



ELSTOW
SCHOOL

WHY WORK FOR ELSTOW SCHOOL

ABOUT US

We believe that the quality of state primary education in the United Kingdom can be significantly better and are determined to show how.

We therefore strive to show what can be different. As part of Advantage Schools we adopt an outward-facing approach, welcoming colleagues from other schools, and hence we have links with the best performing schools.

Our staff have access to some of the best professional learning in the country, all in the name of very high expectations for pupils and staff.

SAFEGUARDING

'We believe in the safeguarding and welfare of children and expect all staff to share this view.'

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.

The Department of Education (DfE) has set out statutory guidance 'Keeping Children Safe in Education' for schools and colleges on safeguarding. Safeguarding is defined in paragraph 4 as: "Protecting children from maltreatment; preventing impairment of children's health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes."

The definition of 'children' includes everyone under the age of 18.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the school, please contact **HR Recruitment, Jay Powell on 01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. Thank you, we appreciate how much energy goes into it.



MEET OUR LEADERSHIP

Dear Applicant,

Thank you for your interest in the vacancy at Elstow School, part of Advantage Schools. This is an exciting opportunity to join a brilliant forward-thinking team to accelerate the achievement of pupils in the school.

We are a two-form entry school with a great reputation and good outcomes. We believe that 'given the right circumstances, all children are capable of extraordinary things'. We are passionate about ensuring the highest quality of education by means of a fully enriched knowledge-based curriculum, training and development for all staff which embodies a high challenge, low threat ethos, and high expectations of behaviour across the school, supported by SLT.

Our school values of 'We care, we share, we do our best' drive what we do every single day to ensure that we give our pupils the best possible education.

Elstow School is different. If you are able to visit you will see a silent address in the playground at the start of the day. This is focused on our values where we always remind the pupils to "work hard and be nice". We have well-managed pupil behaviour and a strong focus on pastoral and inclusive practice, making our children content and secure in school. Observations of teaching practice and lesson quality are managed through Instructional Leadership, which moves away from the formal hour-long lesson observations three times a year. Assessment of teaching is triangulated by learning wander feedback, including the class environment, data and evidence in books.

The school is open and supervised from 7.30am – 6pm, with the teaching day beginning at 8.25am and finishing at 3.30pm.

I began my role as principal in April 2023. My leadership team and I are highly visible, ensuring we are supportive of teachers and maintain currency in our own practice by teaching ourselves. It is the leadership team that address the whole school every morning and ensure the ethos in the school is productive. Colleagues who visit Elstow love seeing the well managed classes and playgrounds as well as the 'open door' philosophy we have to visitors and observers.

If you would like a confidential discussion about the position or to arrange a visit, please contact Seran Haskins on 01234 302300 or via email shaskins@elstowschool.co.uk. I would be delighted to show you around the school and speak with you prior to/during your application.

Yours sincerely,

Mrs Sarah Ciantar
Principal | Elstow School



VISION



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our children, students and adults cultivate a strong self-belief so that they can flourish and develop into successful, well- rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where children and young adults feel happy, healthy and supported. Our academies will be places of safety, enabling pupils to develop courage, strong ambition and be the best that they can be.

We act honestly and transparently, advocating for pupils even when this causes difficulties.

We work together to share innovative practice and to provide a wealth of opportunities for all pupils and staff.

We focus on the development of all our colleagues through quality recruitment and retention, with excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our Cross-Trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT ELSTOW SCHOOL

OUR APPROACH TO EDUCATION

We believe, given the right circumstances, all children are capable of extraordinary things.

We take our trust values of Aspiration, Respect and Honesty very seriously. They underpin our routines, our curriculum, and what we strive to develop in our pupils. Each week, a whole-school assembly focuses on discussions about the news, about how we do our best, and on ways that we celebrate and reward excellent effort.

We work hard on our culture in which the highest expectations and aspirations surround all of our pupils, delivering on our families' demand for excellent educational opportunities. It is particularly important to us that celebrations include opportunities for parents to be present - and this is through invitations to witness certificates given to children in each class on Friday mornings for achievement and for showing value-driven behaviour. Our children all shake hands to receive their award and teachers delight in explaining to parents why they have been chosen.

