



MULTI ACADEMY TRUST

Standing Together, Learning Together

Recruitment Pack

Standish Community High School

Site Assistant

Permanent Contract

Closing Date: Monday 20th April 2020 at 12.00 noon



Partner Schools in Mosaic

This is an exciting opportunity to join a thriving and expanding Multi Academy Trust that currently consists of three schools located across Lancashire. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts.



Standish Community High School

Kenyon Road, Standish, Wigan, WN6 0NX

Standish Community High School is the lead school within Mosaic MAT, The school's motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



Clover Road, Chorley, PR7 2NJ

At Southlands High School we believe that academic achievement and personal growth for every child goes hand in hand; therefore there is a high expectation and high ambition for each and every student in terms of their learning and progress and in the mutual respect we hold for each other in our learning community.



Golborne Community Primary School, Talbot Street, Wigan, WA3 3NN

All at Golborne Community Primary School strive to create an environment that is stimulating, welcoming, friendly and secure. An environment where children are encouraged to try their best and are praised for their efforts. Where high expectations are encouraged the development of the whole child is valued. We believe that through effective experiences and partnerships we can support and develop the individual, giving them skills they need to be independent, confident learners, capable of expressing themselves and with the ability to integrate into the community.





Standish Community High School

be Outstanding!

March 2020

Dear Applicant,

Site Assistant - Permanent Contract

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification

Standish Community High School is advertising for a permanent Site Assistant. We anticipate employment to commence 1st August 2020 however this is dependent on government updates.

The working hours will be 37 hours per week working full year, over a two week shift pattern. The shift pattern will be as follows one week working 6.00 am until 2.00 pm Monday to Thursday and 6.00 am to 1.00 pm on Fridays followed by a second week of working 11.30 am to 7.30 pm Monday to Friday. There may be occasional weekend work dependant on the needs of the school as and when required.

Your completed application form should be accompanied by a covering letter. Completed application forms can be forwarded by email to: recruitment@mosaicmat.net or by post to Miss M Johns, HR Officer at the school address. Late applications will not be considered.

Applications will be considered as soon as they are received and the closing date will be Monday 20th April 2020 at 12.00 noon.

Yours faithfully,

Mr A Pollard
Executive Headteacher



Standish Community High School

March 2020

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application to the permanent post of Site Assistant at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. Our most recent Ofsted judgment, in November 2014, recorded an overall judgment of good in every category. However, we are working relentlessly to achieve "outstanding".

Our attainment figures for 2015 placed us in the top non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the fourth year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016 and 2017, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. We were delighted that our successes continued in 2018 and 2019 achieving positive progress 8 scores.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school and more recently a local primary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Head of School at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker
Head of School

Exam Results

	2017	2018	2019
Attainment 8	54.26	55.8	54.6
Progress 8	0.37	0.24	0.24

Standish	2017	2018	2019
5 x 9 – 5 (A* - C) including English and Maths	80	79	81
English and Maths Grade 4 and above	84	85	85
3 9 – 7 (A/A*)	37	40	38
5 9 – 7 (A/A*)	29	29	24

English Grade 9 – 4 (A* - C)	94	95	92
English Grade 9 – 5	80	86	82
English Grade 9 – 7 (A* - A)	43	47	44

Maths Grade 9 – 4 (A* - C)	85	86	85
Maths Grade 9 – 5	64	70	62
Maths Grade 9 – 7 (A* - A)	32	33	24


Standish Subjects	Grade 9s – 2017	Grade 9s – 2018	Grade 9s – 2019
English Language	22	15	21
English Literature	35	19	16
Maths	16	15	12



JOB DESCRIPTION

Post Title:	Site Assistant (Permanent)
Purpose:	To advise the Site Manager on all matters relating to the school site, buildings and grounds. To provide janitorial, security and general maintenance support of the school.
Responsible to:	Reporting to – Site Manager. No line manager responsibility.
Liaising with:	Headteacher, senior leadership team, teachers and support staff, contractors, pupils, parents/carers and outside agencies.
Working time:	The working hours will be 37 hours per week working full year, over a two week shift pattern. The shift pattern will be as follows one week working 6.00 am until 2.00 pm Monday to Thursday and 6.00 am to 1.00 pm on Fridays followed by a second week of working 11.30 am to 7.30 pm Monday to Friday. There may be occasional weekend work dependant on the needs of the school as and when required.
Salary /Grade:	Grade 3, SCP 3 - 5 £18,065.00 - £18,795.00 per annum
Disclosure Level	Enhanced
Main Duties / Job Outline	<ol style="list-style-type: none"> 1. To maintain the security of the school premises by securing entrances (locking/unlocking), exits and areas, reporting potential security breaches. 2. To carry out minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing. 3. To assist with regular routine health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing. 4. To undertake painting/decorating duties within the school building as required/directed. 5. To operate the heating plant, cooling and lighting systems. 6. To ensure lights and other equipment are turned off as appropriate. 7. To undertake cleaning duties including graffiti removal, collection and assembly of waste for collection. 8. To undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting. 9. To be the main key holder on occasions and attend to call outs outside of normal working hours. 10. To provide access to the school site out of school hours as requested. 11. To provide a portorage service around the school and assist with receipt, distribution, collection and despatch of goods. 12. To undertake basic record keeping as directed. 13. To ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the appropriate person.





