

CLEEVE PARK SCHOOL
APPOINTMENT OF PREMISES ASSISTANT
INFORMATION ABOUT THE POST

1. Introduction

Applications are invited for the post of Premises Assistant to start as soon as possible. The post holder reports to the Premises Manager and through him/her to the Business Manager and Executive Head Teacher.

Cleeve Park is a large secondary school with around 1000 students situated in an extensive site which must be maintained and developed to a high standard to ensure teaching and learning can take place. The addition of Cleeve Meadow School, a new co-located Free School on our site has led to the need for this additional role in our premises team. Cleeve Meadow School is a SEND school with a capacity of 120 students. Both Cleeve Park and Cleeve Meadow Schools are part of The Kennal Academies Trust (TKAT).

A copy of the job description and person specification for this role is included in this pack. The successful candidate will be a proactive and enthusiastic person who is keen to develop and maintain a safe and positive learning environment for our students and staff. The ability to work as a part of a team and carry out routine duties around the site, plus respond to ad hoc demands as they arise is key to this role.

Under the supervision of the Premises Manager the Premises Assistants cover a range of areas including school security, health and safety regulations, fire procedures, general maintenance, distribution and movement of goods and equipment, use of facilities by external organisations etc.

2. Training

It is expected that the successful candidate will have sufficient expertise to meet the generic requirements of the role. Training will be provided as required in the systems and processes in place. Where appropriate there will be the opportunity to develop general maintenance skills under the leadership of the Premises manager.

There will be a probationary period of six months after which a performance review will take place and the permanent employment of the successful candidate will be confirmed.

3. Hours

This post is full time for 52 weeks of the year on a split shift basis to cover the opening up and locking up of the school. Therefore, the hours are 6am-9.30am then 3pm-6.30pm during term time. School holiday hours will be 8am-4pm, however, some flexibility can be given to hours during school holiday weeks. Flexibility to work additional hours to cover school activities in the evening and at weekends is required with additional hours being paid at the appropriate overtime rate.

www.cleevepark-tkat.org

Cleeve Park School, Bexley Lane
Sidcup, Kent
DA14 4JN

Tel: 020 8302 6418
Fax: 020 8308 1571
Email: enquiries@cleevepark-tkat.org

Executive Headteacher: Mrs J Tyler-Maher BA (HON) NPSH
Head of School: Mrs C Bonner BA (HON)
Company Registration Number: 6455757



4. Salary

Bexley Pay Scale, Band 6.1-6.4 £22,377 - £23,607 (including LW). The starting salary on this Scale will be subject to relevant qualifications and experience and annual increments are related to performance.

Monday to Saturday

Additional hours beyond the standard working week up to and including 40 hours – basic hourly rate

Above 40 hours – time and a quarter of basic hourly rate.

Sundays

All additional hours – time and a half of basic hourly rate

Public Holidays

All additional hours – double basic hourly rate

5. Safeguarding Children

Cleeve Park School is committed to safeguarding and promoting the welfare of our students.

An offer of employment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. Cleeve Park is an equal opportunities employer.

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**CLEEVE PARK SCHOOL
PERSON SPECIFICATION
PREMISES ASSISTANT**

Criterion	Essential	Desirable
1. Education & Qualifications	<p>You will have a sound general education sufficient to meet the operational and intellectual requirements of the post.</p> <p>Evidence of having maintained professional development by seeking further qualifications and/or attending relevant courses or wider experience.</p>	Job related trade or craft qualifications
2. Experience & Skills	<p>Able to assimilate technical and other information</p> <p>General maintenance experience and skills</p>	<p>Paid or voluntary work experience in an education environment at any level</p> <p>Premises experience</p>
3. Communication & Interpersonal Skills	<p>Good interpersonal skills – at ease with people and able to engage with personnel at a variety of levels</p> <p>Good teamwork skills, effective at working with teachers, support staff and managers to understand and meet their needs.</p>	Ability to use e-mail and electronic communication
4. Management Skills	<p>Ability to deal in an appropriate way with difficult situations.</p> <p>Task management skills, able to manage and organise your time.</p> <p>Understanding and awareness of the need for sensitivity and confidentiality when dealing with school matters.</p>	

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<p>5. Attitude & Motivation</p>	<p>Interested in learning about best practice in all aspects of the job and able to apply learning to develop new approaches.</p> <p>Flexible and adaptable in your approach to working in an organisation where unexpected demands can arise at any time.</p>	<p>A self starter who is able to be proactive to establish the school's needs and deliver solutions within agreed deadlines.</p> <p>Committed to own professional development.</p> <p>Able to work independently, organise your own time and exercise initiative at work.</p>
<p>6. Personal Qualities</p>	<p>You will be enthusiastic, sympathetic to the needs of young people, and will enjoy working in a school environment designed to nurture young people through adolescence – with all that this entails!</p> <p>You will be a patient person who gets on well with others and has a good sense of humour.</p> <p>Professional commitment is a strong characterisation of our staff - we will expect you to maintain a low level of absence, a high level of punctuality, and a smart & tidy appearance</p> <p>Able to comply with the Safeguarding Children requirements of the post, including successful completion of an enhanced DBS check</p>	<p>You will have the ability to work under pressure and deal sympathetically and constructively with colleagues who are also working under pressure</p>

Please note that Cleeve Park School has a No Smoking Policy – no one is permitted to smoke on the school premises at any time

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