



Stamford Green Primary School



Inspiring



Happiness



Values



Achieving



Ambition



Learning



Togetherness

Working together to be the best we can

Premises Assistant Application Pack 2017

Headteacher: Louise Druce
Chair of Governors: Simon Williams



Stamford Green Primary School



Dear Applicant,

Come and join our team

Thank you for your interest in working at our school. Stamford Green Primary School is an outstanding primary school currently growing from 2 to 3 forms of entry providing a friendly, dynamic and exciting place to learn and work. For one year only in 2016/2017 we took 4 forms of entry into Reception.

We are looking for a professional and positive Premises Assistant to join our team as bank staff initially to cover a period of two weeks' leave during January 2018. In return we can offer you a friendly, supportive environment with excellent facilities.

Stamford Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of our safer recruitment procedure, shortlisted candidates are required to bring to their interview documents to confirm identity, name, date of birth and address. The successful candidate will be required to obtain an up to date DBS enhanced clearance.

I look forward to receiving your application.

Kind regards,

Louise Druce
Headteacher



Our School Vision

To be a continually improving learning community for all, where children realise their potential.

Our School Motto

Working together to be the best we can.

This is brought to life through our seven commitments, to each child, during their seven year journey with us:



Inspiring - We believe that the most effective learning comes from having hands on, enjoyable and memorable experiences that feed the imagination and fuel the desire to find out more.

Happiness - It is our wish that the children at Stamford Green feel cared for, so that a sense of fun and positivity leads to happiness in all we do. There are some things in life that we all just have to do, but it is the attitude with which these tasks are approached that matters.

Achieving - Knowing each child's strengths and areas of development allows us to assist every child in moving forward. Giving them individual support and strategies to succeed, aids their improvement and ensures progress.

Values - As a school, the pupils, parents, staff and governors worked together to decide on twenty two values that would become a part of school life. From assemblies and lessons to everyday actions and vocabulary, everyone uses our school values: *Manners, Sharing, Courage, Tolerance, Friendship, Respect, Effort, Forgiveness, Hope and Aspiration, Self-Belief, Responsibility, Reflection, Empathy, Honesty, Patience, Humility, Independence, Caring, Making Good Choices, Justice, Resilience.*

Ambition - At Stamford Green we constantly aim to raise children's aspirations, helping them to become lifelong learners. We want to equip them to succeed in the 21st Century, as we are not just educating the children of today but the citizens of the future.

Learning - At Stamford Green it is our goal to give all children the chance to shine. Children are given wide ranging experiences and opportunities, not only in the classroom but beyond, to express themselves within a supportive and challenging learning environment. Individual abilities and talents are recognised, fostered and developed and this contributes to the continued success of our pupils.

Togetherness - We believe that excellence comes from creating an open and nurturing environment where evaluation from children, parents, staff and governors leads to improvement. At Stamford Green we recognise that relationships matter and are central to success. Whether you are in the classroom, working with other people for the good of the school or helping our community, we want everyone to feel safe, secure and above all else happy, as together everyone achieves more.



Application Information Premises Assistant

**Bank Staff – initially to cover 2 week period of leave in January
2018**

Hours: 6 hours per day – hours flexible

Salary and benefits

The salary will be within Surrey grade S3, currently £8.16 - £9.23 per hour.

Recruitment Process

We encourage applicants to visit the school. If you would like to arrange a visit, please contact Louise Wheatley or Nancy Thorpe, our Principal School Secretaries - info@stamford-green.surrey.sch.uk or 01372 725383.

Completed applications forms must be returned by 9.00am on Monday 11 December 2017 to Louise Druce, Headteacher, Stamford Green Primary School, Christ Church Mount, Epsom, Surrey, KT19 8LU or by email to info@stamford-green.surrey.sch.uk.

We will contact you by email or telephone on Tuesday 12 December 2017 if you are being invited for interview. Interviews will be held on Thursday 14 December 2017.

Applications must be on the application form, curriculum vitae will not be accepted. Please also provide a supporting statement showing how you meet the person specification on no more than 2 sides of A4 paper at no less than font size 11. In your supporting statement, please tell us why you would like to work at Stamford Green Primary School, what relevant experience you have and how you can contribute to our vision and motto. Please illustrate your points with specific examples of your experience.

Other Information:

- Stamford Green Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The successful applicant will be required to cover a period of 2 weeks leave in January 2017 and there will be an opportunity for the right candidate to remain as bank staff after this. There may be further periods of leave during the year to cover.
- The appointment will be subject to a satisfactory medical screening and DBS enhanced clearance.
- As part of our safer recruitment procedure, shortlisted candidates are required to bring to interview original documents to confirm their identity, right to work in the UK (ideally passport) and evidence of qualifications.
- References will be taken up prior to interview unless you have expressly asked us not to do so in a covering letter.



Job Description Premises Assistant

Job Purpose:

The purpose of this role is to assist the caretaker and cover in his absence to provide a clean, safe and secure school site in order to:

- support teaching and learning
- promote the caring ethos of the school
- create a safe and welcoming environment to support and nurture all the children in the school

Accountability to: School Business Leader

Key Responsibilities:

- Ensure that the school is kept clean and tidy on a daily basis both inside and out
- Ensure that all necessary supplies are kept well stocked.
- Collect and dispose of refuse and recycling
- Carry out emergency cleaning as required
- Clean areas of the school not covered by the current cleaning contract (currently only the Studio)
- Carry out regular maintenance and health and safety checks as directed by the Caretaker or School Business Leader
- Undertake emergency first line maintenance and repairs and liaise with contractors if further expertise is required.
- Assist with receiving, unpacking and distributing deliveries.
- Ensure drains and gullies are kept clear and clean.
- Secure all school buildings and set alarm systems when school is not in use.
- Ensure site security during lettings as directed by the Caretaker or School Business Leader.
- Provide safe access to the site in the event of snow or other emergency situations.
- Provide a portering and furniture moving service to ensure supplies are in place and school activities can proceed.

General

- Maintain a professional and friendly approach at all times.
- Liaise with other school staff to ensure works is carried out with minimum impact to teaching and learning.
- Maintain strict confidentiality of all pupil data in accordance with the Data Protection Act.
- Undertake any other task that might reasonably be required.

Signed: _____

Date: _____



Stamford Green Primary School Person Specification Premises Assistant

E = Essential

D = Desirable

Experience	
Experience of premises care and maintenance	D
Experience of working in a school or other community setting	D
Experience of operating xx equipment	D
Teamworking skills	
Ability to build good relationships with staff and all stakeholders	E
Skills, abilities and personal qualities	
Professional, welcoming manner and an obvious sense of pride in your work.	E
Caring and sympathetic attitude to children and ability to empathise with their concerns.	E
Personal integrity and loyalty and ability to remain confidential at all times	E
Be a part of our 'can do' culture and demonstrate that you can go 'above and beyond'.	E
An ability to work independently and on your own initiative.	E
Believe and contribute to our school motto 'working together to be the best we can'	E
Excellent team working skills	E
Evidence of a commitment to equal opportunities policies and an understanding of their effective operation within schools	E
A passion for the job and enthusiasm to fully participate in whole school life	E
Ability to use your initiative to analyse tasks and decide how the best result will be achieved	E
Ability to take actions and communicate implications.	E
Ability to be supportive of colleagues	E
Accuracy and attention to detail	E
Flexibility to respond to changing demands	E