In turn, we expect our pupils to work very hard to meet the high expectations that the school and parents have of them. Our aim is that pupils who come to Elstow School break through any barriers and achieve their full potential.

We believe that young people are entitled to access the best that has been thought and said.

So our focus is on what pupils learn. We focus on academic subjects ensuring that by age 11 our pupils are exceptionally knowledgeable.

Our extensive professional learning offer to staff means that we attract and retain some of the best-trained teachers and support staff in the country.

We believe in routine and structure so that our pupils learn a lot, and our teachers are able to teach, uninterrupted by distractions.



STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Staff social events, including 5-a-side football and BBQs



Free eye test vouchers



Refer a friend £500 bonus scheme



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



We are in the process of a big benefit review. Watch this space!



Support for all staff with an experienced licensed counsellor



Cycle to work scheme

CAREER PROGRESSION

Offering all our colleagues the opportunity to progress and flourish within their careers is paramount at Advantage Schools.

To continue our support for all our colleagues we offer the opportunity of professional development by studying for NPQs which are all completely funded and offer tailored middle leader training for those who are eligible.

We also offer CPD through The National College, offering a huge variety of CPD courses to all staff.



EMPLOYEE ASSISTANCE PROGRAMME

All colleagues have access to our Employee Benefits Programme, offering them a huge range of perks from vouchers, to free hot drinks or sausage rolls, from online gym classes to free online movies and a substantial **wellbeing package**.

RECRUITMENT BOOKLET



ELSTOW
SCHOOL



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Site Assistant

Elstow School are seeking a proactive and hands-on Site Assistant to join our dedicated Facilities Team. The ideal candidate for this physically demanding job will be an individual with good handy-person skills and eagerness to carry out the work in an efficient manner.

We are seeking a committed Site Assistant who will carry out general repairs and maintenance, liaise with contractors and suppliers and ensure our school maintains a high level of health and safety.

You will join our friendly and hardworking facilities department to help keep our school safe, clean and in a good state of repair.

Key Duties

- Security of premises
- Portering
- Grounds maintenance
- Heating and lighting
- Driving and vehicle maintenance
- Health & Safety
- Cleaning
- Building maintenance

The successful candidate will have

- Experience of site assistant duties in a general capacity.
- Strong IT skills
- Excellent communication skills
- Ability to problem solve and use own initiative
- Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.
- Substantial knowledge of Health and Safety, including COSHH
- An understanding of safeguarding.
- Willingness to undertake relevant training.

Job Specifics

Start date: asap

Salary: AS 4 -12 £24,704- £28,011 FTE actual pro rata salary £13,316-£15,099

Job role: Permanent, Part-Time, 52 weeks per year (13.5 days holiday per year), 20 hours per week, Monday-Friday 2:30pm-6:30pm

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date.



Site Assistant

Job description

VISION AND PURPOSE

Responsible to the Facilities Lead, Principal or Estates Manager, the postholder will be responsible for the day-to-day functioning of the school, particularly in the areas of:

- Security of premises;
- Portering;
- Grounds maintenance;
- Heating and lighting;
- Driving and vehicle maintenance;
- Health & Safety;
- Cleaning; and
- Building maintenance.

ACCOUNTABLE FOR

1. Security of Premises

Ensuring the school is secure out of working hours;

Following the correct procedures for alarm systems;

Patrolling school premises and property on foot with a view to ensuring the security of areas and providing a visible security presence.

Ensuring all doors and windows are secured and all lights and heaters are switched off after use;

Undertaking the responsibility of keyholder as required;

Ensuring the school is open for students each school day and to persons who have hired the premises for public or private use.

Monitoring, recording and reporting all infringements of school policies to relevant staff.

Monitoring the school CCTV systems in line with data protection procedures and to respond to any incidents, as required. To report any problems or defects with equipment and liaise with the Police as required.



2. Portering

Providing a portering service between and to school departments/areas. Ensuring that parcels are signed for upon receipt and then are correctly delivered to relevant departments/locations. Also ensuring that all other items are moved in a safe and timely manner as directed.

Actioning Site requests as instructed.

Completing any office/classroom moves as required.

Emptying all recycling and waste bins as required.

Setting up rooms as required for school activities e.g. Open Days, exams, parent meetings etc.

3. Grounds maintenance

Keeping all hard landscaped areas, paths, playgrounds and car parks within the premises boundaries free from litter.

