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**Premises Assistant**

**Reporting to: Operations Manager**

**Location: Ark Greenwich Free School**

**Contract: Permanent**

**Working Pattern: Full time; all-year round**

 **Typical working hours are 10:45am – 19:00**

**Start date: August/September 2025**

**Closing date: Monday 14th July 2025 at 9am**

**Interview date: w/c 14th July 2025**

**Salary: Ark Support Scale 5 - £28,977 - £32, 634**

*The school reserves the right to close this advert early and interviews may take place before the advertised closing date.* ***Applicants are strongly encouraged to apply early to avoid disappointment.***

**Ark Greenwich**

Click [here](https://youtu.be/dlI1YDP5FhY) to view our school video.

At Ark Greenwich we take the wellbeing and workload of our staff seriously. We are committed to sustainable high performance and recognise our staff are our primary resource. To find out how we approach staff wellbeing and workload, please click [here](https://docs.google.com/document/d/1J00tl_fvPRpuAoQex7mv9otxuejYrBHf?rtpof=true&authuser=lcripps%40arkgreenwich.org&usp=drive_fs)

We are seeking to appoint an exceptional Premises Assistant who will be fully committed to all aspects of our school vision and our values. You will be joining a team of dedicated staff who go the extra mile to make a real difference to the children in our care. If you are committed to making a lasting difference in our local community and want to work in a seriously ambitious, respectful and high performing school, this could be the job for you.

The typical working pattern for this role is 10:45am – 19:00.

Ark Greenwich is a new, ambitious school model based on what we know excellent schools do. We have created a highly respectful and disciplined environment where our staff and scholars can feel valued and fulfil their potential. We are one of the highest performing schools in the UK.

Ark Greenwich exists to empower young people, regardless of socio-economic background, to grow and be successful. This is an ambitious and forward-thinking school that encourages innovation and values its staff. We are proud of our highly respectful and disciplined community and of the outstanding academic outcomes achieved by our scholars. Expectations for all members of our community are unashamedly sky high. We work tirelessly to impact the lives of the young people we serve.

**How is Ark Greenwich different?**

* We are part of the Ark family of schools and benefit accordingly from outstanding networking and career opportunities and first-class CPD.
* Staff wellbeing is one of our main priorities. We provide breakfast for staff each morning, lunch for early careers staff and have a 6pm/weekend work-related communication cut off. We do not do knee jerk reactions, fads or last-minute deadlines. Our systems and processes for communication, marking and feedback and assessment are streamlined and the approaches we take are research led and based on our local context.
* This is a small school model (600 scholars aged 11-16) because we believe that our close-knit family community provides the optimum conditions for success.
* Scholar behaviour is exceptional with clearly defined and embedded routines. This means our teachers can focus their time on the things that matter – planning and delivering brilliant lessons for our scholars.
* This is a strict no excuses, no mobile phone school. Phones are not permitted onsite at all. Scholars wear business dress to prepare them for a professional career.
* Our curriculum is traditional and academic, and we do not take shortcuts to seek to boost our position in school league tables – we do not, for example, offer equivalencies such as Btecs or Vcerts. >90% Ebacc entry rate.
* We put high-quality teaching at the heart of what we do. We are committed to providing staff with weekly high-quality training. We run coaching for staff who want to see rapid progress in their discipline. Live coaching and current best practice in the field of education is central to our approach.
* We don’t grade individual lessons or ask for lesson plans but we do place a primacy on curriculum design, independent learning and formative assessment.
* Our scholars enjoy a compulsory co-curricular program on a Wednesday afternoon which includes a strong focus on community volunteering and we facilitate 12 drop-down days per academic year ensuring scholars benefit from a range of life-enriching experiences.

**Alignment with the school’s vision, values and approach to education is essential.**

**The Role and the Department**

The Premises Team consists of the Operations Manager and two Premises Assistants. They are at the core of the operational function of the school, working to ensure that the school has high quality premises support at all times. Routine and sporadic jobs are shared within the team and we pride ourselves in offering a great service to the whole school community and its visitors.

We continually look to improve, problem solve and maintain our site to ensure health and safety compliance at all times. If you are a multi-tasker with high levels of practical skills, the ability to work within a team and manage their own workload then this is the role for you.

If you would like to speak with the Operations Manager directly, please email Mrs Cripps at lcripps@arkgreenwich.org or call us on 0208 319 3692.

**About Ark Schools**

Ark is a network of high-achieving, non-selective schools and one of the country’s top-performing academy groups. We run 38 academies in London, Birmingham, Hastings and Portsmouth educating more than 26,000 scholars. 83% of Ark schools are now rated as good or outstanding by Ofsted.

Our aim is to create outstanding schools that give every scholar, regardless of their background, the opportunity to go to university or pursue the career of their choice.

**To find out more about Ark Greenwich, please visit our website via** [**www.arkgreenwichfreeschool.org**](http://www.arkgreenwichfreeschool.org)

**Closing Date: Friday 4th July at 9am. The school reserves the right to close this advert early should the right candidate be found. Interviews may take place before the advertised closing date. Applicants are strongly encouraged to apply early for this role to avoid disappointment.**

*Ark value diversity and are committed to safeguarding and promoting child welfare. The successful candidate will be subject to DBS and any other relevant employment checks.*

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**Salary: Ark Support Scale 5 - £28,977 - £32, 634**

**The Role**

As Premises Assistant, you will play an integral role in ensuring the school is a safe, inviting and positive learning environment for students, staff and visitors. You will work to ensure the highest quality of site maintenance.

You will support the management and operations of premises-related functions at the school including buildings and grounds maintenance, security, cleaning, health and safety, lettings of our facilities, and contractor management.

An understanding of and alignment with the school’s behaviour policy is essential.

 **Key Responsibilities**

**Health, Safety and Security**

* Work with the Operations Manager to ensure compliance with Health and Safety legislation and guidance
* Work with the Operations Manager to ensure cover for all agreed school opening hours, which may include evening and weekend use
* Work with the Operations Manager to ensure the general security of the buildings and grounds
* Participate in out of hours call-out rota for building alarm systems
* Assist with maintaining risk assessments and management plans ensuring that they are up to date and comply with any action plans to rectify any deficiencies identified
* Work with the Operations Manager in conducting routine inspections and keeping records using the building management system
* Report and make safe any hazards on site (internal and external, reporting these to Operations Manager
* Follow fire safety and evacuation measures and ensure fire risk assessments are followed

**Buildings and Grounds Maintenance**

* To ensure that all plant and other equipment are available and working effectively during the opening hours of the school and adjusted as required for evening and weekend use
* Undertake site and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
* To ensure that all refuse is disposed of promptly and in accordance with legislation
* Deliver goods around the school as required
* To undertake general maintenance and remedial works in-house, calling on contractors if required and Reporting any defects of buildings, furniture, fittings and equipment to the Operations Manager
* To work with the cleaning team to ensure that all areas of the building are clean and ready for use as required
* The willingness to clean toilets and clean up accidents, for example, sickness.
* To undertake morning/afternoon gate duty and other duties including lunch duty.

**Lettings / Events**

* Oversee set up and preparation for lettings during the evenings, ensuring that rooms are adequately arranged and that the condition of the school premises is assessed before and after events, taking responsibility for the health and safety of the hirers whilst on the school premises.
* Open and lock up and secure the school’s premises before and after lettings or school events, following the opening and closing procedure
* Being flexible to amend shifts to meet the requirements of the school calendar

**Other**

* 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

**Notes**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee’s suitability for the job for which he or she has been employed. It provides the school with the opportunity to monitor and review the performance of new staff in relation to various areas, and also in terms of their commitment to safeguarding and relationships with scholars.

**No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Headteacher/Senior Leadership Team.**

**Person Specification**

**Premises Assistant**

**Qualifications**

* GCSE at grade C or above (equiv) Maths and English
* Relevant first aid qualification (desirable)
* Relevant health and safety qualifications and/or a willingness to undergo training as required

**Knowledge, Skills and Experience**

* Experience of building maintenance, or relevant experience, ideally within an educational setting
* 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 pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detail orientated and able to multi task and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

 *Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](https://arkonline.org/sites/default/files/Ark_safer_recruitment_statement.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*