



# PREMISES ASSISTANT FULL-TIME, FULL-YEAR

Candidate Information Pack



PART OF THE FAIRFAX MULTI-ACADEMY TRUST



## 10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

## WELCOME - *CEO of the Trust*

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Dear Candidate

Firstly, thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

Fairfax Multi-Academy Trust was established in 2014 and is grounded in the values, established over 60 years ago, of the founding MAT School – Fairfax.



I joined Fairfax in 2007, and like you, had a choice about where to work. I came to Fairfax because I believed in its values: tradition; excellence; ambition; dedication; integrity. Gordon Philpott, the founding Head Teacher of Fairfax, was passionate about social mobility. He believed that all of his pupils, many of whom would be considered disadvantaged today, deserved nothing less than excellence. I knew there was no better school to join if I wanted to make a difference. It is the very same inspiration that continues to drive our teachers, leaders, governors and support staff across the Trust today. We are looking for individuals who share our drive and ambition to make a difference to the lives of our pupils.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a difference!

Yours sincerely

A handwritten signature in black ink, appearing to read 'Chris Stevens', followed by a long horizontal line.

**Mr. Chris Stevens**  
**Interim CEO | Fairfax Multi-Academy Trust**

## **WELCOME** – *Head of Academy*

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Dear

Candidate

Education is the bedrock for a successful and fulfilling life. Our aim is to prepare each and every student to succeed in a 21<sup>st</sup> Century workplace and have the skills and competencies to do this. Our broad and balanced curriculum underpins our ethos of creativity, innovation and mastering of the basics; reading, writing, communicating and mathematics.



We are proud of our pedigree both locally, nationally and internationally through our endeavours with the Duke of Edinburgh Award, World Challenge Expeditions and cutting edge Teaching and Learning initiatives. Our House system provides the support, challenge and competition to help students develop the confidence to achieve more and our Annual Eisteddfod celebrates our artistic talent. Fairfax succeeds in a variety of local and national sport team events; including our physically disabled students who regularly take part in regional Zone Hockey competitions.

My personal aim is to ensure that each student's individual experience is as enjoyable and rewarding as possible. I believe in the basics and will relentlessly pursue excellence in punctuality, behaviour, uniform and respect for one another. The mantra of 'All of us, all of the time' resonates throughout Fairfax in everything we do.

Yours sincerely,

A handwritten signature in blue ink, appearing to be 'DB' with a flourish.

**Debbie Bunn**  
**Head of Academy**

February 2019

Dear Applicant

**Re: Premises Assistant**

Thank you for your interest in the above post. Please find enclosed:

Application form  
Recruitment Monitoring Sheet  
Job description  
Person Specification  
An introduction to Fairfax School  
Support Staff Information

The closing date for this post is Thursday 28<sup>th</sup> February 2019 at noon.

Completed application forms should be returned to Jenny Piper, HR Manager. If you have any queries prior to completing your application form, please contact Jenny on 0121 378 1288 ext. 233.

We have regularly attracted large numbers of quality applications over the past few months. Consequently we are unable to respond to each applicant. If you have not heard from us within 14 days of the closing date, please assume that you have been unsuccessful on this occasion.

**Fairfax is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all successful applicants.**

We look forward to hearing from you.

Yours faithfully



**DEBORAH BUNN**  
**Head of Academy**

## CONTEXT - *Our school*

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Fairfax Academy is much larger than the average comprehensive school. It serves the area of Sutton Coldfield which has retained two selective grammar schools. The proportion of students with special education needs is below average. However, the proportion with a statement of special educational needs is much higher than average because the school manages specially provision for students with a range of physical disabilities. The proportion of students known to be eligible for the pupil premium is average, as is the percentage of students from minority ethnic groups.

## POSITION – *Premises Assistant*

## *Support Staff Team*

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An unusually large, diverse and effective range of support staff bring additional quality, care and expertise to our educational provision. A team of Teaching Assistants work with students in and outside of lessons.

A large range of other support staff are employed to manage the school's finance, payroll and HR functions, to provide IT support, administrative and technician support as well as caretaking, grounds, cleaning and in-house catering and lunchtime supervision.

In all there are around 65 support staff and the team continues to adapt to the changing needs of the school. All staff benefit from the clear line management structure and regular opportunities for training and development. Full induction programmes and a mentor are provided for all new appointments.

Support staff are fully integrated into the life of the school. They are involved in all of the school's training days, whole school discussion groups and staff meetings. Support staff are encouraged to become involved in the day to day life of the school community and play significant roles in the numerous House activities, sports and extracurricular events (including educational visits).

The person appointed will have a 'can-do' attitude and a commitment to working as part of a team to meet standards. They will conduct themselves in a professional manner and be able to build and maintain effective relationships with staff, pupils, visitors and the community we serve. Ideally, they will have similar experience of working within a school environment but must be able to demonstrate excellent general maintenance skills. They must be able to work within the academy's policies and procedures whilst having an understanding of Health & Safety regulations, risk management, site security and comply with safeguarding practices.

