



MAT Facilities Assistant (Casual)

Post Title:	Facilities Assistant
Contract Type:	Casual
Reporting to:	Deputy MAT Estates and Health & Safety Manager
Salary Range:	Grade B £13.25 per hour (includes 12.07% holiday pay)



The Perins MAT registered office:
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Hampshire SO24 9BS
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Letter from the Headteacher

Dear Applicant

Thank you for showing an interest in this position at Perins School, part of the Perins Multi Academy Trust (MAT).

The successful candidate will have an important contribution to make to our growing and successful school and I hope that you will find the enclosed information helpful.

Perins school vision is clear: for everybody within our community to “Aspire today: inspire tomorrow”. Our students are supported through their Perins Experience, our name for their learning journey, by a proactive staff team who work closely with our learners to develop “Pride in Perins”, a set of values that drive our students to fulfil the three Perins Rights- Right to Learn; Right to be Respected; Right to be Safe, which are embedded in everything that we do.

Perins places individuals central to everything we do, we are committed to the well-being and professional development of all our staff and determined to provide an excellent education for all our students.

Perins School is a large and successful school in Hampshire, which is Ofsted rated ‘Good’, with up to 1200 students on roll. We are a popular, oversubscribed 11-16 school that is highly regarded locally and nationally, drawing from a wide range of primary and junior schools in the Alresford; Winchester; Alton and Basingstoke areas.

Perins is looking for inspirational members of staff who see working with young people as a vocation. You need to be willing to give of your time to build positive working relationships with our student body, involve yourself in the vibrant life of the school and develop opportunities to assist our learners to succeed.

Our extra-curricular offer is outstanding and participating in the plethora of extra-curricular activities available at Perins has proven to be a wonderful experience for all those involved, one which we hope will remain in the memories of our staff and students for the rest of their lives. We have ensured that through a high-quality provision we are known nationally for our sporting teams and activities with over 650 students regularly participating in sporting events outside of the school day. Over the years, we have also enhanced our provision within creative arts. The drama productions have led to a sense of pride rippling through the school- with the Perins Youth Theatre productions being so much more than just a ‘bulk standard school production’. This has resulted in Perins reputation, across the wider community growing exponentially with each drama production we have staged, and the positive feedback we receive year-on-year continues to surpass our expectations.,



We have the highest expectations and aspirations for every member of our school community, with a broad, challenging, and inspiring curriculum, a robust and caring pastoral system, and a commitment to developing a true love of learning. Through your teaching skills and determination, you will be instrumental in working with other likeminded individuals in a team resolved to develop Perins vision for the future and accelerate our progress. You will have the drive and willingness to assist us in realising the ambitions we have for Perins' future and to take advantage of the opportunities ahead.

Our most recent Ofsted report confirms our status as a very good school. We acknowledge however, there is still a developmental journey ahead of us, with delivery of high-quality teaching and learning is pivotal in our future planning. The Trustees, Local Governing Board, Senior Leadership Team, and I are ambitious for all our students to ensure they experience the most outstanding education and achieve the highest possible outcomes that they can achieve.

I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Yours faithfully,

Mark Nevola

Head of School



Perins School :

Thanks to the local philanthropist Henry Perin, Perins School has been educating the youth of Alresford for over 300 years and is one of the oldest schools in the county. Henry Perin died in 1696 leaving funds in his will to build a school in Alresford to educate “19 poor men’s sons”. He stipulated those 6 boys should come from New Alresford, 5 from Old Alresford, 4 from Bishops Sutton and 4 from Cheriton. The school was founded in 1698 and a group of trustees, the rectors from the four parishes, established to oversee the school.

The school was built on the corner of West Street and The Dean in Alresford. The building still stands and is now home to the Shapla Indian restaurant. Perins moved to its current location in 1910 having outgrown the original building though this continued to be used for borders. The new Perins School provided 7 new classrooms including a science laboratory and was seen as a major development in education.

Perins is now a school of approximately 1200 students with 7 feeder schools from the local area, and a large percentage of students travelling from Basingstoke.



Job Purpose:

We are looking for proactive and motivated individuals to contribute to the operational running of the MAT premises for facility bookings, by providing a high standard of customer service provision. You will assist the users of the MAT facilities to gain full benefit and enjoyment from their visit, ensuring participants' safety is maintained.

