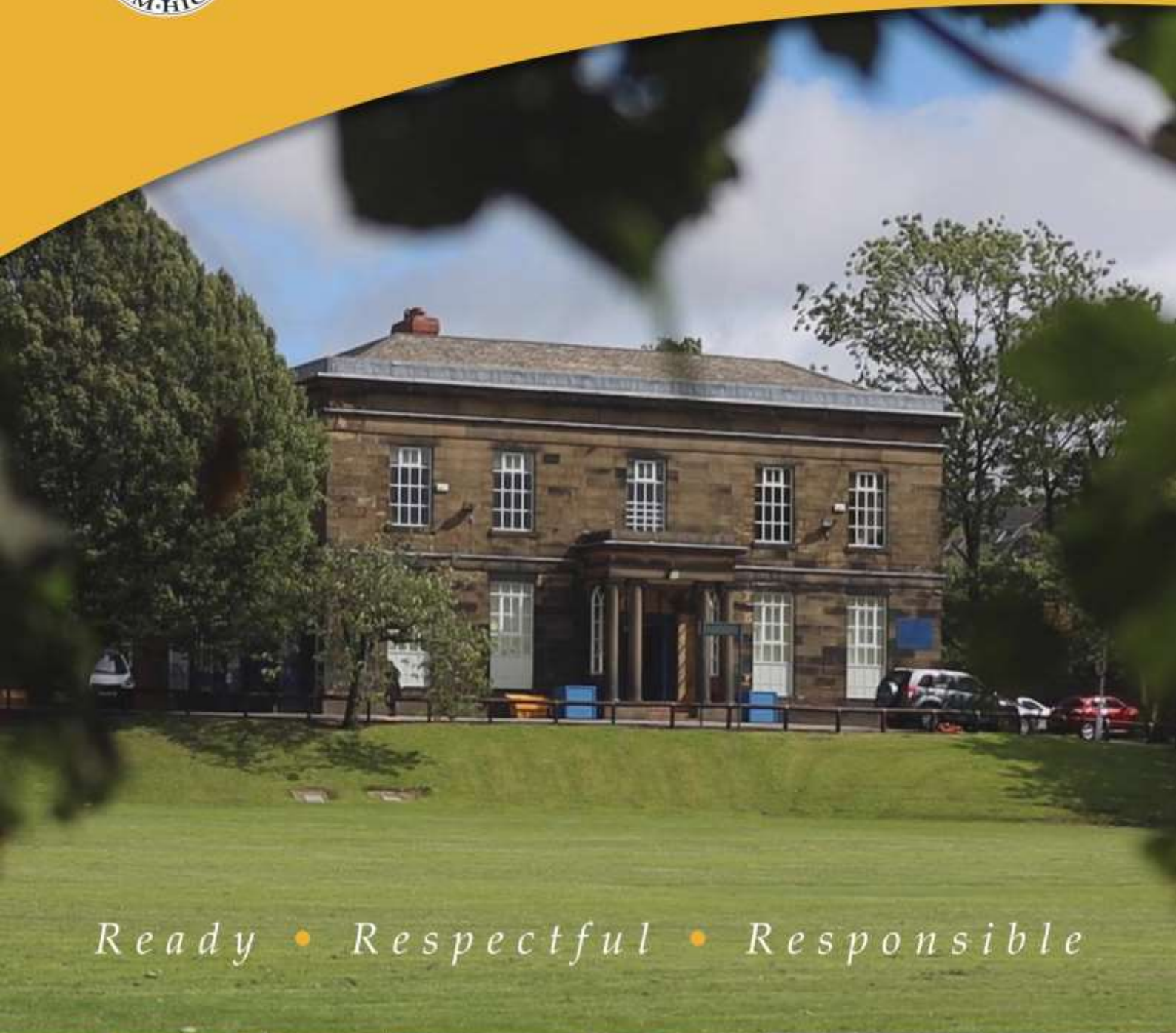




West Hill School

Aiming High Since 1927



Ready • Respectful • Responsible





Site Assistant

36.00 Hrs Per Week, Full Time

Point 7 – 10: £25584 - £26835

26 days Annual Leave + Bank Holidays

We are seeking a hardworking, conscientious individual to work with the Head Teacher in achieving the school's mission, vision and modelling and supporting the school's values.

