

The South Wolds Academy and Sixth Form



Site Assistant Application Pack

September 2022



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Dear Applicant

Site Assistant

Thank you for your interest in this post.

The South Wolds Academy is a popular, high-attaining 11-18 school. Our main aim is to enable every student to achieve their academic and social potential. We strive to achieve outstanding attainment and care, guidance and support, underpinned by a strong programme of enrichment that prepares our students for the rest of their lives. In December 2019 OFSTED judged us to be a good school with many outstanding features and the most recent report can be found on our website. We are regularly one of the 10 highest performing schools in Nottinghamshire and our “culture of high achievement is prevalent in all that we do.

At the centre of our improvements are outstanding staff who are committed to taking every possible step to enable our students to enjoy and succeed. If you are successful in your application for this post then you can rest assured that we will be absolutely committed to your professional development, work-life balance, and career aspirations. Governors, senior leaders and I are committed to enabling all staff to fulfil their roles successfully, to flourish professionally and prepare for the next stage of their career.

Perhaps our school is best summed up by OFSTED who reported that “pupils achieve well within a culture of high ambition” and “teachers have high expectations of what pupils can achieve”. We are looking for someone who can make a major contribution to our great school and further enhance our students’ experience.

We would urge all candidates to explore the school website www.southwolds.co.uk to find out more about our great school and students. Alternatively you can follow us on twitter (@SouthWolds) or Facebook for an easier way of staying in touch.

South Wolds is an exciting place to work – a place where staff and students do have a smile on their faces. We would be delighted to hear from you if you decide to apply for this post. Please complete an application form and statement (no more than two sides of A4 in Calibri 11) explaining:

- How your training and experience to date have prepared you for this post;
- What difference you will make to the students if you are appointed; and
- Why we should appoint you to this post.

This statement should be completed instead of answering question 6 on the application form.

We look forward to hearing from you. **The closing date for applications is 9.00 am on Friday 14th October 2022.** We reserve the right to interview suitable candidates prior to that date. Should this prove successful we may close to new applicants earlier so please don’t delay in submitting your application.

If you have any queries then please contact Jo Egglenton by phone or email jegglenton@southwolds.notts.sch.uk

Yours sincerely

Halina Angus
Head Teacher

Job Description



1. Title of Post:	Site Assistant
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2. Accountable and Responsible to:	The Site Manager
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3. Grade:	Scale 2
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4. Main Purpose of the Job:	
1.	Working as part of a team The Site Assistant will be responsible for the security of the school estate and contents and supporting the effective running of the site as a busy school. They will also assist in maintaining and repairing elements of the buildings and fixtures and fittings as directed by the estate management team.

5. Main Responsibilities of the Job:	
1.	The security of the premises together with its contents. Responding to emergencies at the school site.
2.	Ensuring that all the exterior areas including artificial/grassed areas, landscaped areas, gardens and open spaces are maintained in a safe and clean condition including litter picking.
3.	Carrying out portorage duties as and when required.
4.	Recording all deliveries and maintain the required stock levels and ensure that adequate supplies are maintained to meet the needs of the establishment.
5.	Assisting external agencies and organising and managing contractors in dealing with matters concerning building maintenance.
6.	Cleaning designated interior areas to a high standard including windows as necessary.
7.	Monitoring and replacing consumable items.
8.	Setting out and putting away furniture in line with operational requirements.
9.	Supporting the smooth running and clearing up of lunchtime service.
10.	Cleaning and hard floor maintenance duties in the school hall, dining room and changing rooms.
11.	Fire warden duties including the operation of evacuating vulnerable individuals

12.	Driving the minibus as and when required – not essential.
13.	To carry out basic DIY works within the individual's skills and capabilities, and having due regard to health and safety requirements.
14.	Taking reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities and, where appropriate, safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of Health and Safety legislation.
15.	Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Person Specification	Essential	Desirable
Building or practical DIY skills		Yes
Experience of working in a school / college environment		Yes
Awareness of child protection and safeguarding policies		Yes
Working experience of health and safety legislation		Yes
The ability to work alone or as part of a team	Yes	
Basic computer skills (Word, Excel, Powerpoint, Email and Internet use)		Yes

The South Wolds Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to support the school in the delivery of this.

All staff must have the right to work in the UK and will be subject to a DBS check prior to taking up appointment.