will show their own vulnerabilities
- Will go above and beyond to recruit and retain good staff
- Will be unconditionally inclusive
- Will have courageous conversations
- Will be reflective on their own professional practice and be receptive to advice offered.

**The Community Leader:**

- Will be highly visible within their own school setting and the local community
- Will be accountable for their actions and decisions
- Will act with integrity, drawing on their values to guide their decisions
- Will empower and enable staff by leading by example
- Will positively promote the Trust and school at all times

**We will ultimately achieve this through being Collaborative leaders**

**The Collaborative Leader:**

- Will articulate a clear vision for their school which is understood and acted upon by all staff, pupils and families
- Will engage in and promote all Trust wide activities – working in a positive partnership with all Trust staff.
- Will unconditionally work with other professionals both within and outside of the Trust for the greater good of our children
- Will display commitment to their staff and school priorities, resulting in high staff morale.
- Will motivate their staff with passion, enthusiasm and inspiration making staff feel valued for their contribution to the school and the Trust.

## Our Schools

### Primary

Borden Church of England Primary School, ME9 8JS

Bredgar Church of England Primary School, ME9 8HB

Dymchurch Primary School, TN29 0LE

Lydd Primary School, TN29 9HW

Lynsted & Norton Primary School, ME9 0RL

Milstead & Frinsted Church of England Primary School, ME9 0SJ

Minterne Junior School, ME10 1SB

Petham Primary School, CT4 5RD

Selling Church of England Primary School, ME13 9RQ

The Oaks Infant School, ME10 1GL

## Trust Central Team

### Central Support Team

*(based at Lynsted & Norton Primary School)*

Human Resources Team

Finance Team

Business Support & Management Information Team

Marketing Team

ICT Support

Trust Executive Team - School Improvement

Inclusion Executive Officer

Standards Executive Officer

# The Application Process

Applications will only be accepted from candidates who complete our application form, CVs will not be accepted. Applicants can apply directly through the Kent-Teach website. Alternatively, please contact [trusthr@ocmat.org.uk](mailto:trusthr@ocmat.org.uk) for a paper application form.

# The Shortlisting and Interview Process

After the closing date for this post, a panel will conduct a shortlisting process. You will be selected for interview based entirely on the contents of your application form and we therefore suggest you read the Job Description and Person Specification fully prior to completing your application.

If your application is shortlisted, the Trust reserves the right to conduct an online search as part of our safer recruitment checks in line with KCSIE guidance. Any relevant information found with regards to a candidate's suitability to work with children will be discussed at interview.

Candidates selected for interview will be informed.

All candidates who are invited to interview must bring the following original documents:

- Documents to evidence right to work in the UK
- Visual identification which includes a photograph (driving licence or passport)
- Documentary proof of current name and address
- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of 2 satisfactory references in line with KCSIE, one or if applicable, both of which must be your most recent employer and/or most recent childcare setting
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check and appropriate checks that may be required if you have worked or been resident overseas in the past five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held an employed teaching role

## Safeguarding

OCMAT has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## Retention of Information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system six months from the date of interview or submission date of application if not successful for interview, in accordance with our retention or records procedure.

Please visit the OCMAT website for all Trust Policies: [www.ocmat.org.uk](http://www.ocmat.org.uk)



Mr David Whitehead, CEO, Our Community Multi Academy Trust  
 c/o Lynsted & Norton Primary School  
 Lynsted Lane  
 Sittingbourne  
 Kent  
 ME9 0RL

Company No: 10842747