



Candidate Information Pack

Role: Site Assistant

Required for: September 2024



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Chief Executive Officer's Welcome

A very warm welcome to Aspire Academies Trust. I am delighted that you are interested in joining one of our family of schools.

Our Multi Academy Trust (MAT) comprises of six primary schools, and a Training Centre, currently supporting approximately 2500 students and 350 staff. In the next three years, we intend to extend the current numbers further and welcome more schools into the Trust.

The advantage of working within a MAT is that there are many natural opportunities for collaboration on every level. It is easy to become insular in a stand-alone own school or to only see things from one school's perspective. Being part of a MAT enables deeper, more meaningful links to be established, leading to more efficient ways of working and sharing of resources, ideas and best practice. It is our experience that this helps the whole school community to benefit.

I wish you the very best of luck in your application. You won't find me, or the Aspire Central Team, hiding behind closed doors. We welcome a chat and take a proactive role with our Academies and their Local Advisory Bodies. We like to get to know people personally and thrive on working as part of a team so I look forward to meeting you soon.

Kind regards,

Vicky Parsey
CEO



Principal's Welcome

On behalf of the children, staff and governors of Knutsford Primary Academy, I would like to extend a warm welcome you and thank you for your interest in joining our school.

Knutsford is a large, friendly and oversubscribed school with much to offer. We have high expectations of our children: in their work and in their behaviour. Simply put, we expect the children to work to the best of their ability, to show kindness to those around them and to take care of their environment.

Our vision at Knutsford is to inspire our children to be happy, successful learners and responsible citizens. Feedback from pupils, parents and visitors tells us that this vision is embedded into the life of the school. Our curriculum is broad and balanced and adapted to meet the needs of our children. We encourage the children to take risks with their learning and we support them in seeing mistakes as being part of the learning process. We aim to be an inclusive school, where all are valued within an atmosphere of mutual respect and trust, and we strive to make each child's time with us purposeful, challenging and enjoyable.

If you are still keen to apply, please read on and I look forward to receiving your application. This pack should provide you with all the information you need as you start your career with us, but if there is anything else you would like to know about Knutsford Primary Academy please do get in touch.

Best wishes,

Ben Conway
Executive Principal



Trust Schools

Name	Location	Brief outline of the school	Facilities
Bedmond Academy	Abbotts Langley	A small one form entry primary school, based in the warm, vibrant village of Bedmond which sits on the edge of Hemel Hempstead and Watford. Joined the Trust in 2017.	A purpose built school situated in large grounds consisting of fields and woods. A recently built hub which is used for meetings and breakfast and after school club. There is an ongoing improvement plan for the site.
Bovingdon Primary Academy	Bovingdon village	A two form entry school set in the heart of the village. This is a popular, oversubscribed village school with an outstanding Ofsted grading. One of the first 3 schools to form the Trust.	Consists of the original school building and later purpose built additional buildings.
Broadfield Academy	Hemel Hempstead	A two form entry school which was originally an infant and junior school and later converted to a Primary. Joined the Trust in 2018.	Purpose built school with extensive playing fields. The buildings have been well maintained. There is a family centre on the site.
The Grove Academy	Watford	A large three form entry school in Garston with an 80 place nursery. One of 3 schools to form the Trust in 2014.	This is a large site with extensive outdoor space. The buildings are over 2 floors.
Hammond Academy	Hemel Hempstead	A two form entry school which currently has 1 bulge year. One of the original 3 schools which formed the Trust.	A large site with spacious learning environments. There are 3 separate outside areas and playgrounds for different year groups and an outside canopy.
Knutsford Primary Academy	Watford	A friendly, oversubscribed two form entry primary school. Joined the Trust in 2018.	The original school was built in 1939 and destroyed by fire in 1999. It took 3 years to re-build and now boasts a lovely purpose built building with a recently installed all-weather pitch.



Role Overview and School Vision

Knutsford Primary Academy is seeking to appoint a friendly, pro-active person to join our school as a Site Assistant.

The main duties of the role include maintaining the cleanliness of the grounds and buildings to ensure a healthy and safe environment for users of the school buildings and grounds. The opening of the site at the start of the day, arranging emergency repairs, identifying areas of risk or requiring maintenance, general delivery/porterage duties, monitoring of stock levels and replenishment of cleaning materials/toilet rolls/paper towels etc.

