



## Premises Assistant

**Contract Type: Permanent – All Year Round**  
**Shift Pattern:**

- **Monday to Friday rotating: 6am - 2pm, 8am - 4pm, 10am - 6pm and 12pm - 8pm**
- **Saturday: Once every 4 weeks, 8am – 4pm**

**Required as soon as possible**

**Ark Walworth Academy is a thriving school in the heart of central London. We serve a vibrant, diverse community in Zone 2, with excellent access to all the city has to offer for students and staff alike.**

We are currently seeking a hardworking and reliable individual for the role of Premises Assistant. The Premises Assistant will play an integral role in ensuring the Academy is a safe and inviting environment for students, staff and visitors. The ideal candidate will be enthusiastic with great practical skills and excellent customer service. Experience with general day to day maintenance is essential and a specialism in a particular trade such as plumbing, electrical work or similar would be advantageous.

**Our staff are:**

- Committed, enthusiastic practitioners seeking to support excellent progress for our students
- Educators who aspire to the highest standards of [behaviour](#), [academic success](#), and wellbeing for all in our community
- [Resilient](#), reflective and thoughtful professionals, seeking to develop themselves with us

**In return, we offer:**

- An externally recognised progression route with the support of a [nationally recognised network](#)
- Dedicated Network Leads for subjects and areas, providing cutting-edge training and development opportunities
- A fully accessible, well resourced, multi-million pound building in which to practice, accessible via various transport links, including train, tube and bus services from Elephant and Castle, as well as bus links from London Bridge and Tower Bridge





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- A school community with a genuine family ethos, investing in staff wellbeing with sports and events
- Varied routes into teaching and industry-recognised professional qualifications (Ark Teacher Training, PGCE, Teach First, Now Teach, NPQML, NPQSL, BA and Masters programmes)
- A comprehensive support and induction programme for all staff including *accommodation in zone 2 available for NQTs and trainees*.
- A dedicated Employee Assistance and benefits package from Ark Rewards

Applications will be reviewed on a rolling basis so early applications are encouraged.

**We look forward to receiving your application.**



## Job Description: Premises Assistant

<b>Reporting to:</b>	<b>Premises Manager</b>
<b>Location:</b>	<b>Ark Walworth Academy</b>
<b>Contract:</b>	<b>Permanent – All Year Round</b>
<b>Working Pattern:</b>	<b>Full Time</b>
<b>Salary:</b>	<b>Ark Support 5</b>

### 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
- Act as an academy first aider
- 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



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- 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

## 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

- Relevant first aid qualification or willingness to undergo first aid training
- 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, detailed orientated and able to multitask 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
- The post holder must be willing to work the variable shift pattern in place, which includes evenings and weekends, and be able to deal with emergencies outside of core hours.
- Willingness to undertake training
- This post is subject to an enhanced DBS check



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*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*This job description is reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*

*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.*

*Ark Schools is committed to eliminating discrimination and encouraging diversity amongst our employees. We endeavor to build a workforce that will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination. The appointment and recruitment procedure must always be applied fairly and in accordance with employment law and the Ark Schools Equal Opportunities Policy*

***Please note: Ark Walworth Academy is committed to the safety and protection of its students. Walworth is a non-smoking environment.***