## POST - *Person Specification*

The person specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post's requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

Fairfax Multi-Academy Trust (FMAT) is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

<b>Experience/knowledge/qualifications</b>	<b>Essential</b>	<b>Desirable</b>
Qualified to at least GCSE Level	✓	
Good numeracy/literacy skills	✓	
Basic training in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating systems (or substantial experience of the same)	✓	
Experience of undertaking responsibility for the care and maintenance of premises	✓	
Experience of working in a customer facing environment	✓	
Knowledge of moving and handling procedures	✓	
Understanding of promoting positive relationships with the wider school community	✓	
Knowledge of the health and safety regulations including risk assessment and COSHH and how they apply in a school environment		✓
Knowledge of budget management		✓
IOSH managing safely certificate		✓
NEBOSH certificate		✓
Experience of working in a school/academy		✓
Knowledge of safeguarding policies and procedures		✓
<b>Personal qualities and attitudes</b>	<b>Essential</b>	<b>Desirable</b>
Ability to find solutions to complex problems and to manage change and work flexibly and professionally during times of change	✓	
Ability to work as a member of a team and work on their own initiative	✓	

A flexible approach and attitude	✓	
Commitment to school improvement	✓	
A competent user of ICT	✓	
Demonstrates that mutual respect, approachability, challenge and support are key to managing effective relationships	✓	
Excellent interpersonal skills to be able to communicate with all stakeholders and all members of the community as well as contractors	✓	
Be flexible, committed, resilient, positive and enthusiastic in their approach including when working under pressure	✓	
Ability to prioritise own workload to meet agreed deadlines	✓	
Ability to handle confidential information appropriately	✓	
Ability to learn and follow basic contractual requirements and understand contract terms	✓	
Excellent attendance and punctuality	✓	
Willing to undertake appropriate training and development with a positive attitude including a commitment to undertake Fire Marshall, First Aid and Water Temperature (Legionella) training	✓	
A commitment to the ethos, vision and values of the Trust	✓	
Ability to work evenings on an regular basis and occasional weekends to deal with emergencies occurring outside normal working hours following appropriate procedures	✓	
Current full UK driving licence	✓	

<b>Safeguarding</b>	<b>Essential</b>	<b>Desirable</b>
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 authority and maintaining discipline	✓	

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## SUBJECT – *Job Description*

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<b>DEPARTMENT</b>	Fairfax School
<b>RESPONSIBLE TO</b>	Trust Estates and Facilities Manager
<b>LINE MANAGEMENT OF</b>	N/A
<b>WORKING HOURS</b>	37 hours per week Half an hour unpaid lunch break
<b>WORKING PATTERN</b>	Shifts will be rotated weekly between: Shift 1: 06:30 until 14:30 Shift 2: 13:30 until 21:30 (cover on other shifts will be required as necessary)
<b>SALARY</b>	FMAT Scale SC4
<b>HOLIDAY ENTITLEMENT</b>	A paid entitlement of 25 days' annual leave and 8 statutory holidays (to be taken during school holiday periods)

### **JOB PURPOSE**

To provide efficient and effective support to the academy; ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards. To assist with evening and weekend events, as required. To comply at all times with the requirements of Health & Safety at Work Act 1974 and academy's Health & Safety policy statement.

*This job description lists the major duties and requirements of the job and is not all-inclusive. Under the direction of the Trust Estates and Facilities Manager and the Head of Academy, the post holder may be expected to perform duties other than those contained in this document and may be required to have specific job-related knowledge and skills. The allocation of duties is provisional and is subject to regular review.*

### **MAIN DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

#### **General Premises Responsibilities**

1. Responding to the day-to-day, routine and non-routine use of the buildings, preparing them for use (e.g. movement of furniture and equipment), including external functions.
2. Take delivery of stores, materials etc., storing them securely and arranging for the internal transport of goods to their designated location.
3. Ensure heating plant and equipment is efficiently and effectively operated, make adjustments as necessary, and report defects and malfunctions to the Trust Estates and Facilities Manager.
4. Responsible for the efficient operation of the academy's utilities and services - gas, water, electricity, lighting, heating, drainage and ancillary equipment, paying due regard to frost precautions.
5. Take immediate appropriate action in the event of a major incident e.g. fire, flood, gas escape, breaking and entering, or other major incident involving the emergency services.
6. Test the fire alarm on a weekly basis, ensuring emergency exits are not obstructed, and maintain records of fire, burglar alarms and emergency lighting systems and report any defects to the Trust Estates and Facilities Manager.

7. Avoid risks of water contamination, ensure that all hot and cold-water outlets are flushed after every holiday period and carry out appropriate Legionella checks.
8. In liaison with the Trust Estates and Facilities Manager be responsible for the accurate recording of meter readings on a monthly basis of all metered utility services.
9. Be responsible for the maintenance and up keep of student lockers.
10. Maintain inventories of tools, equipment and supplies in your remit.
11. Assist and direct visitors as required in a positive, helpful and courteous manner.
12. Undertake any other relevant duties, as reasonably required.
13. Routinely monitor and react to work related emails.
14. Monitor the work of contractors working on site and report any issues to the Trust Estates and Facilities Manager.
15. Support with the monitoring of the helpdesk including updating tickets on job status, i.e. adding new jobs or marking jobs as complete.
16. Understand the relevant risk assessments in place on site and raise any amendments necessary with the Trust Estates and Facilities Manager.
17. Assist the Trust Estates and Facilities Manager with updating and monitoring records on the Trust's Health and Safety portal.
18. Provide holiday and absence cover across the Trust if required.