You will provide efficient maintenance, cleaning, safety and security of the school and the grounds at all times to ensure students have a comfortable, clean, safe and well-maintained environment in which to learn.

You will also work closely with the Site Operational Manager and site team to ensure the smooth running and safe operation of the school day to day and be part and integral for the school's service improvement plans in the long-term future.

You will have a strong background in a trade, ideally within an educational or public sector environment, and can work independently as well as being part of a team.

Successful candidates will be proactive, well organised and passionate about creating the best possible environment for our staff and students. Hands on maintenance experience in facilities/site management is essential. It is desirable for you to have the relevant Health & Safety qualification but experience will meet the criteria and there will be opportunity for continued personal development.

We foster a collaborative culture where talented individuals can produce their best work. We welcome all applicants who meet the criteria in the accompanying recruitment pack to apply for this exciting role via the application process.

If you think you have the experience and skills, we are looking for we would like to hear from you.

To find out more about us please visit the school website www.westhillschool.co.uk.

Informal visits/discussions beforehand are welcome, please contact the School Reception Office on 0161-338-2193 or e-mail: admin@westhillschool.co.uk.

Applications should be emailed to recruitment@westhillschool.co.uk. Please ensure that applications are clearly marked for the post you are applying for.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check.

Shortlisted candidates may be subject to online searches as part of pre recruitment checks.

Closing Date for applications: Wednesday 29th January 2025

Interviews to be held week commencing: 3rd February 2025



A message from the Headteacher

Firstly, thank you for your expression of interest in our school. I hope, like my first visit to the school, you are struck by its heritage, its calm and warm welcome and the sense that our students live our values of Respect, Responsibility and Readiness. As the Headteacher from September 2023, I am impressed with the welcome that the staff, students and community have afforded me, one we hope you get to experience too.

As a school, we serve the needs of our local community and wish to remain integral in supporting the future planning of Stalybridge. We have a beautiful school site and our grounds could be mistaken for a grammar school, but as a Single Academy Trust we serve the needs of our students from Ashton, Dukinfield, Mossley and Stalybridge alongside smaller schools within the Peak District. We have maintained our strong connection with our past and the heritage of our site, alongside our looking and growing to the future. We are a homely community with many staff investing their lengthy teaching careers with us due to the respectful climate we maintain, alongside many staff living locally, invested in making our community the best it can be. We believe it is our duty to ensure teachers can teach in a calm and purposeful learning environment and our behaviour, and the student responsibility over their behaviour, is a strength. Not only this, but we heavily value our student leadership opportunities to bring learning to life. We believe in developing the character and resilience of our learners and remain passionate about our curriculum offer inside and outside the classroom.

Why West Hill? As a school community the needs of our students and bettering their life opportunities remain at the heart of what we do. We value our staff voice and staff opportunities to learn and grow in the same way we want to nurture our students. We trust our staff to 'do what makes sense' and our staff rise to this trust and respect. Our site has easy commutable links to the Peak District but also to other districts in Greater Manchester and the city centre itself (accessible via train or tram in around 20minutes). We are a community of staff that enjoy working together and welcome new members to our team and social events. We value an opportunity-based curriculum and wish to work to better our community and show our boys how they can too. We have supportive parents who send their boys here due to our strong reputation of excellence. As an 11-16 school with 170 students per year group, we are an ideal size to really get to know our boys and help them on their journey through school. Our passionate pastoral and teaching teams do this incredibly well and that is why we are consistently over-subscribed and forecast the same in September.

