



WESTLANDS SCHOOL

Recruitment Pack

Site Assistant



Westlands Avenue

Sittingbourne

Kent

ME10 1PF

Job Description

Job Title: Site Assistant

Grade: SAT 4

Responsible to: Site Manager

Main duties and responsibilities (Accountabilities):

1. Maintain security of the site, i.e. opening and closing of the premises including those for lettings, fixing and reporting any problems, attend to all contractors visiting or working on site, to ensure a safe environment and liaising with line manager as appropriate
2. Act as a designated key holder, providing out of hours and emergency access to the school site on occasion
3. Undertake general repairs and maintenance around the establishment, inside and out, including decorating, litter picking, repairs on furnishings and buildings, including woodwork to ensure a safe environment is maintained,
4. Ensure resources such as cleaning supplies and equipment are stored and maintained appropriately
5. Support the cleaning team by covering for absences, in general cleaning, i.e. buffing/polishing floors, cleaning windows and toilets to maintain a tidy appearance across the site
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms) to ensure the day to day needs of the establishment are met
7. Undertake general portering duties, including moving furniture and equipment within the school, to ensure supplies are correctly handled and appropriately delivered
8. Perform duties in line with health and safety regulations (including COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
9. Ability to work within set timeframes.
10. Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
11. Facilitate school events and external lettings and carry out associated tasks, in line with local agreements
12. Deputise for the Site Manager in periods of absence, sometimes at short notice

Responsibility for some of the above duties will be negotiated in consultation with other members of our current highly skilled team.

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. 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 this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification

Job Title: Site Assistant

Grade: SAT 4

Responsible to: Site Manager

	Essential	Desirable
Qualifications	Proficient technical and practical skills	
Experience	<p>Experience of working in a school or maintenance/building industry</p> <p>Willingness to undertake appropriate training and professional development</p> <p>Clean current driving licence</p>	<p>Experience within the construction or maintenance industries</p> <p>Evidence of relevant training e.g. asbestos awareness, water hygiene</p> <p>Evidence of Health & Safety training, e.g. working at heights, COSHH</p> <p>First Aid training</p>
Knowledge and Skills	<p>Able to carry out maintenance and other practical tasks, such as basic plumbing, decorating and deep cleaning</p> <p>Able to identify changes required to work routines and act upon them</p> <p>Able to deal with everyday problems and to identify which problems should be referred to line manager</p> <p>Able to recognise and to deal with emergency situations</p>	<p>Ability to maintain accurate and timely records as required by the role e.g. contractors' schedules, etc.</p> <p>Ability to listen, observe and contribute to discussions as required for the role</p> <p>Ability to influence, encourage, persuade and negotiate with others to achieve desired results (e.g. to diffuse bad behaviour, to ensure work is carried out in accordance with plans, etc.)</p>

	<p>Receptive to information being communicated (which can be non-verbal), contribute to its interpretation and pass on to others as appropriate</p> <p>Basic written and numeric skills</p> <p>Basic ICT skills</p>	<p>Proficient level of DIY skills.</p>
<p>Personal qualities</p>	<p>Strong work ethic and capacity for hard work</p> <p>Ability to relate well to colleagues and pupils</p> <p>Flexibility in approach to completion of work</p> <p>Ability to work under pressure and meet strict deadlines</p> <p>Generosity of spirit and a good sense of humour</p> <p>Ability to undertake work minimising disruption to others, ensuring tasks are carried through to completion</p>	<p>Knowledge and a genuine interest in educational issues and how they apply to this school</p>

Letter from Jon Whitcombe – Trust Principal

Dear Applicant,

Thank you for your interest in this role within Swale Academies Trust.

Since its creation in September 2010 Swale Academies Trust has become a strong and successful school improvement service, specialising in taking schools in Ofsted category and turning them into good schools. A glance at our most recent Ofsted reports will point to the effectiveness of the Trust in bringing about change and providing and enabling excellent leadership. First and foremost, Swale Academies Trust is about the provision and development of high quality leadership and management.

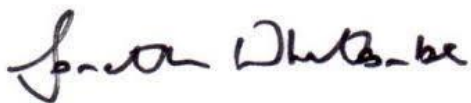
We don't seek to clone schools that deliver education in a regimented manner. Rather, we value the development in our schools of a spirit of enquiry and action research that provides the best possible education that is right for pupils in a local setting. We do, however, collectively value and strive for all pupils to produce work which showcases their development over time of which they, their teachers and support staff and parents can be really proud.

