**Bodycoats Road**

**Toynbee School**

**Chandlers Ford**

**Eastleigh**

**Hampshire**

**S053 2PL**

**Appointment**

**of Site Assistant**

**Contact Details:**

**Tel:** 023 80269026

**Email:** [recruitment@toynbee.hants.sch.uk](mailto:recruitment@toynbee.hants.sch.uk)

**Website:** [www.toynbee.hants.sch.uk/recruitment](http://www.toynbee.hants.sch.uk/recruitment)

**APPLICATION DETAILS**

I have enclosed with this pack the following details:

* Job description
* The Senior Leadership Team structure
* A letter from the Headteacher

An application form (support staff) is available to download from Toynbee School website. See link: [www.toynbee.hants.sch.uk/recruitment](http://www.toynbee.hants.sch.uk/recruitment)

**Employment Checks**

Employment checks will be undertaken to establish positive outcomes in the following areas dependent upon role:

1. Personal Identity
2. Right to Work in the UK
3. Police check/Enhanced Level Disclosure and Barring Service Check (previously CRB disclosure)
4. Employment History
5. Qualifications
6. Health
7. References

**Equal Opportunities Statement**

In our school we are committed to securing genuine equality of opportunity, whether required by law or not, in all aspects of our activities as an employer and service provider.

This commitment is based on our belief in the broad principles of social justice and our aim is to provide services and employment on a fair and equitable basis.

Our staff are encouraged to demonstrate their commitment to equality by taking active steps to: eliminate discrimination, promote equality of opportunity and promote good race relations.

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| **Toynbee School Job Description** | | | |
| **Post** | Site Assistant | **Current**  **Post Holder** |  |
| **Allowance/**  **Scale** | EHCC Grade C | **Date Reviewed** |  |
| **Reports to** | Senior Site Manager | **Signed** |  |

**Accountability:**

The Site Manager will be responsible to the Senior Site Manager

**Section B**

**Organisation**

Headteacher

Bursar

Senior Site Manager

Site Manager

Contract Cleaning

Site Assistant

Site Assistant

**Section B**

**ROLE REQUIREMENTS**

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

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| --- | --- | --- |
|  |  | **% of** |
| **Accountabilities** | **Accountability Statements** | **Time** |
|  |  |  |
| **Cleaning** | Develop and operate a programme of the site. Ensure site |  |
|  | cleanliness meets standards, monitoring performance and |  |
|  | raising issues with the contractor (where private |  |
|  | contractor engaged). |  |
|  |  |  |
| **Maintenance** | Access requirements for maintenance and instigate |  |
|  | repairs where appropriate. Report more complex |  |
|  | requirements to line manager. Detest building and fabric |  |
|  | defects. Assess need for and allocate contracts. Record |  |
|  | meter readings to monitor energy consumption and |  |
|  | identify problems. |  |
|  |  |  |
| **Supervision of** | Engage contractors and monitor performance, raising |  |
| **contractors** | issues as appropriate with line manager. Liaise with HCC |  |
|  | regarding specialist cleaning and maintenance.. Meet with |  |
|  | various County Depts to provide input to new |  |
|  | developments and on going changes |  |
|  |  |  |
| **Management of** | Liaise with users of the site over their needs. Oversee the |  |
| **use of site** | use of site by hirers, lettings etc. |  |
|  |  |  |
| **Management** | Carry out recruitment, induction, training, supervision, and |  |
| **(where staff** | appraisal of site/cleaning team. Allocate work in |  |
| **directly employed)** | accordance with schedules. |  |
|  |  |  |
| **Stock mgt/admin** | Maintain stock and clearing supplies. Maintain records of |  |
|  | supplies and monitor effectiveness of usage. Maintain |  |
|  | accurate records |  |
|  |  |  |

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| **Security** | Act as key holder for emergencies. Attend school in |
|  | response to “call outs” in emergencies; act as a principal |
|  | key holder in emergencies. |

