

Job Description: Site Assistant

Reporting to: Site Manager

Location: Ark Kings Academy Secondary Phase, Shannon Road, Birmingham, B38 9DE

Contract: Permanent

Working hours: 38.5 hours per week, Mon – Thurs: 8am–4pm and Fri: 8am – 3:30pm including 30-minute lunch

Salary: Ark Support Scale 5: Pay Points 5-12 (£21,575 -£22,570) per annum

Start Date: January 2023

At ARK Kings Academy we take safeguarding very seriously. All adults who regularly work on our site are required to undergo a Disclosure and Barring Service (DBS) check to prevent unsuitable people from working with students.

The Role

As Site Assistant, you will play an integral role on the team responsible for ensuring Ark Kings Academy is a safe, inviting and positive learning environment for pupils, 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
- Deliver goods around the academy as required
- Report any defects of buildings, furniture, fittings and equipment to the Site Manager
- 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

- Undertake safeguarding training and commit to the safeguarding of children at Ark Kings
- 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 both academy sites (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

Other

- Interact with parents and carers in a professional manner and refer any queries to the academy leadership team
- 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: Site Assistant

Qualifications

- 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

- The post holder must be able to meet the physical demands of the role
- Willingness to undertake training
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).