### **Fire and Security**

1. On a daily basis, be responsible for daily opening and closing of the academy's buildings and grounds, including gates, doors, windows and the switching on/off of lights.
2. Ensure the building has been checked for vandalism and break-ins when opened at the commencement of the morning shift.
3. Request that students leave the grounds, if unsupervised, where appropriate, out of academy hours. Prevent unauthorised trespass within the premises and unauthorised parking of vehicles.
4. Be responsible for the security of the site and checks of the building outside academy hours, including the operation of security alarms and to respond as the first point of contact for out of hours calls.
5. Check on a weekly basis all automated gates and doors, reporting any faults to the Trust Estates and Facilities Manager.
6. Ensure that the buildings are locked and unlocked at appropriate times (including daily opening and closing); setting and disarming of alarm systems.
7. Ensure that traffic is monitored on site including adherence to Trust rules, and regularly assess and review traffic and parking policy to ensure optimal safety.
8. Ensure internal security procedures are adhered to; reporting any issues to the Heads of Academy/Chief Operating Officer.
9. Provide safe access to buildings and classrooms in the event of snow, minor floods and similar emergency situations.
10. Nominated Fire Marshall and First Aider.

### **Maintenance & Cleaning**

1. General repairs and maintenance of the academy's premises as directed by the Trust Estates and Facilities Manager including reporting of any damage or defects.
2. Be responsible for the cleaning of specified areas as advised by the Trust Estates and Facilities Manager.
3. Liaise with the Trust Estates and Facilities Manager and external cleaning contract supervisor/managers as necessary ensuring the service level agreement is adhered to at all times.
4. Ensure cleaning complaints are suitably recorded, investigated and reported to cleaning contractor as necessary.
5. Responsible for cleaning/litter picking and clearance of refuse bins within designated areas of the premises.

6. Arranging for the proper disposal of all refuse from site, including kitchens; ensuring the skip area is maintained and secured at all times and refuse does not overspill or create environmental or Health & Safety issues.
7. Inform the Trust Estates and Facilities Manager of any identified problems with cleaning equipment and materials.
8. Ensure that all hard surfaces are kept clear of potentially dangerous obstructions, that regular clearance schedules are followed to remove gutter obstruction and that storm drains are regularly inspected.
9. Assist with keeping paths, pedestrian access and steps clear of snow and ice (ensuring stocks of grit/salt are maintained) and all areas clear of litter and weeds.
10. Clean light fittings, replacing where necessary minor parts such as light tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
11. Arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required.
12. Remove spillages and resultant stains from floors and other surfaces.
13. Control and monitor the provision of toiletry and cleaning products including requisition, storage, stock levels and distribution of such items. Including the responsibility for replacement of paper towels, toilet rolls and soap in toilets on a daily basis.
14. Carry out checks of the cleaning contractor's work ensuring that appropriate standards have been met.

### **Lettings/whole academy functions**

1. Act as point of contact for lettings and report any issues/concerns to the Trust Estates and Facilities Manager.
2. Responsible for ensuring venues are fully prepared in terms of layout of tables/seating, staging (if required) for all functions, open evenings, parent consultation evenings and other events; making sure catering is supplied to the appropriate venue as ordered including car parking duties.
3. Secure premises at the end of the letting/function, ensuring the venue is cleared in preparation for normal use. Ensure that hirers leave the site safely and that the hire is left in the condition in which they found it.
4. Overtime will be required to be worked for specific events/functions/parents evenings etc.

### **Minibuses**

1. Ensure that the academy's minibus is inspected on a daily basis and any defects found are recorded and reported to the Trust Estates and Facilities Manager along with the name of the last known driver.
2. Install and remove disabled chairs to minibuses as required (training will be provided).
3. Keep the minibuses cleaned and valeted routinely.
4. Monitor the minibus booking system ensuring that fuel levels are maintained appropriately and that minibuses are available for use as planned and are controlled as necessary.
5. To facilitate Minibus driving to suit the academy's requirements (training will be given).
6. When the academy hires in a minibus make sure that all appropriate checks are made and logged using the appropriate form and processes to ensure the safety of staff and students at all times.

### **GENERAL**

1. Promote and safeguard the welfare of students you come into contact with.
2. Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
3. Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.
4. Be aware of, support and ensure equal opportunities for all.
5. Contribute to the overall ethos/work/aims of the Trust.

6. Appreciate and support the role of other professionals.
7. Attend and participate in relevant meetings as required.
8. Participate in training, other learning activities and performance development as required.
9. Engage actively in the performance review process.
10. Perform any other such duties as the Trust Estates and Facilities Manager and the Head of Academy may from time to time determine.

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