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| --- | --- |
| **Corporate and** | • Maintain an awareness of HCC and Departmental |
| **statutory** | Health & Safety policies and procedures and apply |
| **initiatives -** | them in the day-to-day job requirements |
| **equalities/health** |  |
| **and safety/e-** |  |
| **t/** |  |

**Section D -The key decision making areas in the role**

Selection of staff (where appropriate)

Stock

Deployment & allocation of work to staff (where appropriate)

Engagement of contractors e.g. emergency repairs and routine maintenance

Repairs

Swimming pool

Decide and agree with Headteacher

Decide on what, and when, to buy, within budget limits

Decide

Decide/agree with Headteacher

Decide action required to rectify

Decide on usability

**Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)**

**Budget** – Typically in the region of £1000 per annum for materials

**Staff Management** – Dependent on size of school & whether cleaning services aresubcontracted out

**School Assets** – Will be substantial and valuable and may include managing access formaintenance and lettings

**Dispersal of Site** – Varies depending on school, from 1 building on 1 site to multiplebuildings on more than 1 site

**Other** – Regular deliveries each week

A picture containing icon

Description automatically generated**Section F - The main contacts – external/internal customer contacts and purpose**

Cleaning staff (where appropriate) Daily – manage and oversee standard of

work; share information

Bursar Regular – to share information, and resolve

issues and attend meetings

Senior Site Manager Frequent – to share information, request

placing of orders and respond to requests

for service delivery

Other staff from school Regular – respond to requests for service

delivery

Visitors to the school e.g. parents, community groups

Oversee usage (lettings); act as first point of contact and respond to issues raised about the site e.g. litter

|  |  |  |
| --- | --- | --- |
| Contractors and suppliers | Regular – agree on site work |  |
|  | arrangements, briefing re problems to be |  |
|  | resolved/service or system usage required. |  |
|  | Receive deliveries |  |
| Governors | Infrequent – attend meetings of Governing |  |
|  | Body to share/discuss information about the |  |
|  | buildings and premises |  |
| HCC staff | Infrequent- meet with an liaise over site |  |
|  |  |
|  | issues |  |

**Section G - Working conditions – environment, and physical effort or strain.**

* Manual handling (inc. lifting heavy and awkward items)
* Wear protective clothing
* Exposure to potentially dirty, unpleasant and hazardous areas e.g. drains, toilets
* Working overhead e.g. replacing light bulbs, cleaning gutters, and at height e.g. on roofs.
* Handling cleaning materials, fluids, chemicals etc.
* Need to be aware of COSHH regulations

Section H - Context/additional information

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Lone working (oversight of out-of-hours usage of the school e.g. lettings)

Keyholder (vandalism call-outs, out of hours)

Emergency call-outs – out of hours e.g. fire/burglar alarms

Employed for 52 weeks per annum but Headteacher normally only in school during term time (40 weeks) – need for use of initiative and independent working

Drive school mini-bus (where MIDAS trained)

Exposure to possible unruly behaviour/threats from the public e.g. when locking up at night

Essential for school to be properly cleaned/adequately heated- school may have to close otherwise

HAMPSHIRE COUNTY COUNCIL

**Section I - Entry: Necessary role-related knowledge, skills and experience at selection**

Physically able to operate heavy duty cleaning equipment and lift heavy objects Able to use own initiative

Skilled in cleaning procedures and use of commercial cleaning equipment

Skilled in routine maintenance activities

Working knowledge of H and S requirements

Supervisory experience

Able to use own imitative



**Section J – Initial induction/training required to become effective in the role**

**Estimated time to become** 2-4 weeks induction

**operationally effective**

* Awareness of Health and Safety policy and procedures applicable to the School and the job

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Knowledge of layout of site and buildings

Able to use machinery e.g. buffing machine

Knowledge of school operational arrangements and procedures, - schedule of day-to-day tasks and cleaning specification

