



STOKE PARK  
— SCHOOL —

# 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.



# STOKE PARK SCHOOL



Stoke Park School 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. We are looking to expand our team of dedicated professionals who excel in their field.

*Natalie Rock, Headteacher*

<b>JOB TITLE:</b>	<b>SITE SERVICES ASSISTANT</b>
<b>OPPORTUNITY:</b>	<p>We are seeking to appoint an excellent Site Services Assistant to join Stoke Park School. 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.</p> <p>Undertaking general janitorial and cleaning support to the school and community activities under the guidance of the Facilities manager or nominee.</p> <p>A personable, organised individual will thrive in this role.</p>
<b>REPORTING TO:</b>	Facilities Manager
<b>LOCATION:</b>	Based at Stoke Park School with a requirement to travel to work at schools in the Trust.
<b>SALARY/HOURS:</b>	<p>Grade 3 (FTE: £23,351 - £24,545 p/a)</p> <p>37 hours per week (AYR) <b>(including occasional early/late shift - opening / closing the school, supporting the needs of the business)</b></p>
<b>BENEFITS:</b>	<ul style="list-style-type: none"><li>• Competitive rates of pay</li><li>• Extensive professional development opportunities across the Trust</li><li>• Career pathways across the Trust</li><li>• Teacher/Local Authority Pension Schemes</li><li>• Online retail discount</li><li>• Employee Assistance Programme</li><li>• Family Friendly policies to support family &amp; carer commitments</li><li>• Flexible Working Arrangements</li></ul>

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 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.

### Duties and responsibilities:

- To supervise pupils in the dining hall, playground areas and school premise ensuring an acceptable level of order and discipline is maintained according to the guidelines set by the Headteacher.
- Assisting pupils in the collection of foods trays and plates and in the serving of meals and food where necessary.
- Supervising and assisting pupils to return waste food, plates and cutlery to the appropriate points
- Undertake ancillary duties including the wiping of tables, cleaning of spillages.
- Carry out appropriate procedures as laid down by the school in the event of emergencies, (e.g. accidents and fire), and alert the Site Service Officers of any security problems whilst carrying out the duties of the post.
- General cleaning duties e.g. vacuuming and where appropriate shampooing carpets, polishing and dusting furniture, cleaning windows and where necessary vehicles, empty waste paper bins, cleaning areas/furniture which receive heavy use, removing graffiti and clearing up vomit and bodily fluids.
- 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.
- Prepare rooms for meetings, tidying, setting out chairs and where necessary making drinks.
- Undertake routine inspections of equipment and external areas, reporting any defects, repairs or cleaning needed to the Site Service Officers.
- Assist with the clearing away of litter and tidying site both within and outside the school buildings.
  - This may include working with pupils as and when required. 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.
- Assist with any injuries to staff and students as required. You will be expected to complete first aid training (if not already qualified).
- 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, limited grounds maintenance duties, accepting deliveries, show contractors to work areas and where appropriate care for plants

### **Additional responsibilities**

- Cleaner quality assurance
- Deliveries Coordinator
- School Fire Marshall

### **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**

There is no line management in this role.

### **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

	Essential Criteria	Desirable Criteria	Measured By
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• A good and fluent level of written and spoken English with basic numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant qualification in relation to health and safety, Control of Substances Hazardous to Health (COSHH) etc.</li> </ul>	Application form Certificates
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• 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)</li> <li>• Able to consistently clean to the required standards</li> <li>• Able to maintain safe working practices at all times</li> <li>• Able to work well both as part of a team and independently</li> <li>• Liaise and communicate effectively with other staff in respect of duties to be performed and</li> <li>• Good communication skills</li> <li>• Good interpersonal skills, able to interact with learners, colleagues, visitors, parents etc in a professional and courteous manner</li> <li>• Able to identify faults, defects or required repairs in relation to furnishings, premises or equipment and report</li> <li>• An understanding of Health &amp; Safety principles and working safely.</li> <li>• Carry out basic computer tasks such as internet</li> </ul>		Application form Interview

<b>Skills and Abilities (continued)</b>	<p>searches and completion of electronic forms.</p> <ul style="list-style-type: none"> <li>• Able to adapt and change to meet the needs of the school.</li> <li>• Able to understand and respond to warning notices etc. on cleaning chemicals and complete basic forms / keep accurate records.</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns.</li> </ul>		
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Cleaning</li> <li>• Basic problem solving</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an educational setting</li> </ul>	Application form
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Working practices, equipment and materials in relation to cleaning</li> <li>• Health and Safety within a cleaning environment and COSHH</li> <li>• The importance of cleanliness and hygiene in the school environment</li> <li>• The role of systems, processes and procedures in ensuring efficient and effective service delivery</li> <li>• Customer care</li> </ul>		Application form Interview
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of the Trust: Students First, It's about Learning, No Barriers.</li> <li>• Professional appearance and demeanour</li> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Interview

## HOW TO APPLY

CLOSING DATE:	9am - Monday 6 <sup>th</sup> January 2025
INTERVIEWS:	TBC

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](mailto:recruitmentadmin@thefuturestrust.org.uk)

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

- Stoke Park 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.