



## **INFORMATION FOR CANDIDATES**

**2018-2019**

**SITE ASSISTANT**

“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”



# Lord Grey Academy

*Aspire, Learn, Achieve*



## School Motto

# Aspire, Learn, Achieve

## Our Aims

### Lord Grey Academy expects you to:

- Achieve your personal best
- Contribute and enjoy
- Value and understand yourself and others
- Embrace opportunities
- Learn from mistakes
- Develop confidence
- Respect our core values:
  - Be resilient, independent and hardworking;
  - Be kind, caring and positive;
  - Be ambitious, aspirational and determined;
  - Be respectful, helpful and honest.

## Lord Grey Academy Mission Statement

‘Lord Grey Academy is a future-driven, aspirational and inclusive school offering all learners outstanding social and academic opportunities. Our international, national and local community links promote the development of fulfilled and successful young people. We aim to maximise learner potential to the highest academic levels and to encourage a love of learning that will last a lifetime. We are a high achieving school with an ambition to become an outstanding first choice local school’.

## Lord Grey is a “good school”, Ofsted, July 2014



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## Welcome from the Principal

Dear Prospective Applicant/Candidate,

Thank you so much for considering applying to Lord Grey Academy in Bletchley. We are a learning community of approximately 1490 students and over 150 staff. Lord Grey is totally committed to school improvement and developing the life chances of the young people in our care. We are a very inclusive and caring school, with high aspirations.

As the Principal, I am very proud to be the leader of such a dynamic and vibrant school. This is an Academy that is really 'on the up'. We are an oversubscribed school and have excellent links with our local feeder schools within the Bletchley Partnership. We believe in working in close partnership with parents, other local schools and colleges, the Local Authority and local community groups. We are part of TOVE Learning Trust, as part of their Multi Academy Trust, and we are excited to be in this family of likeminded schools.

We believe in treating every student as an individual and our students are wonderful to work with; they are respectful, polite and engaging. The academy believes in praising young people and celebrating the success of those who do well; we have a clear rewards and consequences system and a good vertical pastoral system led by Heads of House, to support learners and staff.

We have a good Sixth Form and we offer a wide range of Post-16 courses at Level 2 and Level 3; we are constantly striving to offer curriculum diversity and to widen our Post-16 offer. Ofsted 2014, recognised the Sixth Form as a real area of strength in the academy and value added outcomes have been consistently positive since.

The academy has an excellent programme of staff CPD and we have an outstanding track record in supporting staff in career development and training. We hold the prestigious Institute of Education Gold Award for professional development. The large staff are very welcoming and everyone who works here values the support and friendship that they are offered.

At Lord Grey Academy we understand the importance of a sustainable work-life balance and are committed to a rolling review of processes and practices to ensure that they do not get in the way of effective planning for great teaching and learning.

Faculty meeting time and CPD programmes encourage and facilitate collaborative planning in order to develop great strategies and resources whilst alleviating workload pressures. CPD provision is varied and tailored to teachers' skills and ambition. For colleagues interested in research-led, enquiry based CPD our CPD programme can offer opportunities to work as a research lead or take part in action research projects in a specific area of interest.



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Leadership at all levels is encouraged and an in-house leadership development programme is attended by all middle leaders. Middle leaders are also encouraged to seek external accreditation through NPQML and NPQSL programmes as appropriate.

As part of a newly enlarged Multi Academy Trust, there are exciting career opportunities for committed and ambitious individuals who are looking for a long term career within one organisation.

The academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was discovered – this site of historical importance and tourist attraction is just a few minutes' walk from the school. Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.

Having read all of this, if you are interested in making an application, we would be delighted to hear from you. Come and join us on our journey of school improvement! Lord Grey Academy is a school that is really working hard to be a truly great place of learning.

Mr Jim Parker  
Principal



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## Advertisement

### **FULL-TIME SITE ASSISTANT**

**37 hours per week,  
52 weeks per year with 25 days holiday entitlement  
(plus bank holidays)**

**TOVE Learning Trust Bands D/E - Salary Range: £16,863 - £17,972**

We require, as soon as possible, a Site Assistant to assist in the provision of a comprehensive site management service across the campus.

The working pattern will be 37 hours per week on a rolling shift pattern between the hours of 7am and 6pm.

