



Assistant Site Agent



Welcome

Dear Colleague,

Thank you for expressing an interest in applying for the position of Assistant Site Agent for Poppy Hill Church of England Multi Academy Trust. We are very excited about the appointment, convinced that it offers the right person a wonderful opportunity.

Our core aim is to provide children of all faiths and none with excellent educational provision within a caring and supportive ethos. We have, at the centre of our mission and purpose, the belief that every child has a right to educational excellence through the provision of high-quality schooling.

The Poppy Hill Church of England Multi Academy Trust is built from a solid foundation defined by excellent teaching experiences and the shared values of Honesty, Enthusiasm, Nurture, Love, Originality and Wisdom. We show Love of God, Love of life, Love of learning, Love of each other through Living Our Values Every Day.

These values are at the very core of the Trust, firmly embedded in all of our academies and embraced by our leaders, teachers, staff, parents and children alike. The school's commitment to learning extends to staff as well as students: there is a well-developed structure for ECTs and other new members of staff, and a strong culture of ongoing professional development among our teaching and support staff. We are continually looking to develop innovative approaches to learning with an increasing focus on collaborative learning.

The school is going through an exciting period of change, transitioning from a middle to secondary school. Our first Year 11 cohort will complete their Key Stage 4 journey in the summer of 2024. To accommodate the change of age range an extensive building project is near completion. Some highlights include a large MUGA, 5 new science laboratories, a large auditorium, graphics room, textiles room, a new food technology room and computer suite. Much of the school has been altered and refurbished to provide a full GCSE curriculum.

The successful candidate should be a hardworking, energetic and motivated individual who is willing to develop their expertise, take on new challenges, embrace change and is keen to join our developing team of committed professionals.

The application form is available on our website www.poppyhill.org.uk or from Mrs Janice Marshall who can be contacted via Henlow Academy school office, 01462 813733 or on email: jmarshall@henlowacademy.org.uk

The closing date for applications is Friday 17th June with interviews taking place week commencing 20th June.

If you would like to find out more about the school or position, or to organise a visit, please feel free to email Mrs Marshall at the above address.

I know the time and commitment required to go through the application process for a new post. If, having considered the supporting documents, you feel you have the necessary qualities we require, I would be delighted to receive your application.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'C. Earp'.

Caren Earp

Executive Head Teacher



Job Description

Post: Assistant Site Agent

Salary/Grade Range: NJC Level 2b Points 3-5 (£19,554 - £21,166 FTE) + overtime as required

Reporting to: Operations Manager

Liaising with: Site Agent, Operations Manager, the Headteacher and SLT of Henlow Church of England Academy, teaching and support staff, Diocese of St Albans Schools Team, parents and governors.

Purpose of Role:

To ensure that the School buildings and grounds are fit for purpose and are effectively maintained with particular emphasis on security, heating, lighting, cleaning, plumbing and general maintenance.

To support the Headteacher, Operations Manager, Site Agent and Governing Body as a key point of contact and liaison for contractors, related service agencies and the local community.

Specific Duties:

- Security of premises
- Heating and lighting/energy conservation
- Cleaning and hygiene
- Maintenance of furniture, fittings and equipment
- Maintenance of premises incl. statutory maintenance
- Other miscellaneous duties

Security of premises:

1. Ensure that the school is open for staff and pupils each school day.
2. Ensure that the school is open to persons who have hired the premises for private use.
3. Ensure that all doors and windows are secured and all lights and heaters are switched off after use.
4. Check for smell of gas and check all master gas controls are in "off" position every night.
5. Take reasonable steps to deter trespass on school premises and unauthorised parking of vehicles.
6. Carry out any necessary duties associated with the intruder, access control and fire alarm systems.
7. Check on a regular basis that fire extinguishers are in place as appropriate and are in working order.

8. Carry out tests of the fire alarm on a weekly basis and record as necessary.
9. Undertake the responsibility of keyholder and where possible nominate a deputy to cover for periods of absence.
10. Ensure that external security lighting and CCTV is functioning as required.

Heating and Lighting/Energy Conservation:

1. Ensure that the school is up to the required temperature by 9am each school day.
2. Manually shut down heating and switch off fan-heater's air conditioning etc at any time when not required, e.g. early and late heating season.
3. Check for correct setting of room thermostats, thermostatic radiator valves and fan convector thermostats.
4. Ensure services are closed down during school holiday periods.
5. Keep boilers clean as per instructions and keep boiler-house clean and tidy and undertake regular checks.
6. Ensure that no flammable materials are stored in the boiler-house.
7. Replace light bulbs and tubes as required, applying appropriate health and safety regulations, (maintaining stock by ordering through the Finance department).
8. Take monthly readings of all fuel meters, including water, record all readings and report promptly any fault giving rise to excessive consumption.
9. Ensure that taps and toilets are operational and efficient.
10. Ensure that checks are made on the emergency lighting as required.
11. Ensure that legionella tests are carried out in accordance with the statutory guidance and that records are maintained appropriately.

