



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.



COUNDON COURT SCHOOL



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

A crucial part of Building Brighter Futures is providing a high-quality educational experience delivered through an academic curriculum and an exceptional programme of enriching experiences. At Coundon, we drive everything we do through our 3 core principles: Hard Work, Kindness and Respect. We are looking to expand our team of dedicated professionals who excel in their field.

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 (£10,497 to £10,672 pro-rata salary) 20 hours per week, (11:00 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

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.

Special conditions of employment

Rehabilitation of Offenders Act 1974

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the School's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

The jobholder is required to follow all of the School's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the School's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the School's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest disclosure Act 1998 as amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

The School and the Trust are committed to equality and value diversity. As such the School and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the School and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

The School has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.

The Trust Operates a Strictly No Smoking Policy

This applies to all School premises and those where School services are provided.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.



**Person Specification
Site Services Assistant**

The Futures Trust and Barr's Hill School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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

	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</p> <p>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>

<p>Other requirements</p>	<p>A professional role model who is committed to their own professional development and to developing others</p> <p>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.</p> <p>Able to work calmly under pressure and withstand stress</p> <p>Able to work flexibly, and to attend meetings and INSET days as required</p>		<p>Application Form Interview</p>
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HOW TO APPLY

CLOSING DATE:	11 December 2024 - Midday
INTERVIEWS:	W/C 16 December 2024

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 [HERE](#) 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.