Key Responsibilities

- Facilitate the safe running of the site, providing access to buildings and upholding security
- Setup and take down equipment as required to facilitate community focused bookings
- Act as a first aider and fire warden if required to those within the MAT facilities
- Undertake tasks as directed by the Estates Team to maintain the facilities
- Assist with facility booking and Estates queries during opening hours offering excellent customer service.
- Observe and follow the Normal Operating Procedures as laid out by the MAT ensuring regulations are followed.
- Check buildings at the end of each shift to ensure they are clear and then lock up
- Provide first aid and record incidents for central reporting
- Respond to alarms and incidents as they arise, following set procedures to resolve or escalate through to completion.
- Maintain cleanliness in customer facing areas throughout the shift, working to assist the cleaning team where required.
- Move sporting equipment where required to facilitate bookings in both internal and external facilities.
- Meeting objectives set by the estates team manager.

Additional Duties

- Attend departmental and other meetings as required
- Take part in any necessary training and accreditation
- Support the MAT's data protection officer with ensuring data protection compliance and helping the school community understand how to comply with GDPR law
- Be committed to the safeguarding and promotion of the welfare of children and young people – Maintain DSL training and liaise and support the safeguarding lead as and when required complete CPOMS reports



- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, equal opportunities, reporting all concerns to an appropriate person

Hours will be set in advance by a line manager to work around the Estates Rota. It may also be necessary to assist on another site should the needs of the MAT dictate. Hours of work/designated lunch times may be subject to change for operational reasons

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the individual will carry out. The post holder may be required to do other duties appropriate to the level of the role, as directed by the Executive Headteacher.

It is the responsibility of the post holder to be proactive in alerting their line manager if there are tasks that need to be done in order to protect the efficient functioning of the school and the safeguarding of the students.

Person Specification

- 1-day HSE First Aid Qualification
- Customer Service experience
- Excellent communication skills
- Ability to learn new systems quickly
- Confident to work on own initiative
- Ability to prioritise and manage tasks to meet deadlines
- Able to work effectively as part of a team
- Working knowledge of Health and Safety – particularly with young people

Applicants who fail to adequately address the relevant criteria in their application form and supporting statement will not be considered.



Benefits:



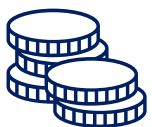
Remuneration All our teaching positions are based on the national teaching scale. If you are a UQT, we will assess your experience, and remunerate appropriately. Support staff salaries are based on HCC grades.



Holiday Our teachers have an additional week in the October half term. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52-week contracts)



Pension Teaching staff benefit from the Teachers' Pension, and Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts We offer a wide range of voluntary discounts via our partners KAARP



Employee Assistance Programme We offer resources and programmes to support your physical, mental and financial wellbeing. We also have a team of Mental Health First Aiders within the MAT who you are able to reach out to should you need to. We also offer an Employee Assistance Programme for those that may need it.



Preschool Reduced preschool fees at Perins Pre School.



After school club reduced fees at Alesford Youth Association's afterschool club based at Sun Hill Junior School



Training We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free onsite gym



Free tea and coffee, and ample staff social areas. Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Guidance on the information you need to include in your application form

In order for you to be considered for the position, it is important that you complete the application form fully. This ensures that all applicants are providing us with the same type of information. Please use the information available to you and your knowledge of the role to assist you in completing the application form. Incomplete application forms will delay our recruitment process.

Employment history

Current Employer

Enter information about your current employer. If this is your first job after school or college, please give details of weekend, evening jobs, or work placements.

Previous employers

Please provide information about all of your previous employers including permanent, temporary or interim roles. To do this, simply add more sections.

You must give a **full** history in chronological order since leaving secondary education, including periods of any post-secondary education / training, part-time and voluntary work. If you have any gaps in your employment, please indicate the reasons for this.

Include full time employment, with start and end dates.

Provide explanations for periods not in employment or education / training and reason.

Formal education

Enter your educational qualifications such as NVQs, GCSEs, O-Levels, A-Levels, AS Levels, Highers, and Degrees. Include all subjects and grades/scores.

Job specific information

The questions in this section will depend on the role you are applying. Ensure you complete all questions.



Safeguarding children and adults

The Perins MAT is committed to safeguarding children and promoting the welfare of children, young people and adults. We expect all employees, workers and volunteers to share this commitment. All our recruitment and selection practices reflect this commitment.

For roles working with children and children's data, we comply with the "Safer Recruitment" national guidelines. Ideally, we will take up references before the interview for these roles; however, we do understand that with some positions this is not always possible. We will always be discrete, and if the role that you are applying for allows, you will have the option to let us know if you do not want us to contact your current employer.

Employment references for Safer Recruitment roles should not be from a colleague. They should be from your manager, supervisor or someone who is in a position of authority. It is our preference that referees are provided from **different** schools if you have worked in school environments previously.

If you are not currently working with children or adults but have done so in the past, it is important that you provide a reference from this employer.