



The **GALLERY TRUST**



A community of special schools

Site Assistant  
Candidate Information  
March 2021

# Contents

**Welcome from the Headteacher**

**The Gallery Trust**

**Advertisement**

**Job description**

**Selection criteria**



## **Welcome**

Thank you for your interest in the post of Site Assistant at Iffley Academy.

Iffley Academy is a very successful academy, and has grown in recent years with a current number on roll of 175 students. The Academy has a long and proud history, with a school on the current site in Iffley since the 1960s. Judged as Outstanding in 2015 and 2019, the Academy meets the needs of students with a range of SEND, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. Our learning community is based on respectful relationships with students, created through understanding of their special educational needs, commitment to restorative approaches, and by providing outstanding teaching and pastoral care. This is a warm and caring community, dedicated to equipping students with the skills and knowledge they need to live independent lives within their chosen communities.

We are seeking a hard working and dedicated Site Assistant to support our Site Manager and support the needs of this vibrant and diverse community.

Iffley Academy is a member of The Gallery Trust, an expanding Special Needs Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. The Trust has a national reputation for excellence, and is influential in the development of SEND strategy in the county. With six academies currently in the Trust, the Trust's aim is to build a community of special schools over the next ten years.

Thank you again for your interest and we look forward to hearing from you.

*Tom Procter-Legg*  
*Headteacher*

## **The Gallery Trust**

The Gallery Trust is a Multi Academy Trust which is dedicated to improving outcomes for SEND learners in Oxfordshire. Formerly known as The Iffley Academy Trust, the driving force of the Trust is simple: to provide outstanding education and support for young people with special needs and disabilities, enabled through:

- Commitment to special education – striving to provide the best specialist learning experience for all students
- Opportunities for all to learn – ensuring that students and staff have access to learning pathways which enhance their lives
- Genuine respect and value – creating relationships which promote trust, confidence and respect within environments which are safe and secure

The Trust currently has member Academies: Iffley Academy, Bardwell School, Orion Academy, Northern House Academy, Mabel Pritchard School, Springfield Academy and Bloxham Grove Academy, a new free special Academy scheduled to open in 2022 in North Oxfordshire. The Trust's vision is to build an organisation over the next ten years which includes converter academies, free schools and sponsored academies, and which will meet the needs of all cohorts of SEND students in the county. All constituent academies will have the opportunity to share expertise across the Trust and work with peers who are specialists in SEND, sharing common aims and goals.

The Trust is committed to investment in learning, developing leadership, working in partnership and through a shared vision, enabling all students to reach their full potential.

Students in the Trust have a range of SEND, including Severe Cognition and Learning Needs, Severe Learning Difficulties, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs, and additional complex needs. Our learning communities are based on respectful relationships with students, created through understanding of their special educational needs and disabilities, commitment to restorative approaches, and by providing outstanding teaching and pastoral care.

**Site Assistant  
Iffley Academy, Oxford**

**Grade 6: £20,493-£22,627 pro rata per annum**

**Actual annual salary: £13,846-£15,288**

**25 hours a week, 52 weeks a year**

*37 days holiday per year (including bank holidays)*

*Working pattern: Mon-Thu 12-5.15pm, Fri 12-4pm*

Iffley Academy is Oxfordshire's largest special school, and we are seeking enthusiastic and motivated staff to join our thriving and vibrant community at an exciting time in our development.

Judged as Outstanding by Ofsted in 2015 and 2019, our school community is unique in many ways. Our students have a range of Special Educational Needs, including Cognition and Learning Needs, Autistic Spectrum Disorder and Social, Emotional and Mental Health Needs. We make respectful relationships with our students through our understanding of their special educational needs, our commitment to restorative approaches, and by providing outstanding teaching and pastoral care. We are a warm and caring community, dedicated to equipping pupils with the skills and knowledge they need to live independent lives. We offer individual learning pathways, vocational opportunities, and specialist therapies and interventions.

The role of Site Assistant involves supporting our Site Manager to provide a safe and positive learning environment for our students, staff and visitors.

If you share our passion for making a real difference to the lives of children and young people with special needs, this could be the opportunity you are looking for. In return for your contribution to our team, you will work in an environment, which is innovative and well resourced, and in a role which is rewarding and fulfilling. We will provide you with induction and training, and the opportunity to join the Local Government Pension Scheme, one of the largest public sector pension schemes in the UK. This is an exciting time to join our team as we have just moved into our fantastic brand-new, purpose-built school buildings.

## Application process

Please submit your application form to [recruitment@iffleyacademy.co.uk](mailto:recruitment@iffleyacademy.co.uk) or by post.