We are looking for someone that has knowledge of and the ability to undertake basic maintenance and repairs works, be pro-active and have the ability to work on their own initiative. You should also have awareness of health and safety regulations and have a basic knowledge of ICT. Previous similar experience of working at a school or similar establishment would be advantageous but not essential.

The role is part-time for 20 hours per week, term time only. The hours will be Monday to Friday, 7am to 11am.

Vision

Inspiring our children to be happy, successful learners and responsible citizens.

Mission

To create a safe and challenging learning environment where our children can be the best they can be.

Aims

We aim to help our children be the best they can be by:

- Encouraging positive feelings of self-worth, allowing children to develop the confidence to fulfil their potential and be successful in an ever changing world.
- Providing a culture where children are excited by their learning and challenged to take risks, safe in the knowledge that making mistakes is part of the learning process.
- Ensuring that children achieve high standards of behaviour and achievement by encouraging responsibility, independence, resilience, self-discipline and respect for others.
- Providing a safe, nurturing community that promotes the spiritual, moral, social and cultural development of all children.



- Promoting the values our children have identified as essential to being a good citizen: kindness, integrity, honesty, teamwork, working with the community, equal rights for all, consideration, fairness and respect for each other.
- Promoting British values of democracy, the rule of law, individual liberty and mutual respect for those with different faiths and beliefs.



Application Procedure

For a confidential discussion regarding this vacancy or to arrange a visit to the school, please contact Ben Conway, Executive Principal, admin@knutsfordprimaryacademy.org.uk

We are only accepting applications through My New Term. In compliance with Safer Recruitment Guidelines CV's will not be accepted.

Closing date: Monday, 15 July 2024 at 9am

Interview date: To be confirmed

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert early should we feel able to appoint an appropriate candidate.

Shortlisted candidates will be contacted with details of the interview process.

Safer Recruitment

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks outlined in Keeping Children Safe in Education (September 2023).

Equal Opportunities

At Aspire Academies Trust we believe that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in the school have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief. To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply for this vacancy.

Privacy Notice

Please click here to access Aspire Academies Trust Privacy Notice for staff: [GDPR Policies - Aspire Academies Trust](#)

Job Description

Job title:	Site Assistant
Responsible to:	Chief Operating Officer/Principal
Salary / Grade:	H2: £22,737 - £23,500 FTE
Actual salary:	£10,723 - £11,068
Working hours / weeks:	20 hours (7am to 11am Monday to Friday) / Term Time Only
Core purpose of the role:	To maintain the cleanliness of the grounds and the buildings and ensure the safety and security of the school and site at all times. Fulfil duties reasonably directed by the Principal.

1 **TRUST RESPONSIBILITIES**

- To ensure that the responsibilities of the role are carried out in a way which reflects the mission and the values of the Trust
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Safeguarding children, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person
- To uphold our commitment to safeguarding and to promote the wellbeing of children
- To contribute to a culture of continuous improvement
- To comply with all reasonable management requests

2 **KEY RESPONSIBILITIES**

- Security of the Academy's buildings and grounds both indoors and outdoors
- Act as a dedicated key holder for the school premises
- Opening of the site at the start of the day
- General building and site maintenance, cleanliness and tidiness
- Supporting Lettings by acting as secondary designated key holder to respond in emergencies to providing access to the premises or respond to issues.
- As directed, undertake some weekly and monthly compliance checks and tests in line with statutory requirements and Trust guidance
- Under the direction of the Central Premises Team develop and maintain records for health and safety checks and risk assessment in relation to premises i.e. fire alarm tests, water checks and meter readings etc.
- Ensure that the heating operates economically and efficiently, together with the hot water system
- Arrange emergency repairs and provide updates to the Business Manager/Central Premises Team
- Support the Business Manager in overseeing the quality of the cleaning contract and liaise with the Business Manager and/or Cleaning Contract Manager
- Identify areas of risk or requiring maintenance across the site such as faults or hazards to the building, fixtures and fittings which require specialist attention and advising on



appropriate remedial action and report these to the Caretaker, Business Manager or Central Premises Team