Even if you have not worked in a single-sex school before, come and see us, walk our building and get a sense for the greatness that exists here. This is a special place and I am incredibly proud to lead us forward in our next ventures together as a school and local community, I hope you join us in this. Kind regards,

Claire Cronin
Headteacher





Our vision

At West Hill, we have an uncompromised, aspirational vision that:

Everybody will experience a rich curriculum that expands beyond the classroom, empowering them to feel successful and make ambitious future choices.

Every lesson enables individual success through quality adaptive teaching and shared expectations.

Everybody matters and has a right to be safe, valued and treated with kindness.

Everybody will be supported to develop a healthy understanding of themselves and respect for others.

Everybody will be ready and take responsibility for their own learning, choosing thoughtful behaviours that show empathy for others.

Everybody in our West Hill family will collaborate and support each other to realise their aspirations and celebrate success.



Site Assistant

Job Description

Job Details:

Title:	Site Assistant
Reporting to:	Site Operations Manager
Responsible to:	School Business Manager, Headteacher
Hours:	36 hours per week to be worked flexibly as to cover the needs of the school.
Grade:	Point 7 – 10 £25584 to £26835 Full Time

Working Pattern

Hours between 6.30am and 6pm, with flexibility to hours when required.

Job Purpose

Main Duties and Responsibilities

Site and Premises Security

- Opening and closing, unlocking and locking of full school site.
- Opening and closing the school for half terms, school events (including late evenings) and weekend use as required.
- Un-setting and setting of the alarm system.
- Maintain the security of school premises by securing internal doors and entrances/exits as appropriate and reporting potential security breaches.
- Responding to out of hours emergency call outs and resetting of the school alarm, liaising with the emergency services and alarm company if needed. To include registering as main key holder and be the first point of contact in an out of hours emergency call out situation.
- Overall security of the school's premises including the locking of all windows and doors.
- Liaise with the Lettings company to ensure the school site is security and ready for use.
- Monitoring school property.
- Prepare for after school activities and ensure that the accommodation is ready again afterwards for normal school use.

Maintenance (As directed by Site Operations Manager)

- Carry out first line investigations into building faults and isolate / make safe prior to contractor arriving on site.
- To decorate and make good areas of the school in need of repair.
- To use basic hand and power tools and other equipment to make repairs and other improvements.



- Undertake the spreading of salt or grit on car parks, paths and access ways during winter months.
- Undertake general grounds maintenance as required such as tree cutting.
- Support and liaise with contractors onsite to complete repair/maintenance jobs and inspect their work afterwards.
- Draw to the attention of the Site Operations Manager any necessary repair or maintenance work that is beyond the competence of the Site Team.
- Upkeep and general care of the school.
- Complete inspections of all drains and gully's to ensure that they are free flowing and clean and that any defects are reported.
- Maintaining the lighting facilities in the premises and site, replacing light bulbs and cleaning shades and similar items as appropriate.
- To carry out reactive and proactive repairs to the school's premise and fabric.
- Work with the Site Operations Manager to utilise the school's helpdesk system to identify building and fabric issues.
- Complete statutory weekly/monthly checks and report any defects to the Buildings Operations Manager. These checks included but are not limited to, Litter Checks, Astro Pitch Sweeping, External Light Lights and to inspect the Mini Bus and drive when required.

Porterage

- Assist with the receipt, distribution, collection and despatch of goods.
- Assist and participate in the organisation and movement of furniture within the building.
- Maintain and arrange orderly and secure storage of supplies.
- Ensuring all goods received or awaiting collection are stored correctly and in a safe manner.