Please ensure you detail any gaps in employment, and use the selection criteria which is contained in the job pack when you prepare your application, as shortlisting for interview will be based on how closely you demonstrate your ability to fulfil the essential criteria. We do not accept CVs. If you are shortlisted, we will take up written references before your interview so please provide permission for this and provide accurate phone and email contact details for your referees. One of your referees must be your current or last employer, and if you are employed in a school, must include your current Head Teacher.

Closing date for applications: 12 noon Monday 19 April  
Interviews will be held: w/c 26 April

Iffley Academy is committed to safeguarding and promoting the welfare of all children and expects all staff to share this commitment. The successful candidate will be subject to an Enhanced DBS check, Occupational Health check and a probationary period of 6 months. The Iffley Academy is an equal opportunities employer and we welcome applications from a range of ethnic backgrounds to represent diversity in line with our school community.

## **JOB DESCRIPTION**

### **Site Assistant**

#### **Introduction:**

This job description should be read in conjunction with the current Support Staff Pay and Conditions document and the provisions of that document will apply to the post-holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher. The Headteacher, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The academy's grievance procedure will be used to resolve any disagreement arising out of the job description. Other relevant policies may be the County Council's Stress at Work policy and the Dignity at Work policy.

#### **Under the guidance of appropriate senior staff:**

To be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area be responsible for the maintenance of a clean and hygienic school interior

#### **TASKS - MAINTENANCE**

##### **Security**

- Lock/unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

##### **Maintenance**

- Undertake appropriate repairs e.g. redecorating and fixing
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.

- To organise and carry out minor decoration programme as agreed with the headteacher
- To organise and carry out minor improvement work as agreed with the leadership team
- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions
- Operation and maintenance of heating plant and lighting systems
- To carry out regular checks and tests e.g. fire safety checks, fire call points, water temperatures etc as required for H&S compliance
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records
- Undertake regular site inspections
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter-picking
- Undertake specialist cleaning tasks
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards
- Liaise with contractors
- Traffic management
- Supervision of cleaners
- Assist with care in the small animal centre

#### **KEY ACTIVITIES – RESOURCES**

- Contribute to planning, development and organisation of systems/procedures/policies
- Be responsible for maintaining records, information and data, producing analysis and reports as required
- Create and maintain a purposeful, orderly and productive working environment
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials
- To undertake safety audits of the premises and assist with relevant risk assessments as required
- Promote and ensure the health and safety of pupils staff & visitors at all times

#### **KEY ACTIVITIES –ORGANISATION & SUPERVISORY/MANAGERIAL**

- Demonstrate and assist in the safe and effective use of specialist equipment/materials
- Provide specialist advice and guidance as required



- Portering duties e.g. delivering mail, moving furniture and equipment
- Assist the headteacher in the management, administration and operation of lettings system
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required
- Direct/supervise cleaning staff and ensure cleaning is in accordance with specification
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the headteacher
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.

## **RESPONSIBILITIES**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Assist in the supervision, training and development of staff
- Ensure compliance by self and others with all health and safety policies and procedures
- Ensure safe use by self and others of equipment and materials
- Establish constructive relationships and communication with contractors and other agencies/professionals
- To be responsible, in conjunction with the Bursar, for the administration and control of appropriate areas of the budget
- Attend and participate in regular meetings
- Treat all users of the school with courtesy and consideration
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times

**Selection Criteria**

<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>● Handyperson experience</li> <li>● Caretaking/cleaning/site-keeping experience in a school or similar environment</li> </ul>
<p><b>Qualifications/ Training</b></p>	<ul style="list-style-type: none"> <li>● Willingness to undertake induction training</li> <li>● NVQ 3 OR equivalent qualification desirable</li> <li>● Good numeracy/literacy skills / GCSE (or equiv) Maths and English</li> <li>● Specific training in specialist area</li> <li>● Full driving licence</li> </ul>
<p><b>Knowledge/ Skills</b></p>	<ul style="list-style-type: none"> <li>● Willingness to develop knowledge of use of ICT and other specialist equipment/resources</li> <li>● Working knowledge of relevant policies/codes of practice/legislation</li> <li>● Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>● Ability to relate well to children and adults</li> <li>● Knowledge of Health &amp; Safety procedures and precautions</li> <li>● Knowledge of COSHH regulations</li> <li>● Awareness of health and hygiene procedures</li> <li>● Knowledge of moving and handling procedures</li> <li>● Willingness to participate in development and training opportunities</li> </ul>