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Understanding of maintenance requirements of school swimming pool (where school has this facility)

Understanding of appropriate and correct use of cleaning materials



**Section K – Operationally effective: How would effectiveness in role be demonstrated?**

* Ensures school is cleaned to a high standard through overall performance
* Ensures no complaints received from school community and users
* Identifies and remedies basic maintenance defects
* Ensures positive reports received from HCC Caretaking and Cleaning service on caretaking standards in the school
* Establishes and maintains good relationships with staff and School Community
* Use initiative, and takes appropriate action without reference to the Headteacher

**Section L - Adding value: What characteristics will the advanced role holder**

**demonstrate?**

* Undertakes preventative maintenance activities
* Prepared to undertake tasks which exceed requirements of job description e.g. presenting ideas and new initiatives in relation to the site and buildings
* Willing to enhance maintenance skills through training

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder’s actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. In addition, you undertake other such specific duties which may from time to time be reasonably assigned by the senior leadership team. Where such duties amount to more than a temporary adjustment to the main responsibilities of this job description, it should be amended accordingly. This job description will, in any case, be subject to periodic amendment whenever the appraisal process helps reveal and define significant changes in your role within the school.

**The Toynbee Senior Leadership Team 2021-22**

**Headteacher:** Responsible for the overall strategic leadership of the school.

**Deputy Headteacher:** Responsible for Pastoral and Safeguarding

**Deputy Headteacher:** Responsible for Curriculum and Examinations

**Assistant Headteacher:** Responsible for Teaching and Learning

**Assistant Headteacher:** Responsible for Continued Professional Development

**Senior Leader x4:** Responsible for the leadership of specific elements of the School Improvement Plan

**Finance and Resources**

**Director:** Responsible for Financial and Facilities Management

**HR Officer:** Responsible for Human Resources Management

##### Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering applying to be the Site Assistant at Toynbee School. We are proud to be a holistic and inclusive school that promotes the highest expectations of our pupils. It is an exciting time in our development as a school and we are determined to further improve on our journey to become “outstanding”. We are proud of our successful OFSTED inspections in 2015 and 2019, however, we are never complacent and know that there is always more we can do to improve Toynbee for pupils, staff and the wider community. Our pupils know that they are at the centre of all we do and as a result they play a significant role in shaping the school's improvement.

Toynbee is a friendly school with a strong reputation in the local neighbourhood for excellent results and delivering on its 'Personal Best ethos'. Our parents have described the school as "a gem in Chandler's Ford", and our pupils’ aspirations and dreams for their future are the central focus of our work here.  We believe that only through full participation in school life can our pupils become the most incredible person they can be.  We want them to thrive and develop their potential through every opportunity offered to them, both within and beyond the classroom. Our pupils can enjoy exceptional teaching, with friendly and respectful support alongside some of the best extra -curricular provision the County has to offer.

Our academic curriculum is traditional and there is plenty of choice for all pupils’ talents to be recognised.  We pride ourselves on finding flexibility for individuals' needs and whilst this is provided for across the schools' academic and extra-curricular activities, it is especially evident in our Visually Impaired Resource Centre that supports VI pupils across Hampshire and beyond.

When pupils join Toynbee they are put into one of four houses and it is through our House System that pupils are given the chance to earn rewards, achievement points and enter inter-house competitions, which both reinforce and celebrate the gifts and talents of our pupils.

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Alongside the impressive exam results our pupils achieve; we want them to grasp every opportunity to learn a new skill or participate in an event which stretches and enriches them. We believe that opportunities taken open doors and develop the whole person. None of this could be achieved without our excellent Guidance Support Team who enable our pupils to flourish and grow in confidence and ability during their time with us.

If you are ready for the next challenge in your career, and would like to be part of this dynamic, exciting journey, we look forward to receiving your application.

Yours sincerely,

Matthew Longden

Headteacher