Health and Safety

- To be aware and understand the requirements of fire safety and compliances in school, general health and safety, COSHH and asbestos regulations, assist in implementing measures and reporting any deficiencies.
- Complete in-house training as directed by Site Operations Manager.
- Ensure knowledge and competency level of regulations are keep up to date.
- Reporting on problems relating to the safe use of the site and premises and taking emergency action when appropriate.
- Ensure that clear passage is maintained on fire escape routes.
- Use ladders when necessary and with due regard to the Health and Safety of themselves and others.
- Support the Site Operations Manager in implementing health and safety procedures. These procedures include but are not limited to, Fire Alarm Test, Fire Fighting Equipment Checks, Emergency Light Tests, Means of Escape Checks, Door Release Checks and Legionella Checks.
- To be a qualified first aider or to train to provide first aid and to act as a first aider during working hours



Cleaning

- To undertake, as part of the team, the cleaning of designated areas to ensure they are kept in a clean and hygienic condition, including sweeping, dusting, wall washing, toilet cleaning mopping and use of vacuum cleaners.
- Undertake cleaning duties including graffiti removal and litter-picking.
- Collect and assemble waste for collection.
- Empty internal and external communal waste bins daily.
- Undertake high level cleaning tasks as instructed including deep cleaning of floors.
- Support day shift cleaners with the cleaning of the Canteen area.
- Cleaning of external windows at ground level when required.
- Ensure cleaning equipment is in a safe and working condition.
- To support with deep clean of the premises during school closures.
- To undertake cleaning and minor repairs to machinery, equipment and furniture and assist with the moving of furniture and other items as needed to allow for effective cleaning

General requirements:

- Previous knowledge of working within a trade industry
- Flexible approach to working hours.
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- The post holder will be expected to work flexibly and carry out all duties with regard to the school's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 10/01/2025

Name of post holder:

Signature of post holder: _____

Signature of Head Teacher: _____

Date:



Person Specification

Post: Site Operations Manager			
	Essential	Desirable	Method of Assessment
Qualifications			
<ul style="list-style-type: none"> Job related experience in facilities management, property or site building maintenance or similar industry 	✓		Application form
<ul style="list-style-type: none"> H&S Qualification 		✓	
<ul style="list-style-type: none"> Experience of project management 		✓	
<ul style="list-style-type: none"> Experience of forward planning and service improvement plans and documentation 		✓	
Experience			
<ul style="list-style-type: none"> Experience of a school/public sector site environment 		✓	Application form
<ul style="list-style-type: none"> Use of Estates related equipment 	✓		
<ul style="list-style-type: none"> Knowledge of legislation, mandatory compliances in relation to areas of Estate management 		✓	
<ul style="list-style-type: none"> Working with a site team 	✓		
<ul style="list-style-type: none"> Diary Management and working to deadlines with a constant demand to achieve targets 	✓		
<ul style="list-style-type: none"> IT Skills 	✓		
<ul style="list-style-type: none"> Plumbing and general building experience, knowledge of materials and equipment for reactive work 	✓		
Philosophy			
<ul style="list-style-type: none"> Commitment to the aims of the School 	✓		Application form and letter of application
<ul style="list-style-type: none"> Commitment to continuous improvement and sharing of good practice 	✓		
Key skills, attributes and personal qualities			
<ul style="list-style-type: none"> The ability to be on site within 1 hour for emergency call out when required to cover the Site Manager 	✓		Application letter
<ul style="list-style-type: none"> Good communication skills 	✓		
<ul style="list-style-type: none"> Full Driving and the experience of driving a mini-bus or similar 	✓		



Post: Site Operations Manager			
• Ability to work as part of a team to achieve the Schools common goals	✓		and interview References
• Willingness to work flexibly to suit the needs of the School	✓		
• Good organisational and time management skills	✓		
• Ability to use initiative and be self-motivated	✓		
• First aid knowledge and skills		✓	
• Ability to develop good working relationships with staff and contractors	✓		
• Attend training sessions and other training opportunities	✓		

For information

Category (E) – ESSENTIAL - without which the candidate would be unable to carry out the duties of the post

Category (D) – DESIRABLE FEATURES which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience etc.