



The Ashcombe School

Site Assistant

June 2019

Post of Site Team Assistant – Fixed Term until 31st August 2020

Thank you for your interest in the post of Site Team Assistant to join our busy, hardworking premises team.

The Ashcombe School is currently undergoing re-building works to facilitate a new Supported Learning Centre for our pupils and we are looking for someone to join us to help maintain these new outstanding facilities along with our existing buildings which are spread over a large site.

We are seeking a committed, enthusiastic and self-motivated team-player with a can do approach to assist with a variety of maintenance, portering, cleaning and security related duties around the School. We are looking for someone who:

- is reliable and able to work as part of a supportive team
- has a calm and friendly approach
- possesses good DIY skills, or a trade
- takes pride in their work and in our school
- is aware of H&S issues
- has the physical ability to carry out manual handling tasks i.e. lifting, climbing and moving items

The role is for 20-24 hours per week over 5 days per week, 52 weeks per year. You will be entitled to 24 days annual leave + bank holidays on starting and is being offered on the SES4 range £17,411 to £20,369 p.a. **Actual salary will be £9,672 - £13,579.** Initially the contract will be fixed term until 31st August 2020. Hours are somewhat negotiable but are likely to include afternoons and early evenings.

If you are interested in applying, please complete the school's support staff application form and return to hr@ashcombe.surrey.sch.uk. If you would like to find out more about the post, please do not hesitate to contact Georgina Stone, Facilities Officer on info@ashcombe.surrey.sch.uk

The closing date for applications is Monday 17th June 2019. We reserve the right to review applications and interview as applications are received, so please apply early.

Candidates selected for interview will be notified by telephone. We do not contact candidates who are not shortlisted.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (formerly Criminal Records Bureau).

Information about the school

The Ashcombe School is a comprehensive school for pupils of all abilities between the ages of 11 and 18 which converted in 2017 by forming a Multi Academy Trust, South East Surrey Schools Education Trust, as a partnership with 2 other like-minded schools to keep the ethos of the school the same.

There are approximately 60 support staff employed by this large comprehensive school, working in the three main areas of curriculum, administrative and premises support.

THE ASHCOMBE SCHOOL

Job Title: Site Team Assistant

Job Purpose: To ensure that the buildings, grounds and services of The Ashcombe School are maintained in a clean, safe and secure manner, in accordance with the requirements of the Headteacher and the Governing Body which will include achieving best value for money.

Accountable to: Facilities Officer and ultimately the Headteacher via Senior Personnel

Key Tasks	Key Responsibilities
<p>GENERAL</p>	<ul style="list-style-type: none"> ● Follow the site schedule, liaising with the Facilities Officer regarding any site team issues, notifying her of any scheduled tasks which have not been completed or which may require intervention. ● Regularly monitor the online helpdesk system in order to prioritise and appropriately schedule and deploy any adhoc maintenance / setup tasks as they arise. Inform the Facilities Officer should a contractor be required.
<p>HEALTH & SAFETY Responsible for monitoring health and safety measures determined by the Governors and Senior Team by:</p>	<ul style="list-style-type: none"> ● Checking the site regularly for any potential Health and Safety issues, taking prompt corrective action where necessary and reporting any defects that require further action to Facilities Officer ● Maintaining equipment in a safe working condition and ensure safe manual handling practices are adhered to ● Providing safe access to buildings and classrooms in the event of adverse weather ● Cleaning up accidental spillages ● Assisting in testing and checks of water, fire safety, trees and PAT ● Arranging for removal of pests ● Being aware of the asbestos audit/register and adhere to this
<p>SECURITY Responsible for the maintenance of security on the site by:</p>	<ul style="list-style-type: none"> ● Carrying out security arrangements for buildings, contents and grounds, ensuring premises are locked and unlocked at appropriate times, preventing trespassing and the parking of unauthorised vehicles within the premises. Attendance at non-regular lettings and weekends where necessary ● Monitoring and operating fire and burglar alarm systems, have key holder responsibility and be a nominated emergency contact ● Monthly check of perimeter fence
<p>REPAIRS AND MAINTENANCE Responsible for ensuring that the buildings, fabric and services of the school are maintained in a state of good order and repair by:</p>	<ul style="list-style-type: none"> ● Undertaking emergency, first line repairs and other repairs/procedures within capability and training. Where requirement falls outside of site team competency, liaise with Facilities Officer re contractor requirements. Examples: <ul style="list-style-type: none"> ○ Plumbing repairs, decorating, basic carpentry, general maintenance and repair of equipment, collecting and disposing of refuse, recording meter readings for gas, water and electricity and portering ● Directing contractors to the site, explaining nature of the repairs, monitoring their performance and inspecting completed work. In addition, ensure that contractors are aware of relevant health and safety measures in force

VEHICLES Responsible for maintenance and safe operation of school vehicles by:	<ul style="list-style-type: none"> • Ensuring the minibuses are in a roadworthy condition at all times • Liaising with Facilities Officer for servicing, repairs and MOT's as appropriate • Ability to drive minibus desirable
OTHER DUTIES	<ul style="list-style-type: none"> • Ensure the staff work area is kept tidy and the environment is safe to use • Ensure safe construction and use of lighting tower and staging

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The person in post may also have to carry out other duties as may be necessary from time to time and would be expected to undertake any reasonable task, as directed by their Line Manager.

The job description is current at the date shown but may be changed following consultation with you by Senior Management to reflect or anticipate changes in the job which are commensurate with the salary and job role.

A site team uniform is provided for all site team members. This should be maintained to a good standard and must be worn at all times.

PERSON SPECIFICATION

In selecting candidates for interview and eventual selection, we will be looking for people with relevant education, skills and experience, and the personal qualities listed below:

Education and Qualifications		
	Essential	Desirable
Basic general education	X	
Recognised training / qualification relating to one or more trades.		X

Skills and experience		
	Essential	Desirable
Experience of working in a team	X	
Knowledge of basic site maintenance		X
Understanding of electrical, gas and water systems		X
Awareness of H&S matters preferably with a a school		X
Basic computer literate	X	

Personal Qualities		
	Essential	Desirable
Good communication skills and the ability to establish good working relationships with a range of people	X	
Proven ability to prioritise and manage workflow	X	
Capacity to undertake extensive manual handling and work in a sometimes physically demanding role throughout the year.	X	
Punctuality and reliability	X	
Flexibility and adaptability	X	
A willingness to learn	X	
A sense of humour and high degree of patience	X	