Our ambition is driven by enabling schools and children to succeed. We have a wide range of excellent and highly accomplished senior leaders who lead with a sense of purpose, charisma and a set of shared values. The Trust is fortunate to be overseen by a Board of Directors who share leaders' values and who provide the highest quality challenge and support.

We are proud of our schools and strive for a sense of shared pride in the achievements of all of our students.

We look forward to receiving your application.

Yours sincerely,

A handwritten signature in black ink that reads "Jon Whitcombe". The signature is written in a cursive style with a large initial 'J' and 'W'.

Jon Whitcombe
Trust Principal

Welcome from Christina Honess – Head of School

Dear Applicant

Thank you for your enquiry about this vacancy.

Should you wish to apply I would be grateful if you could complete the application form, which can be found online on Kent Teach and return it with a covering letter outlining how you meet the requirements of the person specification and job description.

Westlands School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS Checks

As a school dedicated to the principle of equal opportunities we aim to ensure that staff recruitment is fair and open to all regardless of age, social class, disability, religion, ethnic origin or sexual orientation within the context of a detailed person specification.

I look forward to receiving your application.

In view of the large number of applications received we are unable to reply to each applicant individually. If you have had no response from us within four weeks of the closing date, please assume you have been unsuccessful. Please be assured however that each application will be carefully considered.

Thank you for your interest in Westlands School

Yours sincerely

A handwritten signature in black ink, appearing to read 'Christina Honess', written in a cursive style.

Miss C Honess
Head of School

Swale Academies Trust

The Swale Academies Trust based in Kent came into being in September 2010 as one of the first few Academy Converter Schools based around Westlands School in Sittingbourne. As a National Support School and an Academy Sponsor, Westlands and Swale Academies Trust have developed into one of the South East's leading Academy Sponsors, currently consisting of seven secondary schools and ten primary schools. The Trust provides support for other schools, located in Kent and East Sussex.



As the Trust has grown and developed we continue to ensure that effective school support and leadership is maintained. Most of the schools that join us have had inherent weaknesses and challenges that need to be addressed. This involves intensive support and considerable levels of experience and intervention. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

Swale Academies Trust – Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne
- Peacehaven Community School, Peacehaven

Secondary

- Causeway School, Eastbourne
- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Sittingbourne School, Sittingbourne
- The Eastbourne Academy, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Ashdown House, Sittingbourne

SWALE ACADEMIES TRUST SAFEGUARDING POSITION

Introduction and Ethos

Swale Academies Trust is a community and all those directly connected (staff, governors, parents, families and pupils) have an essential role to play in making it safe and secure. All schools within the Trust recognise their moral and statutory responsibility to safeguard and promote the welfare of all children.

Trust Schools recognise the importance of providing an ethos and environment within school that will help children to feel safe, secure and respected; encourage them to talk openly; and enable them to feel confident that they will be listened to. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive effective support, protection and justice.

The Trust core safeguarding principles are:

- It is a whole school responsibility to safeguard and promote the welfare of children
- All children (defined as those up to the age of 18) regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection
- All children have a right to be heard and to have their wishes and feelings taken into account
- All staff understand safe professional practice and adhere to our code of conduct and other associated policies
- All staff have a responsibility to recognise vulnerability in children and act on any concern in accordance with this guidance

There are four main elements to our safeguarding policy:

- Prevention (e.g. positive, supportive, safe school culture, curriculum and pastoral opportunities for children, safer recruitment procedures)
- Protection (by following the agreed procedures, ensuring all staff are trained and supported to respond appropriately and sensitively to safeguarding concerns)
- Support (for all pupils, parents and staff, and where appropriate specific intervention for those who may be at risk of harm)
- Working with parents and other agencies (to ensure appropriate communications and actions are undertaken)

The procedures contained in our policy apply to all staff and governors and are consistent with those of each school's local safeguarding boards.

Recruitment of ex-offenders

The Trust has a written policy on the recruitment of ex-offenders, which is available on the Trust website under policies and documents.

The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on the [Kent-Teach](#) website and all electronic application should be made via this route. Alternatively, completed forms can be sent by post to the following address:

HR Team
Swale Academies Trust
Ashdown House
Johnson Road
Sittingbourne
Kent
ME10 1JS

The Shortlisting and Interview Process

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

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

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

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any 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 two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous 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 a teaching role in past employment.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold. This can be downloaded here:

<https://www.swale.at/page/?title=Privacy+Notice&pid=33>

