



Ark Evelyn Grace Academy



Premises Assistant

Ark Evelyn Grace Academy

"Cleverer and kinder every day"

Start date: January 2021

Salary: Competitive

Location: Brixton, London

Nearest Tube station: Brixton (Victoria)

Deadline: 18th January 2021

Interviews: TBC

We believe education is transformational. That is why what we do matters and why we are always seeking to improve our practice. As Premises Assistant at Evelyn Grace you will join me and together, we will shape and develop our academy, and thereby realise our ambitions in building an outstanding school.

Teaching is indeed a noble profession and to teach in a disadvantaged context is nobler still. However, to simply turn up and teach is never enough. Education is only transformational if every student has a consistent diet of six great lessons every single day. Great schools develop great teachers so that all students might secure the very best outcomes in their chosen subjects. Only then will our students be able to leave this school and compete for the very best positions in their chosen career.

I intend for Evelyn Grace to be the school of choice in the local community, whose reputation is centred on great teaching, exemplary behaviour and unrivalled opportunities beyond the classroom. This will only be achieved through our collective efforts.

As teachers we know that there is no substitute for hard work and this, above all else, will help our students understand and achieve excellence. We will help each student gain a firm knowledge and understanding so that the passion for their subjects grows and matches that of every one of us.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping our students become cleverer and kinder every day. We believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, the Academy offers a rigorous curriculum and a broad enrichment programme for students at all key stages.

Schools are not just a place of learning; they are a journey of self-discovery, intellectual enquiry and growth. That should be as true for every member of staff as it is our students. However, this goal is only possible if we work consistently and in harmony.

Join us in providing excellence for all.

Yours faithfully,



Tim Dainty

Principal

Job Description: Premises Assistant

Reports to: Site Manager

Start date: January 2021

Salary: Competitive

The Role

As Site Assistant, you will play an integral role on the team responsible for ensuring Ark Evelyn Grace 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.

Key responsibilities

Buildings and Grounds Maintenance

- Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
- Keep all areas clean, safe, appropriately stocked and ready for use
- Undertake various portering, furniture moves and delivery duties around site
- Cleaning graffiti on site
- Litter Picking around the sites
- Check and Ensure drains and gullies are free flowing and clean
- To clean toilets, urinals, hand basins, sinks, baths, showers and drinking fountains.
- Report any defects of buildings, furniture, fittings and equipment to the Site Manager
- Remove snow and other obstructions from main entrances, steps, paths etc. maintaining adequate stocks of salt and sand
- Set up lunch halls and clear out immediately after lunch
- Oversee the daily contract cleaning, meeting regularly with the Cleaning Supervisor and organising deep cleans and ad hoc cleaning cover as required

Health, Safety and Security

- Work with the Site Manager to ensure compliance with Health and Safety legislation and guidance so far as it relates to this post
- Act as an academy first aider
- Work with the Site Manager in conducting routine inspections and keeping records
- Report and make safe any hazards on site (internal and external)
- Work with the Site Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use
- Work with the Site Manager to ensure the general security of the buildings and grounds
- Be a key holder for the academy site (*The post holder may be called outside of normal working hours to deal with security problems or for emergency repairs*)
- Ensure that goods in are offloaded and stored or delivered promptly and check receipt of goods against delivery notes for accuracy
- Check and attend fire related hazards and alarms
- To be able to be a keyholder for the site and respond to intruder alarms when needed

Lettings (where required)

- Oversee lettings during the evenings, ensuring that rooms are adequately set up 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, following the opening and closing procedure

- Undertake reception duties, answering the phone, greeting visitors, ensuring DBS requirements are adhered to where required.

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.

Personal Specification: Premises Assistant

Qualification Criteria

- Right to work in the UK
- Relevant trade qualification desirable

Knowledge, Skills and Experience

- Experience of building maintenance or other relevant experience
- 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.

Behaviours

- Genuine passion for and a belief in the potential of every student
- Deep commitment to the Ark mission of providing an excellent education to every student, regardless of background
- Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
- Strong commitment to providing a high quality service
- Communicates tactfully and effectively with people at varying levels
- Willing to work varied shift patterns and be on called for emergencies

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