Cleaning and Hygiene:

1. Monitor the standards of cleanliness and hygiene throughout the premises, and provide feedback to the Operations Manager. (A contract cleaning company currently have responsibility for cleaning the school)
2. Ensure that stocks of soap, paper towels, toilet rolls etc are maintained and replenished as necessary; organising orders through the Finance department.
3. Ensure that litter and graffiti are removed from both inside and outside the buildings, and that external litter bins are emptied regularly.
4. Ensure that the playground, tennis courts, multi-use games area, paths and all hard areas are kept clean and tidy of leaves, litter etc. and all drains and gullies are kept clear and free flowing.
5. Ensure that litter is removed from the school grounds including the sports field and fence line.
6. Use appropriate equipment to clean the specialist surface of the multi-use games area on a monthly basis.
7. Ensure that the sports hall floor is cleaned once a week using specialist equipment.

8. Ensure that the environment is clear of hazardous materials/equipment.

Maintenance of furniture, fittings and equipment:

1. Ensure that furniture, fittings and equipment are checked regularly, carrying out repairs and replacements as necessary, advising the Operations Manager where major expenditure is required.
2. Ensure that all rooms are appropriately equipped with furniture and that equipment is in position.
3. Ensure that any furniture or equipment that may have been used, or moved, for such things as meetings, lettings, special events or activities are correctly in place for normal school working.

Maintenance of Premises:

1. In liaison with the Operations Manager to devise and implement an annual maintenance programme.
2. Make arrangements for routine repairs and maintenance work to be carried out, in liaison with the Operations Manager.
3. Ensure that a system is in place for staff to report repair and maintenance issues as they arise.
4. Carry out the drain maintenance schedule.
5. Carry out handyperson duties in respect of minor or temporary repairs and decorating, both inside and outside of the school building.
6. Monitor all work carried out by contractors on the school site and report issues to the Operations Manager.
7. Liaise with contractors in respect of grounds maintenance.
8. Ensure that access to the school in the event of bad weather is maintained, ensuring that paths, slopes and steps are clear of snow, ice, leaves, flood water etc.

Other duties:

1. Plan your work allocation appropriately, using both initiative and flexibility.
2. Take delivery and store materials, make arrangements for storing them and undertake general portering duties of equipment, furniture and other resources as required.
3. Make out timesheets for any overtime or lettings as appropriate.
4. Ensure that all lettings are serviced appropriately including setting out and putting away the equipment and that the school premises are secure and safe during these lettings.
5. Assist at school events, such as Parents' Evenings, Open Evenings, Concerts etc., with such things as supervising car parking and security checks.
6. Carry out weekend and holiday security checks, if required by the Headteacher.
7. Be aware of and adhere to all procedures on health and safety, including asbestos procedures. Fulfil the health and safety monitoring procedures that are required by statute.
8. Attend all essential health and safety training courses, including training in asbestos procedures, as determined by the management of the school.

9. To assist with any premises visits/inspections as required.
10. To know and follow school policy especially in regard to Health and Safety, financial procedures and equal opportunities
11. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
12. Undertake any other duties of a similar level and responsibility as may be required from time to time.

Note:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from the Henlow SLT and Governors to undertake work of a similar level that is not specified in this job description.

Person Specification

Key Criteria	Essential	Desirable	Identified By
Education & Qualifications	<ul style="list-style-type: none"> • Training and experience in one or more of the following: general maintenance; plumbing; electrical/ building maintenance; heating systems; grounds work; H & S 	<ul style="list-style-type: none"> • An IOSH, NEBOSH certificate or NVQ Level 4 Health and Safety qualification • PASMA qualification to work with scaffold towers • Car owner with clean license 	<ul style="list-style-type: none"> • Application Form • Verification
Professional Experience	<ul style="list-style-type: none"> • Experience of premises or building related work • Experience of managing people and working alongside people as part of a team • Experience and responsibility for Health & Safety within a workplace 	<ul style="list-style-type: none"> • Member of the British Institute of Facilities Management or equivalent • Previously worked in a school 	<ul style="list-style-type: none"> • Application Form • References
Professional Knowledge, Skills and Understanding	<ul style="list-style-type: none"> • Ability to maintain effective administrative systems including the use of appropriate IT programs • Ability to plan effectively for short and long term projects 	<ul style="list-style-type: none"> • The ability to achieve challenging professional targets/objectives 	<ul style="list-style-type: none"> • Application Form • References • Selection Process • Interview
Personal Qualities and Philosophy	<ul style="list-style-type: none"> • Decision making skills – the ability to investigate, solve problems and use initiative • Be proactive in solving problems and risks • Communication skills – both oral and written and the ability to make points clearly and understand the views of others • Good organisational skills • Commitment to the security and well- being of the school • Energy, determination and perseverance • Self-confidence, enthusiasm and commitment • Reliability and integrity • Ability to develop new ideas • Flexible working attitude 		<ul style="list-style-type: none"> • Application Form • References • Selection Process • Interview
Physical Requirements	<ul style="list-style-type: none"> • Able to meet the physical requirements of the position • Ability to work at high levels with appropriate equipment • Ability to deal with some manual handling 		<ul style="list-style-type: none"> • Application Form • References • Selection Process • Interview
Other factors, skills and Knowledge	<ul style="list-style-type: none"> • Excellent communication skills • A commitment to the philosophy and aims of Henlow Church of England Academy • Full DBS clearance 	<ul style="list-style-type: none"> • Involvement in the full life of the school • A positive, "can-do" approach with colleagues and pupils 	<ul style="list-style-type: none"> • Application Form • DBS check