Undertaking general grounds maintenance tasks where required, including grass-cutting, hedge trimming etc.

Ensuring safe movements around the school; to clear entrances and pathways of any form of obstruction and during adverse weather conditions clear and treat walkways in the event of ice, snow or any other safety hazard.

4. Heating and lighting

Ensuring that the temperature within the school is maintained at appropriate levels and that all heating and lighting equipment operates efficiently, is regularly maintained with due consideration to energy efficiency. Where appropriate, ensuring adequate supplies of fuel are available to enable continuity of heating.

5. Driving and vehicle maintenance

Driving school vehicles as required (including minibus trips for students), abiding by the Schools insurance and registration requirements for use.

Being responsible for arranging MOT's, road tax and regular services of school vehicles, ensuring, where possible, normal school functions are not impacted.

Keeping a daily mileage record and assist in taking and retrieving vehicles from the service garage, if necessary.

Reporting any vehicle defects, faults, incidents and accidents to the Facilities Lead as soon as discovered.

Being responsible for the cleanliness of the vehicles inside and out.

6. Health & Safety

Carrying out all necessary Health & Safety/compliance checks. Ensuring all appropriate records and documentation are kept in accordance with regulations and as directed by Facilities Lead, Principal or Estates Manager.



Monitoring and maintaining fire safety equipment and ensure that they are fully functional at all times.

Conducting a weekly fire alarm check and provide support and assistance during fire evacuation procedures ensuring that these are in line with current fire regulations and Trust/School policy.

Assisting the Facilities Lead with ensuring that Trust/School Health and Safety policies and procedures are followed in line with legislation, including carrying out statutory checks and recording any findings.

Assisting with risk assessments as required.

Overseeing fire, intruder and bomb evacuations as directed.

Cleaning

Ensuring that standards of cleanliness are maintained within the school including monitoring work of cleaning employees as required and providing cleaning cover for any accidental spillages which may constitute a health hazard or as directed by the Facilities Lead, Principal or Estates Manager.

Ensuring that adequate stocks of cleaning materials are maintained and that they are stored and used in accordance with Health and Safety (COSHH) regulations.

Cleaning the school washroom facilities as required.

Ensuring all equipment used in cleaning tasks is maintained to required standards.

Keeping all school areas free from litter, including external areas.

Removing graffiti from all areas of the schools using appropriate cleaning methods and materials.

Building maintenance

Carrying out minor building repairs and works. Indicative examples (non-exhaustive list) below:

Plumbing

- Simple tap repairs
- Ball valve re-washing
- Clearing blocked sinks, wash basins, baths, urinals, etc.
- Clearing drainage blocks (above ground level) where visible and accessible
- Replacement of toilet seats
- Lavatory (cistern), pull chains and handles, etc.
- Replace plugs on bath, sink and wash hand basins
- Replace with equal broken pipe brackets, fix or refix ditto – toilet roll holder
- Cleaning gutters, rainwater pipes and gullies
- Attention to simple leaks using compression or plastic fittings as appropriate
- Thoroughly flush through cold water installation at the end of each holiday period.



Electrical

- Replacement of all types of tubes and lamps
- Refixing of dislodged light fitting diffusers
- Removal of broken light fitting diffusers
- Replacement of missing screws from light switches and socket outlets
- Replacing fuses (on a like-for-like basis)
- Fitting of new and replacement plug tops
- Regular sound testing of all bell circuits, fire alarms, class change, etc.

Joinery

- Simple repairs to skirtings, door and door frames, windows, furniture and fittings including attention to door handles, catches and locks
- Refixing or replacing door stops, restraining catches, hooks, etc. easing doors for correct opening and closing, like-for-like hinge replacements
- Fixing shelves and pin boarding

Decoration

- Simple type redecoration, using proprietary paints and finishes

Heating

- Checking all heating elements, ie: radiators, convectors, fan assisted convectors, etc. for correct operation and clean annually. Air vent when necessary, refix loose and damaged casings

Energy

- Regularly, once per month, read gas, electricity and water meters
- Check for correct settings and operations of all thermostats

Furniture

- Simple repairs to desks, chairs and other minor repairs to loose equipment

Emergency Action

- Isolate and drain down, where appropriate, water, switch off gas and electrical installations following emergency incidents.

