



SITE SERVICES ASSISTANT

RECRUITMENT PACK





Thank you for your interest in a career with The Futures Trust. We hope that this recruitment pack provides you with all the information you need to start your journey with us.

The Futures Trust is a growing Trust with four primary schools and five secondary schools located in Coventry, Warwickshire and Leicestershire. We have 8,000 pupils in our schools and over 1,000 colleagues work for the Trust supporting our school community.

The Trust is committed to building brighter futures for everyone. This commitment is underpinned by 3 clear values:

1. Students first

Teachers and leaders totally focused upon the educational benefit of our students.

2. It's about learning

Students, teachers and leaders focused upon developing and improving their learning.

3. No barriers

No excuses, only support to ensure student, teachers and leaders maximise their achievement.

It is an exciting time to join the Trust. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn and grow.

If you join The Futures Trust team, you will be part of a professional learning community totally focussed upon learning and dedicated to ensuring learners achieve their potential and build their own bright future. We look forward to hearing from you.



CONDON COURT SCHOOL



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

Chris Heal, Principal

JOB TITLE:	SITE SERVICES ASSISTANT
OPPORTUNITY:	This is an exciting time to join Coundon Court School. The school is passionate about building brighter futures for the young people who attend the school. We are looking for an enthusiastic individual to join the site services team. You will be responsible, under the direction of the facilities manager for securing the safety, welfare and good conduct of pupils throughout the school day, in accordance with laid down procedure and practices. undertaking general janitorial and cleaning support to the school and community activities under the guidance of the Facilities manager or nominee.
REPORTING TO:	FACILITIES MANAGER
LOCATION:	Based at Coundon Court with a requirement to travel to work at or for schools in the Trust
SALARY:	Grade 2 (£11,087 to £11,261 pro-rata salary), 20 hours per week, (11 a.m. to 3:00 p.m.), Term Time Only
BENEFITS:	<ul style="list-style-type: none"> • Competitive rates of pay • Extensive professional development opportunities across the Trust • Career pathways across the Trust • Teacher/Local Authority Pension Schemes • Online retail discount • Employee Assistance Programme • Family Friendly policies to support family & carer commitments • Flexible Working Arrangements <p>www.thefuturestrust.org.uk/why-work-for-the-futures-trust</p>

The Futures Trust is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

JOB DESCRIPTION



Job Purpose

Responsible, under the direction of the Facilities Manager or nominated deputy for undertaking the clearing away of litter, general janitorial and cleaning support to the school and community activities

Duties and responsibilities

- Care and cleaning of toilets, vanity units, wash basins and floors throughout the school, including the replenishment of soap, toilet tissue and hand towels and unblocking toilets, sinks etc. Complete toilet monitoring sheet on completion of toilet check. Alert the Site Service Officers to any maintenance issues
- Assist with the clearing away of litter and tidying site both within and outside the school buildings. Empty litter bins and dispose of litter / rubbish in accordance with the procedures laid down by the school, ensuring that hygiene regulations and good standards are maintained. Undertake the portage of rubbish sacks to designated areas on the school site.
- Undertake any other general duties relevant to the site as required e.g. keeping paths, steps, walkways free of snow and ice using salt and grit as necessary
- Undertake ancillary duties including the wiping of tables, cleaning of spillages in dining rooms

General

- Compliance with the Data Protection Act.
- Willingness to undertake professional development suited to the post, including Health & Safety.
- To participate in the staff performance review process.
- Knowledge of and compliance with relevant school policies and procedures, e.g. health and safety policy, safeguarding etc.
- To undertake any other duties and responsibilities, as required, appropriate to the grade of the post, personal skills and experience of the post holder at the discretion of the Director of Operations, to ensure the smooth running of the school.

Line management

None

Professional Development

- Maintain personal professional development to ensure that the knowledge and skills required to fulfil the role of Site Services Assistant are up to date.

- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



**Person Specification
Site Services Assistant**

Responsible to	Facilities Manager
Grade	2
Hours	20 hours, term time only
Location	Based at Coundon Court School with a requirement to travel to undertake work at or for academies within the Trust

	Essential Criteria	Desirable Criteria	Measured By
Education and Qualifications	A good and fluent level of written and spoken English with basic numeracy skills	Relevant qualification in relation to health and safety, Control of Substances Hazardous to Health (COSHH) etc	Application Form Certificates Test
Skills and Abilities	<p>Physically able to undertake the role of cleaner including bending and stretching, lifting and carrying, pushing and pulling heavy items. (subject to any reasonable adjustments)</p> <p>Able to consistently clean to the required standards.</p> <p>Able to maintain safe working practices at all times .</p> <p>Able to work well both as part of a team and independently.</p> <p>Liaise and communicate effectively with other staff in respect of duties to be performed and</p> <p>Good communication skills</p>		Application Form Interview Test

<p>Skills and Abilities Continued</p>	<p>Good interpersonal skills, able to interact with learners, colleagues, visitors, parents etc in a professional and courteous manner.</p> <p>Able to identify faults, defects or required repairs in relation to furnishings, premises or equipment and report</p> <p>An understanding of Health & Safety principles and working safely.</p> <p>Carry out basic computer tasks such as internet searches and completion of electronic forms.</p> <p>Able to adapt and change to meet the needs of the school.</p> <p>Able to understand and respond to warning notices etc. on cleaning chemicals and complete basic forms / keep accurate records.</p> <p>Able to follow the school's safeguarding procedures and recognise when to report any concerns.</p>		<p>Application Form Interview Test</p>
<p>Experience</p>	<p>Cleaning Basic problem solving</p>	<p>Working in a school environment</p>	<p>Application Form Interview Test</p>
<p>Knowledge and understanding</p>	<p>Working practices, equipment and materials in relation to cleaning</p> <p>Health and Safety within a cleaning environment and COSHH</p> <p>The importance of cleanliness and hygiene in the school environment</p> <p>The role of systems, processes and procedures in ensuring efficient and effective service delivery</p> <p>Customer care</p>		<p>Application Form Interview Test</p>

Other requirements	A professional role model who is committed to their own professional development and to developing others Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. Able to work calmly under pressure and withstand stress Able to work flexibly, and to attend meetings and INSET days as required		Application Form Interview
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HOW TO APPLY

CLOSING DATE:	21 February 2025
INTERVIEWS:	W/C 24 February 2025

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team on tel: 02477 102134.

To apply for this post, please download an application form from www.thefuturestrust.org.uk/work-with-us/recruitment-pack and return to recruitmentadmin@thefuturestrust.org.uk

On application please read the following policies found [HERE](#)

- Coundon Court Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants

The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment. The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.

