

## Site Assistant

*An all-through school, transforming daily the lives of our students*

In 2015, Ark Kings Academy was named as the most improved academy in the country, and was rated 'Good' in all areas by Ofsted in October 2016. In 2017, we were lucky enough to be moved into our brand-new school building (home to several impressive new facilities), and this has enabled us to continue our journey towards becoming a school of excellence.

To apply please visit our website: <http://arkonline.org/careers>

**Reporting to:** Site Manager

**Start date:** As soon as possible

**Location:** Ark Kings Academy

**Contract:** Permanent

**Hours:** 36 hours per week, AM shift and PM shift, all year round

**Salary:** Ark Support Scale 5: Pay Points 15-22 (£17,972-£21,285)

**Closing date:** Friday 22<sup>nd</sup> February 2019 at 10:00am

## Job Description: Site Assistant

### 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 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
- 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

- 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

### **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**

- Carry out any other reasonable tasks as directed by the Site Manager or Site Supervisor

## **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.

### **Personal Characteristics**

- 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 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.*