Skills, knowledge and Experience	<ol style="list-style-type: none"> 1. To be aware of and comply with all school policies and procedures. 2. To appreciate and support the role of other professionals. 3. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person. 4. Commitment and support to ensure equal opportunities for all. 5. Contribute to the overall ethos/work/aims of the school. 6. To carry out the duties in the most effective, efficient and economic manner available. 7. To undertake any duties as may be determined by the Headteacher commensurate with the grade to support the effective, efficient operation of the school curriculum and activities. 8. Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'. 9. Promote actively the school's corporate policies. 10. Comply with the school's health and safety policy and undertake risk assessment as appropriate.
Training	<ol style="list-style-type: none"> 1. To participate in continuing professional development. 2. To continue personal development in the relevant area. 3. To participate in the staff review and development appraisal process. 4. Attend and participate in relevant meetings as may be reasonably directed. 5. To undertake Health and Safety Training on areas within the designated work area.
School Ethos	<ol style="list-style-type: none"> 1. Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding' 2. Promote actively the Trust's corporate policies

Safeguarding of Children and Young People

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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

This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to, the job commensurate with the grade and job title.

Date: March 2020



Person Specification

Site Assistant

Aspect	Essential/ Desirable	Application/ Interview/ Reference
Experience		
Experience of general trade e.g. joinery, plumbing, painting and decorating etc.	E	A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment.	D	A, I
Experience of carrying out routine repairs and maintenance	E	A, I
Qualifications		
Minimum of 3 GCSEs Grades (A to C) including English & Maths or equivalent qualifications	E	A, I, R
NVQ Level 2 in Facilities/Maintenance	E	A, I
Willingness to undertake further relevant training	E	I
Hold a valid first aid certificate or willingness to undertake basic first aid training	E	I
Knowledge & Understanding ~ Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post		
Understanding of COSHH requirements	D	A, I, R
Ability to prioritise workload	E	A, I, R
Ability to communicate effectively with staff, visitors, contractors and any other outside agencies	E	A, I, R
Ability to work constructively as part of a team and be aware of your own and the wider team objectives and goals	E	A, I
Ability to work alone with minimum supervision	E	A, I
Ability to work with frequent interruptions	E	A, I
An understanding/knowledge of Health and Safety at Work	E	A, I
Personal Skills, Abilities and Competencies ~ Applicants should be able to provide evidence that they have the necessary skills and abilities required		
Ability to use a range of equipment relevant to the post	E	A, I
Ability to complete basic paperwork	E	A, I
Ability to undertake basic DIY as directed	E	A, I
Awareness of and ability to work within Health & Safety requirements and the Health & Safety policy	E	A, I
Flexible approach with regard to working unsociable hours to respond to evening/weekend lettings	D	A, I
Ability to respond to emergency call outs	E	A, I
Adaptable, flexible, diplomatic, tactful and committed to success	E	I, R
Understanding procedures with regard to Safeguarding	E	A, I
Be aware of Best Practice with regard to working with young people	E	A, I
Ability to identify own training and development needs	E	A, I, R
Ability to recognise the importance of ensuring a secure and safe environment	E	A, I
Ability to take direction to complete a range of maintenance tasks	E	A, I
Ability to respond to straightforward maintenance problems	E	I
Personal Qualities		
Tact, a sense of humour and a personal friendly nature	E	A, I
Physically capable of lifting equipment and heavy items	E	A, I



Application		
Accurate completion of school application form	E	A
Letter which addresses person specification, evidence in letter and application from	E	A
High standards in spelling and writing	E	A
Legal Issues		
Legally entitled to work in the UK	E	A, I
Enhanced DBS Clearance	E	

