



**Lansdown Park Academy
Rush Hill and Stockwood**

Applicant Information Pack

**Sites Assistant
37 hours per week
BG8 SCP 13 – 17
£ 23,023 - £24,920 (All Year Round)**

Dear Applicant,

Thank you for your interest in the position of Site Assistant at Lansdown Park Academy at Rush Hill in Bath.

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring.

Email: amy.isherwood@lansdown.learnmat.uk

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Deadline for applications is Friday 12 August 2022.

Interviews will be held week commencing 15 August 2022. If you have not been invited to attend by 5pm on 15 August, you should assume that your application has not been successful.

Unfortunately, we will not be able to provide feedback on your application at this stage.

Yours sincerely,



Paul Todd
Lansdown Park Academy - Head Teacher

Estates Assistant Job Description	
Job Title	Estates Assistant
Purpose of Role	<ul style="list-style-type: none"> To undertake a range of duties with regard to the building, its environment and its users ensuring their safety and security
Reporting to:	Sites Manager
Salary Grade	SCP 13 – 17 £23,023- £24,920
	<p>KEY TASKS:</p> <ul style="list-style-type: none"> Under the supervision of the Headteacher and Deputy Headteacher, to carry out the following duties: To undertake a reasonable range of Estates duties as mutually agreed with the Headteacher and Deputy Headteacher, with regard to day to day maintenance of the Academy Site and its furnishings e.g. remedial painting and decorating, door fittings, furniture repairs, minor glazing, minor plumbing fittings, lighting renewals, repairs to fixings and smallscale improvements. To be responsible for the general tidiness and safety of outside areas e.g. the removal of litter and graffiti from paths and hard surfaces; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit and leaf clearing as appropriate. To clean defined areas of the establishment not covered by other contracts, together with emergency cleaning duties (including graffiti) arising during the working day. To act when necessary as a joint key holder and, on those occasions, to be responsible for the security of the Site.

- To report building and furnishing and fittings deficiencies to the Headteacher and Sites Manager.
- To set out/put away furniture for Academy events, and undertake general portering as required.

To organise and escort contractors and others to sites of repair and maintenance, monitoring the safety of their working practices, reporting where possible on the quality of their work and communicating any apparent failures as above.

- To take delivery of stores, goods and equipment and distribute as appropriate throughout the establishment, maintaining records and completing paperwork/returns as required with the appropriate authoritative signature.
- To exercise joint responsibility for the operation of the Academy heating system; ensuring that all plant and equipment operates at maximum efficiency and economy with special regard to energy conservation and regularly inspect equipment to ensure it is clean and in a safe working order; to report deficiencies to the Headteacher and Deputy Headteacher.
- To complete a return in respect of meter readings of energy used.
- To assist in the maintenance of the water management system.
- To purchase cleaning and repairing materials where appropriate.
- To undertake the driving of the Academy minibus to transport pupils on occasions as required during the academic year.
- Training will be provided.
- To maintain the grassed areas and shrub beds as defined in the exemptions from the grounds maintenance contract using appropriate equipment and following the schedule of works provided.

	<ul style="list-style-type: none"> • When appropriate, to exercise responsibility for the Site outside normal Academy hours, with regard to locking and unlocking, setting security alarm systems, carrying out security checks as necessary, responding as required to emergencies and carrying out lettings as required, by mutual agreement with the Headteacher and Deputy Headteacher. • To undergo appropriate training provided by the Academy to carry out any of the above operations. • To carry out such other duties as are required and as are commensurate with the grade of the post. • To lead in the weekly maintenance of the school fleet, reporting and defects or issues to the Sites Manager. • To carry out routing maintenance as directed by the Sites Manager.
	<ul style="list-style-type: none"> • To carry out duties on other sites within the Learn@MAT Trust where appropriate. <p>In addition the Sites Assistant will be expected to carry out any reasonable instruction given by the Headteacher and Sites Manager or such authorised person in order to ensure the efficient running of the Academy.</p> <p>PROFESSIONAL STANDARDS:</p> <ul style="list-style-type: none"> • Support the aims of the Academy to promote a positive learning environment. • Treat all pupils fairly, consistently and without prejudice. • Set a good example to pupils in terms of appropriate dress, standards of punctuality, attendance and conduct. • Promote the aims of the Academy by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings etc. • Support the ethos of the Academy by upholding the behaviour code, uniform regulations etc. • Take responsibility for own professional development and participate in staff training when provided. • Reflect on own practice as well as the practices of the Academy as part of Academy self-evaluation. • Be aware of and adhere to the various policies of the Academy. • Participate in the management of Academy by attending various team and staff meetings.

	<ul style="list-style-type: none"> • Ensure that all deadlines are met as published in the Academy calendar. • Be proactive and take responsibility for matters relating to CP, safeguarding and health and safety. <p>All duties in the job description may be varied to meet the changing demands of the Academy at the reasonable direction of the line manager and Headteacher and are reviewed annually. This job description indicates the way the post holder is expected and required to perform and complete the duties as set out.</p> <p>Terms and conditions: 37 hours per week/All Year Round</p> <p>EXAMPLE- Shift pattern: 0745 to 1630 Mon – Thu and either 0745 to 1245 or 1100 to 1600 on Fridays</p> <p>24 days leave per year rising to 29 days after 5 years continuous service.</p>
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Job Specification - Estates Assistant

	ESSENTIAL	DESIRABLE
Qualifications	<p>Proven knowledge and experience of building maintenance and facilities.</p> <p>Driving Licence</p>	<p>First Aid City and Guilds/BTEC or equivalent in a trade</p> <p>Health and Safety Training</p> <p>COSHH & Fire Safety English and Maths to GCSE Grade C or above</p>

Experience	<p>Good practical skills and experience of completing large practical tasks such as ground works, gardening, small building projects.</p> <p>Ability to communicate and interact across a wide range of adults and children</p>	<p>Experience of mainstream and special schools.</p> <p>Experience of working with children with challenging behaviour.</p> <p>Working with children with SEN especially SEMH</p>
General Knowledge	<p>Excellent communication skills</p> <p>Excellent ICT skills</p> <p>Experience of and commitment to team planning.</p>	<p>Disability Equality awareness.</p>
Attitude	<p>Commitment to a team ethos/approach.</p> <p>Commitment to continued professional development.</p> <p>Positive ethos to working with parents, colleagues and Academy Councillors.</p> <p>Good sense of humour – Does not take individual pupils comments/actions personally.</p> <p>Able to work autonomously</p>	
Working Conditions	<p>Non-smoking environment.</p> <p>Physically able to complete a range of practical/manual tasks</p>	<p>Mini Bus Driver</p>

Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

1. Candidates should be aware that all posts in Lansdown Park Academy Rush Hill involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
2. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
3. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate

- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications

- List 99 Check
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.