

SITE ASSISTANT - SEPTEMBER START

This is an amazing opportunity to join a brand-new primary school at the very beginning of an exciting journey. Watling Primary opened in September 2023 as the first primary school in The Denbigh Alliance MAT. The Trust values of Care, Education and Opportunity underpin the Watling Primary School ethos.

Job title:	Site Assistant
Start date:	September 2024
Contract type:	Part-time, permanent (20 hours a week, 8:00 - 12:00pm)
Salary:	£22,737 - £24,294 FTE £11,344 - £12,121 actual salary
Application deadline:	Friday 12 th July 2024
Interview date:	Candidates will be contacted directly to arrange interview dates

Visits to our school are welcomed. If you would like to arrange a short visit to our school to meet with our Site Supervisor, please contact the main school office. Our contact details can be found on our website.

Applications for this role can be made on the MyNewTerm website by visiting:

<https://mynewterm.com/jobs/481285136/EDV-2024-WPS-04489>

We opened the doors to Watling Primary School in September 2023 for children in Reception, Year 1 and Year 2. The next exciting phase of our development will see our Nursery open in September 2024.

At full capacity, our Nursery will accommodate 39 children. The school itself will be a 3-form entry primary with places for 630 pupils.

At Watling Primary School we strive to give children an education that will prepare them for a future we can't even begin to imagine. In addition to all the other Primary National Curriculum subjects, we have a focus on developing STEM capabilities (Science, Technology, Engineering and Maths).

The holistic growth of every child through play, exploration, supported risk-taking and opportunities to make connections with the natural world forms an integral part of our curriculum. For this reason, learning outdoors in our Forest School is a key part of our provision.

We are looking for staff who are keen to be actively involved in all aspects of school development and who are not afraid to try something new. A great deal of autonomy will be given to the right candidates and they will have ample opportunities to really showcase their talents. As new roles become available in the school, staff who are on board from the beginning of the journey will be in a favourable position to put themselves forwards for these exciting opportunities.

Are you looking for...

The opportunity to join a new school at the start of an exciting journey?

A close working relationship with a small team of like-minded individuals?

An opportunity to shape the strategic direction of the school, working closely alongside the Headteacher and other members of the existing team?

Access to a wide range of roles in order to gain new skills and experiences?

Extensive opportunities for career progression that will occur naturally as the school grows?

We can offer you...

Reduced rates for staff who have children attending our school at our W@W Club (before and after school wraparound provision).

A commitment to continuing professional development, succession planning and extensive opportunities for career progression.

A focus on staff well-being and creating a positive learning environment for all members of the school community.

An opportunity to be brave and try innovative ways of delivering excellence in education.

A brand-new school environment with a focus on sustainability and eco principles e.g. solar panels, intelligent lighting, air source heat pumps, etc.

Dedicated Forest School provision.

Outdoor areas including playing fields, Multi Use Gym Areas (MUGA), sensory landscaping, hard and soft play areas.

Designated internal areas e.g. STEM Room, Arts Studio, Sensory Room, group work rooms, stunning library area, purpose-designed staff room and separate staff work room.

The Denbigh Alliance is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS check and online search is required for all successful applicants.

JOB DESCRIPTION

Role Title	Department	Reports to
Site Assistant	Site	Site Supervisor

PURPOSE

Maintain clean, safe and secure school premises, including buildings and grounds.

Carry out cleaning, handyman activities, routine maintenance and refurbishment, portage, and minor repairs.

Assist with the supervision of external contractors.

Promote health and safety around the school.

To carry out any other reasonable requests, at the discretion of the Headteacher, to meet the changing demands of the school.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

General duties

Carry out the day-to-day security and maintenance of the school buildings, fixtures and fittings, grounds, plant and machinery.

Provide a safe, secure, clean, welcoming and stimulating environment for all members of the school community.

Ensure that all health and safety requirements are complied with.

Assist in planning and preparation for lettings and out-of-hours school events e.g. setting up, dismantling of furniture and equipment, etc.

Carry out portage duties, such as moving furniture and equipment around the school.

Assist in monitoring the work of contractors, ensuring high standards of work at all times.

Sustainability

In line with the sustainability principles of the school, support with arrangements for recycling, monitoring of water and energy consumption and promote efficient and sustainable practice.

Identify opportunities for further sustainable development linked to the site and premises.

Cleaning

Oversee the work of the external contract cleaning staff and carry out daily cleaning and ad-hoc duties, such as litter picking, cleaning up spillages in an emergency and arranging the disposal of waste.

Assist with arranging and overseeing an annual deep clean of classrooms, staffrooms, kitchen, dining areas, office spaces and other frequently used spaces on school premises.

Take responsibility for the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels.

Security

As a key holder, take responsibility for the security of the school, maintaining a rigorous routine of locking and unlocking of the building and grounds (including out-of-hours when necessary).