The successful candidate will be energetic and hardworking, working as part of the Site Team who are responsible for repairs and maintenance, security, cleaning, waste disposal, deliveries and portage across Lord Grey Academy. The successful candidate will be required to have excellent interpersonal skills, willing to learn new skills and flexible to meet the needs of the school.

This role could benefit a person who is new to working life, experienced in their field or looking to change the direction of their work. On site training will be provided by the Site team, plus the Academy is looking to secure an apprentice course in Site Management in the future.

A candidate information booklet and application form are available on the vacancies section of Lord Grey Academy's website:

<http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form is available on the right hand side of the above link.

When submitting your application please clearly specify which working pattern you are applying for.

Your completed application form and covering letter should be submitted to Human Resources at Lord Grey or emailed to [hr@lordgrey.org.uk](mailto:hr@lordgrey.org.uk) by 9am on Wednesday 23<sup>rd</sup> January 2019.

Only successfully short listed candidates will be contacted.

*The school is committed to safeguarding children. The successful applicant will require an enhanced DBS check.*



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## **JOB DESCRIPTION**

POST TITLE:                      SITE ASSISTANT  
RESPONSIBLE TO:              SITE MANAGER

### **JOB PURPOSE**

To support the Site Manager in providing comprehensive site management services across the campus on a shift pattern.

### **PRINCIPAL ACCOUNTABILITIES**

- To observe all school policies, procedures and working practices
- To strive towards continuous improvement and to foster an enterprising culture
- To undertake any other duties which are reasonable within the scope and grade of the post
- To ensure the effective implementation of the school's Equalities Policy
- To contribute towards the delivery of high quality education for all students
- To undertake regular tasks within the planned maintenance regime and as directed by the Site Manager
- To assess the level of work, the materials required and the time involved for specific maintenance tasks
- To regularly communicate with the Site Manager to discuss progress
- To work in a flexible manner with colleagues in scheduling appropriate times to undertake work
- To assist with the opening and closing of the site
- To assist in the upkeep, storage and maintenance of all maintenance tools required on campus for use by the Site Team
- To assist in keeping the school minibus in good order, serviced, maintained and taxed in accordance with legal requirements and all Health & Safety legislation
- To assist in the weekly and daily schedules of work agreed with the site manager, including minor maintenance and repair, portering, setting out of furniture, emergency cleaning and security etc
- To maintain the required high standard of environment of school buildings and external hard standings and pathways
- To be an appropriate ambassador for the school when working with visitors and hirers of school facilities
- To be observant, to report any Health and Safety issues and to help ensure that Health and Safety legislation is complied with.
- The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed
- To liaise with contractors as required
- To ensure the effective implementation of the school's Equalities Policy and Safeguarding and Child Protection Policy
- To comply with any other reasonable requests from the Headteacher when there are exceptional circumstances
- To undertake such duties as may from time to time be reasonably assigned by the Principal.



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This job profile is a guide to the work that you will initially be required to undertake. It may be altered from time to time to meet changing circumstances. Staff are expected to carry out any reasonable instruction given by the Headteacher or other such authorised person as to allow for the effective running of the school. This job profile does not form part of your contract of employment.



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PERSON SPECIFICATION SITE ASSISTANT		
CRITERIA		E/D
EXPERIENCE/ KNOWLEDGE	Experience of: <ul style="list-style-type: none"><li>Working as part of a team</li><li>General maintenance and repair of school building or similar environment</li></ul>	D D
TECHNICAL JOB RELATED SKILLS	<ul style="list-style-type: none"><li>DIY skills to a good standard</li><li>Ability to handle a range of equipment</li><li>Awareness of relevant Health and Safety requirements</li></ul>	D E D
PERSONAL JOB RELATED SKILLS	<ul style="list-style-type: none"><li>Physically fit</li><li>Willingness to work outdoors as required</li><li>Organised and committed to quality</li><li>Good timekeeping skills</li><li>Good organisation skills</li><li>Customer oriented</li><li>Common sense and calm under pressure</li></ul>	E E E E E E
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"><li>Good basic standard of communication and numeracy</li><li>Willingness to train in relevant areas</li></ul>	E E
OTHER REQUIREMENTS	<ul style="list-style-type: none"><li>To be adaptable to meet the school needs</li><li>Able to work a shift pattern</li><li>Willing to work flexible hours</li><li>Ability to uphold the school's Equal Opportunities Policy and Safeguarding and Child Protection Policy</li></ul>	E E E E

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_