

Site Assistant

Location: Ark Kings Academy

Salary: Ark Support Scale 5, Pay Points 5-12 Outside London, £24,790-£27,711

Hours: 36 per week excluding a 30-minute lunch break,
Monday – Thursday, 10:45am-6:30pm and Friday 11:00am-6:30pm

Contract: Permanent

Working Pattern: Full-time with 26 days annual leave entitlement

Start date: February 2025

Be part of a truly 'Good' school now striving to be 'Outstanding' with a dedicated staff team.

About the role:

As Site Assistant, you will play an integral role on the team responsible for ensuring Ark Kings Academy is a safe, inviting and positive learning environment for pupils, staff and visitors. You will complete routine maintenance and minor repairs, ensuring compliance with health and safety regulations, and managing the security of the premises, such as locking and unlocking buildings.

You will also support the operational needs of the school by assisting with the setup of facilities for events and maintaining high standards of cleanliness and hygiene. By proactively addressing maintenance and security issues, the Site Assistant plays a vital role in supporting the school's day-to-day operations and fostering a safe, well-organised environment for students, staff, and visitors.

To contribute to a workplace culture which has safeguarding and child protection at its heart.

About our school:

We are an all-through school serving the local community with pupils from Nursery - Year 11. Our mission is to create a school in which every child thrives, academically and socially.

Our school values are: 'Wisdom, Resilience, Kindness' – and they permeate everything we do in school with our pupils, our parents, our staff, and the wider community. We recognise our role in addressing inequality by ensuring that all pupils, regardless of circumstance have the opportunity to attain an excellent education.

Over the past 2 years we have made remarkable progress, moving from an Inadequate Ofsted rating to a Good. This achievement reflects the dedication and hard work of our staff with Ofsted commenting that pupils "*understand the high expectations that staff have for them and strive to meet with*". The strengths of our school include:



- ❖ **Safeguarding:** Effective in all areas.
- ❖ **Behaviour:** Our pupils know the school rules of, 'ready, respectful and safe' and demonstrate these qualities in their behaviour towards each other and their teachers.
- ❖ **An ambitious curriculum:** Our well-sequenced curriculum, spanning early years to Year 11, ensures that all pupils, including those with special educational needs, receive a high-quality education.
- ❖ **Reading strength:** Our effective teaching strategies empower pupils to become fluent readers, setting them up for success in their academic journey.
- ❖ **Personal development:** At Ark Kings Academy, we prioritise personal development, preparing our pupils for their future roles as responsible citizens.
- ❖ **Attendance:** Our pupils and parents recognise the importance of high attendance, and at secondary, we sit above the national average.

Why work for us?

Joining Ark Kings means becoming part of a network of education experts who are all united by the same purpose - a commitment to making a difference where it matters most. You will have the opportunity to come together with your peers locally, nationally and sometimes even internationally, to share resources, learning and good practice.

You'll work with colleagues from different subjects, schools and regions, and have the chance to take on network-wide responsibilities such as leading programmes or training.

- ❖ Our salaries are 2.5% higher than main pay scale.
- ❖ Twice the number of training days as standard.
- ❖ Generous pension scheme – a salary average defined benefit pension scheme, meaning you build up a guaranteed amount in your pension, payable for every year of your retirement.
- ❖ Access to Ark Rewards – a scheme offering savings from over 3,000 major retailers.
- ❖ Interest-free loans – up to £5,000 available for season tickets or to buy a bicycle.
- ❖ Gym discounts – offering up to 40% off your local gym.
- ❖ Access to the Employee Assistance Programme – providing free, confidential counselling, legal advice and a range of different support services.

How to apply:

Please visit www.arkkingsacademy.org/jobs and submit your application. This should include an explanation of your motivation to apply and examples/evidence of how you meet aspects of the job description.

We advise you to submit your application as soon as possible as we reserve the right to close the vacancy early if a high volume of applications are received. This is to ensure that we can manage application levels whilst maintaining a positive candidate experience. Unfortunately, once a vacancy has closed, we are unable to consider further applications.

For an informal and confidential discussion, please contact Tammy Mead, HR on 0121 459 4451.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.





Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Site Assistant: Job Description

Key Responsibilities

Buildings and Grounds Maintenance

- Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
- Keep all areas clean, safe, appropriately stocked and ready for use
- Deliver goods around the academy as required
- Report any defects of buildings, furniture, fittings and equipment to the Site Manager
- Oversee the daily contract cleaning, meeting regularly with the Cleaning Supervisor and organising deep cleans and ad hoc cleaning cover as required

Health, Safety and Maintenance

- Undertake safeguarding training and commit to the safeguarding of children at Ark Kings
- Work with the Site Manager to ensure compliance with Health and Safety legislation and guidance so far as it relates to this post
- Act as an academy first aider
- Work with the Site Manager in conducting routine inspections and keeping records
- Report and make safe any hazards on site (internal and external)
- Work with the Site Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use
- Work with the Site Manager to ensure the general security of the buildings and grounds
- Be a key holder for both academy sites (The post holder may be called outside of normal working hours to deal with security problems or for emergency repairs)
- Ensure that goods in are offloaded and stored or delivered promptly and check receipt of goods against delivery notes for accuracy

Other

- Interact with parents and carers in a professional manner and refer any queries to the academy leadership team
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required





Site Assistant: Person Specification

Key Qualifications

- Right to work in the UK
- Relevant trade qualification desirable

Knowledge, Skills and Experience

- Experience of building maintenance or other relevant experience
- Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations)
- Ability to monitor the work of others (e.g. contractors and cleaners)
- Ability to use computer and undertake administrative tasks
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing desirable.

Behaviours

- Genuine passion for and a belief in the potential of every student
- Deep commitment to the Ark mission of providing an excellent education to every student, regardless of background
- Excellent team player, helpful, friendly and willing to undertake extra tasks as and when necessary
- Strong commitment to providing a high-quality service
- Communicates tactfully and effectively with people at varying levels
- Willing to work varied shift patterns and be on called for emergencies

Other

- The post holder must be able to meet the physical demands of the role
- Willingness to undertake training
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS check

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