Ensuring that stocks of site consumables, such as light bulbs and batteries are kept at a good level and accurate records are kept.

Co-ordinating emergency and planned repairs, liaising with external contractors and ensuring they are all fully briefed on Health and Safety before completing any maintenance work; issuing site access cards/keys



or their equivalent, if required, and maintaining daily contact with them. Overseeing building works and building/maintenance contractors, ensuring they comply with Health and Safety regulations as directed.

Identifying and reporting any repairs and maintenance work required.

Other duties

Supporting the Facilities Lead in respect of all matters related to lettings and community use of the School. This may include, but is not limited to, maintaining a diary of usage, taking and receipting payment, setting up and putting away equipment and showing potential users facilities available.

Providing cover at weekends as required meeting the needs of the schools and to assist with the security around rental of the property by external organisations.

Completing tasks and complete accurate recording on the Trust facilities management software.

Using the School ICT systems as required to fulfil the role.

Assisting at other Advantage Schools sites, within a reasonable distance, as directed.

Undertaking any other associated duties as appropriate from time to time assigned by the Facilities Lead, Principal or Estates Manager.

Other statutory duties

- Safeguarding

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with School procedures.

- Equality and Diversity:

To be responsible for promoting equality and diversity in line with School procedures.

- Training and development:

To participate proactively in training and development including qualification development required in the job role.

- GDPR – Data Protection

To be responsible for following GDPR requirements in line with School policies and procedures.

Please note that the above 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 the Site Assistant will carry out.

The post holder may be required to do other duties appropriate to the level of the role, as directed by the Facilities Lead, Principal or Estates Manager.



Person Specification for Site Assistant

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): - without which candidate would be rejected

Desirable (D): - useful for choosing between two good candidates

Note to candidate

Please make sure, when completing your application form that you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	Measured	Desirable	Measured
Experience	Demonstrable experience of site assistant duties in a general capacity.	1,2	Experience working in a busy, pressurised school/other environment.	1,2
	Proven ability to work through problems without seeking further guidance.	1,2	Demonstrable experience of supervising others.	1,2
Skills/Abilities	Basic handy-person skills, able to carry out minor repairs including: some simple plumbing and joinery work.	1,2	Ability to work at height.	1,5
	Able to work without supervision. Contribute positively to the work of the team.	1,2		1,2,4
	Follow instructions and procedures.	1,2		
	Able to communicate politely and tactfully with school premise users.	1,2		
	Able to plan and organise workloads to meet conflicting work demands and deadlines.	1,2		
	Able to write straight forward reports and read	1,2		



	<p>and comprehend complex written information.</p> <p>IT Literate</p> <p>Able to work on own initiative within school policy and procedure.</p>	<p>1,2</p> <p>1, 2</p>		
Equality issues	Able to identify some types of discrimination that commonly exist.	1,2		
Specialist knowledge	<p>Knowledge of the service provided and expected of a modern facilities management team.</p> <p>Substantial knowledge of Health and Safety, including COSHH.</p>	1,2		
Education and training	<p>A good standard of education including literacy and numeracy.</p> <p>Willingness to undertake relevant training.</p>	<p>1,2</p> <p>1,2</p>	<p>First aid Qualification.</p> <p>Maths and English to GCSE grade C or equivalent.</p>	<p>1,2,4</p> <p>1,4</p>
Other requirements	<p>Able to adapt to changing operational demands in terms of tasks undertaken.</p> <p>High Level of fitness required</p> <p>Must be a resilient character with a flexible approach to work including role, hours, and place to work.</p> <p>Reliable and punctual with a strong and proven work ethic.</p> <p>Ability to provide cover at weekends as required.</p> <p>Ability to be contacted by telephone occasionally at short notice.</p>	<p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p> <p>1,2</p>	<p>Current valid full driving licence preferable with either D1/D1 extension.</p>	1,2,4



	<p>Responsibility for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns.</p>	1,2		
	<p>Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults.</p>	1,2		
	<p>Willingness continuously to update skills and knowledge.</p>	1,2		
	<p>Willingness to work at all locations where Advantage Schools operate within a reasonable distance.</p>	1,2		
	<p>Willingness to be a fire warden or first aider.</p>			

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)