Set security alarm systems, report any potential security breaches, and respond to any alarms or other call-outs following agreed procedures.

Assist in ensuring that emergency calls outside of normal school hours are addressed and resolved efficiently.

Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned.

Health and safety

Undergo all relevant training e.g. PAT testing, Manual Handling, Working at Height, Health and Safety.

Promote and demonstrate health and safety regulations and safe working behaviour, acting as a model of best practice to other members of the school community, including external contractors.

Assist in ensuring the school is legally compliant with statutory inspections and maintenance (including, but not limited to, legionella, fire, PAT testing, play equipment, safety equipment, etc.)

Assist with weekly testing of the fire alarms, ensuring equipment is maintained and checked regularly and manage fire evacuation practices.

Provide safe access to the school in adverse weather conditions.

Ensure contractors and external visitors comply with security and health and safety while on school premises.

Comply with health and safety policies and any school-specific procedures to promote the safety and wellbeing of all members of the school community.

Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment.

Security

Control access to the school in line with the school's safeguarding procedures, including signing-in visitors, checking identification as necessary, issuing passes and notifying visitors of safeguarding and safety procedures.

Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

Professional development

Take part in the school's appraisal and performance management procedures.

Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve.

Seek out opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community.

Show commitment to the development and promotion of a learning community for all.

Working with colleagues and other relevant professionals

Develop effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community.

Liaise with colleagues in other schools, sharing knowledge and expertise and working collaboratively.

Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Maintain high levels of confidentiality and act with integrity at all times.

Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently.

Maintain high standards of attendance and punctuality.

Promote equality and treat everyone with fairness and dignity.

Adhere consistently to the Watling Primary School Staff Code of Conduct.

Safeguarding and Child Protection

Actively promote and safeguard the welfare of ALL members of the school community.

Consistently follow the school policies on safeguarding and child protection.

Keep up to date with developments in safeguarding and child protection.

PERSON SPECIFICATION

E – Essential

D – Desirable

Qualifications/Education	<p>Relevant training e.g. COSHH, Health and Safety, Working at Height, Manual Handling. PAT testing (D)</p> <p>First Aid training, or a willingness to complete this (D)</p>
Experience	<p>Previous experience of working in a similar role in a school environment or other educational setting. (D)</p> <p>Experience of caretaking, building maintenance, cleaning work and general DIY. (D)</p> <p>Experience of maintaining buildings, grounds, plant and machinery. (D)</p> <p>Experience of working with external contractors. (D)</p>
Knowledge and skills	<p>Basic DIY and building maintenance skills. (E)</p> <p>Good knowledge of health and safety and security regulations in schools. (E)</p> <p>The ability to work flexibly, independently and as part of a team. (E)</p> <p>The ability to plan, organise and prioritise, responding quickly and effectively to issues that arise. (E)</p> <p>High standards of oral and written communications skills. (E)</p> <p>The ability to plan, organise and prioritise to meet deadlines and to work under pressure. (E)</p> <p>The ability to use own initiative and take action accordingly. (E)</p> <p>Excellent attention to detail. (E)</p> <p>Competent user of IT packages, including word processing and spreadsheets. (D)</p> <p>A sound understanding of data protection and confidentiality. (E)</p> <p>Knowledge and understanding of the importance of equal opportunities, multicultural education and inclusion. (E)</p> <p>Knowledge of legal requirements, national policy and guidance on the safeguarding of children. (E)</p>
Physical requirements	<p>Reasonable levels of fitness to be able to effectively carry out the duties of the job. (E)</p> <p>Ability to carry out some manual handling and lifting. (E)</p> <p>Ability to safely carry out work at high levels using appropriate equipment. (E)</p>
Particular aptitudes Personal skills	<p>An alignment with the values of The Watling Way. (E)</p> <p>High expectations for all members of the school community and the tenacity to challenge this if appropriate. (E)</p> <p>A commitment to developing respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment. (E)</p>

	<p>An ability to maintain high levels of energy and enthusiasm towards your own role and the overall development of the school. (E)</p> <p>A willingness to take on additional responsibilities and gain valuable experience as the school grows. (D)</p> <p>A brave approach to embracing innovative ways of doing things. (E)</p>
--	---

On call payment

There may be occasions when you are required to attend the school outside of normal opening hours to respond to emergency situations. You will be entitled to a call-out payment, as follows:

Upon acceptance of an emergency phone call, you will receive £10.00

Upon attending the school premises in an emergency between the hours of 6:00am and 6:00pm, you will receive a payment of £50.00 which includes the first hour of work. After this, overtime may be claimed at the relevant rate.

Upon attending the school premises in an emergency between the hours of 6:00pm and 6:00am, you will receive a payment of £150.00 which includes the first three hours of work. After this, overtime may be claimed at the relevant rate.

Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students' well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description

PRINT:

SIGNED:

DATE: