



Ark Isaac Newton Academy

Premises Assistant

Ark
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About Isaac Newton Academy

Ark INA is based between Ilford High Road and Green Lane In Ilford. The school's learning community is based upon the core values of mutual respect, personal discipline, and an unwavering commitment on the part of all community members to do whatever it takes to excel.



Ark Isaac Newton Academy Secondary is a non-denominational, non-selective school, welcoming girls and boys from all backgrounds from the local community. The school opened with just 180 Year 7 students in September 2012. The secondary academy has grown year on year and we now have 1200 11-18 year olds (including 250 students in the Sixth Form). In September 2014, Ark Isaac Newton Academy opened a three-form entry primary academy in purpose-built accommodation right next to the secondary academy. There are 90 children in each year group, and like the secondary academy, it has grown a year group at a time. As of September 2021, we now have a fully all through academy with our year 6 moving into year 7.

The London Borough of Redbridge forecasts a significant deficit in secondary school places over the coming years. The Academy will thus serve a critical, long-term need for the community. Although the local area encompasses considerable economic disadvantage, its young people achieve some of the best results in London schools. Ark was chosen to sponsor the academy because of the success of our educational model and the alignment of our educational vision with the Redbridge context.

Dear Candidate,

I am delighted to introduce you to Ark Isaac Newton Academy, a brand new, purpose-built, all-through school for students aged 4-18 in Ilford.

Our staff work tirelessly to ensure that each and every student is supported and stretched to reach their full potential. We focus on working towards achieving our vision **‘Together, we build a kind, safe and inclusive environment that instills the knowledge and character necessary to reach transformational destinations’**. Commitment to this has already delivered a series of great successes highlighted in October 2018 when the academy was judged by Ofsted to be outstanding in all areas.

Joining Ark Isaac Newton Academy in September 2020, I have spent more than a decade as a senior leader, a large portion of this within an all-through school. There is something incredibly special about working in an all-through school, which makes me committed to delivering the highest quality education to all the students at Isaac Newton Academy and will build on the successes already enjoyed by the school, especially highlighted with our amazing year 6, 11 and 13 academic outcomes in 2022, 2023 and 2024.

Our academy aims to be a ‘home from home’ for both staff and students. My belief is all students deserve a great school and staff a great place to work. Therefore, we are very clear with the culture that we wish to cultivate for our community. Central to this is being a mission led organisation, which is at the heart of everything we do and outlines our ambition, that goes beyond ensuring our students have excellent academic outcomes. Ultimately, working for Ark Isaac Newton Academy is about being part of something unique where aspirations for all people are incredibly high. We certainly want like minded people to join our organisation and live our mission each day, every day: ***Striving together to be pioneers whose legacy makes a positive difference for our world.***

I wish you the best with your application.



Morgan Haines
Principal



Our Mission

Striving together to be pioneers whose legacy makes a positive difference for our world.

Our vision

Together, we build a kind, safe and inclusive environment that instils the knowledge and character necessary to reach transformational destinations.

Our Values & Beliefs

- **Integrity** – We are true to our values, doing what we say; we always do the right thing, even when it's hard and nobody is watching.
- **Kindness** – We always support each other, show genuine care and consider the feelings of others in all our actions and words.
- **Professionalism** - We model pride and positivity in all that we do; we are always respectful and take responsibility for our actions.
- **Growth mindset** – We work hard; we are resilient in adversity and unafraid of failure, always embracing our mistakes and celebrating our growth.
- **Excellence** – We are highly ambitious, doing the best in all we do to become the greatest version of ourselves.
- **Community** – We are unified, valuing relationships that create an environment where everybody is accepted and belongs.



About Ark

Ark is an education charity set up in 2004 to create a network of high achieving, non-selective, inner city schools where all pupils, regardless of their background or prior attainment, achieve highly enough by age 18 to have real choices: to go on to university or the career of their choice. Ark has no faith affiliations.

All ARK schools are situated in areas of high deprivation or educational need and our pupil profile reflects this: over half of our pupils are eligible for free school meals compared to 18% nationally.

The ARK network operates 39 schools in the UK across London, Portsmouth, Birmingham and Hastings. Each of our schools has its own distinctive character, reflecting its local community.

All Ark Schools prioritise six key principles:

- High expectations
- Excellent teaching
- More time for learning
- Knowing every student
- Exemplary behaviour
- Depth before breadth

A Commitment to Encourage Diversity

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.

Our aim is that our workforce will be truly representative of all sections of society and that each employee feels respected and able to give their best. To that end we are committed to provide equality and fairness for all in our recruitment and employment practices and not to discriminate on grounds of age, disability, gender reassignment, marriage/civil partnership status, pregnancy and maternity, race, religion or belief, sex, or sexual orientation. We oppose all forms of unlawful and unfair discrimination.

To know more about Ark's diversity and inclusion commitments, please click on this [link](#).

Job Description: Premises Assistant

Reporting to:	Premises Manager
Location:	Isaac Newton Academy, 1 Cricklefield Place, Ilford, IG1 1FY
Start Date:	As soon as possible
Salary:	Ark Support Band 5 (£27,713-£31,176), depending on experience
Closing date:	Monday 24 th February 2025
Interviews:	Candidates will be contacted once shortlisted

The Role

As Premises Assistant, you will ensure the Academy is a safe, inviting, and positive learning environment for students, staff and visitors. You will also help the Academy to run as efficiently as possible, following good sustainable principles.

You will be responsible for maintaining the site including all buildings and grounds maintenance, security, cleaning, and lettings of our facilities. You will liaise with all premises-related contractors and contracts and play a key role in the day-to-day implementation of the Academy's Health & Safety Policy.

Key Responsibilities

Building & Grounds Maintenance

- To undertake general maintenance and remedial works in-house, ensuring that work is carried out safely and to a high standard.
- To ensure that the grounds are clean, free of litter and hazards and maintained as required.
- To ensure that all refuse is disposed of promptly and in accordance with legislation.
- To carry out statutory site checks, maintaining records as required
- To ensure that building fabric and services are maintained in accordance with a planned maintenance plan.
- To set up rooms and move furniture and equipment as directed by the Premises Manager.

Cleaning

- To ensure that all areas of the building are clean and ready for use.
- To pick up litter and remove all debris (including snow and ice) from the grounds.
- To ensure that all welfare areas are kept stocked and hygienically clean.
- To ensure prompt removal of any internal and external graffiti.

Security

- To manage the opening and closing of the Academy daily at the agreed times, ensuring that the Academy is available for evening and weekend use as required.
- To be a key holder for the Academy site
- To be responsible for general security and access control during working hours.

NB: The post holder may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site.

Health and Safety

- To ensure compliance with health and safety legislation and guidance so far as it relates to this post.
- To implement any action plans to rectify any deficiencies identified through risk assessments.
- To maintain records of servicing, maintenance and inspection
- To supervise contractors while working on the Academy site
- To report any hazards and/or defects to the Senior Premises Manager/Finance Resources Director
- To ensure that hazardous substances are used, stored and disposed of appropriately and that risk assessments are up to date and available.
- To act as an Academy first aider.

Other

- Receive and process deliveries, taking them to the appropriate place within the Academy.
- Prepare rooms for lessons/meetings/events, setting out or putting away furniture as required and ensuring rooms are clean and presentable.
- Supporting the staffing of student entrance/exit points at the start and end of the school day.
- Undertake other responsibilities as reasonably directed by the Operations Lead and/or Principal.
- To actively promote the Academy and liaise with outside agencies as necessary, representing the Academy or ARK as appropriate.
- To work across the Primary and Secondary sites as required
- To maintain a presence around the school to ensure that the highest standards of behaviour and site-usage are upheld.
- To communicate and liaise with staff, students, parents, governors and members of the local community and lettees as appropriate.
- To be active in issues of staff and student welfare and support
- To comply with and assist in the development of policies and procedures in relation to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To demonstrate a commitment to Equality of Opportunity for all members of the Academy's community
- To undertake training and development relevant to the post and in line with the Academy's priorities

Person Specification: Premises Assistant

- Qualified to work in the UK.
- Basic training in one or more of the following is desired: plumbing, general and grounds maintenance, electrical/building maintenance, Painting.
- Full driving licence (desirable)
- Health and Safety qualification (desirable).

Experience

- Experience of having responsibility for the care and maintenance of premises, including the operation of building management systems in a similarly complex organisation (desirable)
- Experience in the building industry (desirable).

Specific Skills & Knowledge

- Demonstrable skills and knowledge in a building-related trade/craft
- Painting and decorating skills
- Knowledge of Health and Safety regulations in relation to the post
- Knowledge of the operation of heating and ventilation systems and common causes of malfunctions
- Knowledge of maintenance and security systems and procedures
- Ability to use BMS computer-controlled systems.
- Knowledge and understanding of appropriate cleaning methods and standards.
- Ability to undertake annual electrical testing (desirable)
- Willingness to undergo training in key areas as deemed necessary by the Academy.

Behaviours and Qualities

- An understanding of the strategies needed to establish consistently high aspirations and standards of results and behaviour in a school setting and commitment to implementing these strategies.
- The ability to work in close harmony with all staff.
- The ability to follow instructions accurately but make sound judgements and lead when required.
- The ability to enthuse and inspire others.
- Strong ICT skills (word, excel, internet & email).
- Strong interpersonal, written and oral communication skills
- Strong organisational and time-management skills
- Hard working, conscientious and accurate
- Adaptable, flexible and able to work with minimum supervision.
- The ability to skilfully manage and maintain effective working relationships with parents, governors, community members and other stakeholders.
- The ability to develop positive relationships with all young people.
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.
- Confidence and self-motivation

- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion

Values

- Genuine passion for and a belief in the potential of every pupil
- Commitment to the safeguarding and welfare of all pupils
- Belief that every student should have access to an excellent education regardless of background.

Other

- This post is subject to an enhanced Disclosure and Barring Service check.
- To undertake any other responsibilities as directed by the Line Manager, Operations Lead or the Principal

The post holder must be willing to work evenings and weekends on occasion and be able to deal with emergencies out of school hours. Holidays must be agreed in consultation with the Premises Manager & Operations Lead and will be taken at times convenient to the smooth operation of the Academy. The post holder must be able to meet the physical demands of the role.

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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

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](#)