- Liaise with contractors on site to ensure minimum disruption to the work of the Academy
- Ad hoc cleaning duties when identified
- Deliver the daily fruit and milk to classrooms
- Open and close the gates as designated times for pupil access
- Monitoring and replenishing of stock around the academy such as soap, toilet roll & paper towels etc.
- Liaise with the Business Manager on stock levels and when cleaning materials and paper towels etc. require ordering. Ensuring stock levels are effectively maintained
- General portage duties, including the movement of deliveries, furniture and equipment within the Academy, grounds
- Daily emptying of bins including recycling
- Support academies within the Trust by working alongside other Premises Staff (Caretakers/Site Managers) to complete works/projects such as painting/plumbing/lifting etc.
- Be aware of and comply with policies and procedures relating to Safeguarding, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person
- Use email and web based portals for submitting data and electronic communications
- Ad-hoc cleaning duties as required e.g. litter picking, leaf blowing, emptying bins
- Attend and complete statutory training

3 **HEALTH & SAFETY**

To be aware of and comply with the Trust's health and safety policies.

4 **SAFEGUARDING**

Aspire Academies Trust is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Aspire Academies Trust pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

5 **DATA PROTECTION**

To be aware of and comply with responsibilities under the Data Protection Act (2018) for the security, accuracy and significance of personal data held on paper or electronic systems. This document will be reviewed annually, as part of the performance management programme. The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

5.1 **Notes:**

- This document does not form part of the contract of employment
- This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change

- The Trust has, at its discretion, the right to ask you to work in a different school across the Trust, if the need arises
- This role requires occasional short periods of physical effort such as bending and stretching and using tools and equipment

6 PERSON SPECIFICATION

Qualifications/Knowledge/Experience	Essential/Desirable
National qualification to level 3	D
Knowledge of and ability to undertake basic maintenance and repair works	E
Willingness to work as part of a team	E
Proactive and ability to work on own initiative	E
Awareness of Health and Safety regulations	E
Awareness of COSHH regulations	D
Awareness of Keeping Children Safe	D
Basic knowledge of ICT	E
Willingness to take responsibility for Health and Safety of all stakeholders	E
Previous similar experience of working at a school or similar establishment	D
Previous experience of ordering supplies and stocktaking	D





Benefits of Working for Aspire Academies Trust

There are many benefits to working for the Trust.

Cross Trust Working

- The advantage of working within a multi-academy trust (MAT) is that there are many natural opportunities for collaboration on every level. Being part of a MAT means we can forge deeper links, sharing of resources, ideas and best practice. It is our belief that when schools work together, share their ideas and draw on each other's strengths, they can achieve so much more.
- We regularly create ways of working in partnership across the Trust, for example shared INSET, working parties, forums for business, education, governance and more. We urge you to seek these opportunities out, take advantage of them as learning opportunities and use them as a stepping stone to further your development and career progression.

Leave

- There are many types of leave available to employees, from career breaks to study leave.

Pension Schemes

- You will be auto-enrolled into the relevant pension scheme although you have the option to opt out if you wish. For more information, visit
For support staff: www.lgpsmember.org
For teachers: [Teachers' Pensions \(teacherspensions.co.uk\)](http://Teachers' Pensions (teacherspensions.co.uk))

Childcare Vouchers

- Childcare Vouchers closed for new applicants on the 4th October 2018 and were replaced with a new government scheme called Tax-Free Childcare which is not administered by your employer. For more information visit: <https://www.gov.uk/tax-free-childcare>

School Lunch

- We appreciate that schools are busy places therefore a free school meal, from our kitchen, is available for every member of staff. Our catering teams pride themselves on the quality and variety of food on offer to our pupils and staff.

Performance Management

- We want you to feel valued as an employee, to grow with us as a Trust and to achieve your potential, whatever your role or aspiration. As such, performance development is incredibly important to us as a Trust. We work hard to ensure effective performance development by using both formal and informal processes to support individuals and teams to achieve high levels of performance at the current time and to be able to do the same in the future.

Aspire Academies Trust Values

At Aspire we have strong values and expect our staff to work to these values and behaviours. We would expect future employees to share in our values and be committed to upholding them and holding others to account on working to our high expectations.

Values	Behaviours and characteristics
Integrity	Honesty, trust, respect, fairness, equity, openness, autonomy
Aspirational	High expectations, positivity, passion, motivated, challenging, energy, craftsmanship
Collaboration	Stakeholder focus, sharing, communicating, partnerships, community, Trust-wide and beyond
Creativity	Research-rich, innovative, enterprising, horizon-gazing, curious
Relationships	Humility, respect, caring, empathy, professional behaviours, approachable, safety
Accountability	Responsibility, commitment, focus, standards, individual and shared, co-agency



We look forward to receiving your application, good luck!

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