



## **Support Staff Vacancy Details**

The Park is one of two 11-16 comprehensives in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1472 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us.

This role is critical to the smooth running of the school day and supporting the needs of our community users who use the facilities during the evening and at weekends. It involves a wide range of tasks across a large campus, so if you like to be busy, are physically fit and like working as part of a team, this could be the role for you. All essential training can be provided for the right candidate.

The school is a founding member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP is also the employer of staff in both the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of Dartmoor Teaching School Alliance and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

## **Support Staff Vacancy Details**

**Job Title:** Premises Assistant, Zero Hours Contract (Temporary for Summer 2023)

**Closing Date:** 10th July 2023

**Interview Date:** w/c 10th July 2023

**Start Date:** 24th July 2023



### **How to Apply**

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email [hr@theparkschool.org.uk](mailto:hr@theparkschool.org.uk). Please note we do not accept Curriculum Vitae.

### **Job Description**

**Job Title:** Premises Assistant

**Responsible to:** Premises Supervisor and Facilities Manager

**Work Pattern:** Hours will vary, Monday – Friday between 08:00-18:00

**Grade:** NJC Scale Grade A Scale Point 2. £10.60 per hour paid on a claims basis

This casual labour position will work with our Premises Team initially over the Summer period on a zero hours contract, with the possibility of additional hours post-Summer.

### **Main Duties:**

1. Individually or as part of a team, carry out cleaning duties that are necessary within a designated work area or to flexibly cover other areas as agreed, to meet the required standards.
2. Assist in the moving of furniture and moveable fittings as required and the portorage of deliveries around the school
3. Take part in training where necessary to carry out your duties effectively.
4. Report any building/equipment defects to the Lead Caretaker/Facilities Manager.
5. Assist with general maintenance around the school premises.
6. Assist with repairs/maintenance on school premises as required.
7. Assist in keeping the school site clean and tidy and ensure the site is free from litter, mud and weeds.
8. Carry out any similar duties as requested within the same grading of this grade A post.

### **Safeguarding Level C:**

To be alert and active on issues relating to pupil welfare, safeguarding and child protection and to pass on information and concerns (significant and low-level) to the relevant personnel in the school.

## Personal Specification:

We expect our staff members to role model positive behaviours for young people, be resilient and adaptive in a school with rapidly changing needs, and help promote a supportive and compassionate working environment.

Shortlisting will be ranked based on the essential criteria (set out in the table below) being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

The Park Community School, and Tarka Learning Partnership, is a Disability Confident Committed employer. If you are disabled and meet the minimum essential criteria (highlighted), you will be guaranteed an interview. Please complete the information on Page 15 of the Application Form.

We know there is no 'perfect' candidate, so if you meet most of the criteria and feel you would be an asset to the team, we would encourage you to apply. We provide training and mentoring to give you the best opportunity to excel in your role. The table below is not exhaustive and many more personality traits and skills are required to join the team.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable, this is indicated in the Assessment Method column below as follows:

A = Application

I= Interview Questions

T = A Task

O = An Observation

R = References

Category	Essential	Assessment Method	Desirable	Assessment Method
<b>Qualifications, Education and Training</b>	Requirement to participate in training and development as and when required	A	GCSE English	A
	Willingness to participate in other development and training opportunities	A, I	GCSE Maths	A
<b>Professional Knowledge</b>			Awareness of Health and Safety Policies and Procedures	A, I
<b>Experience</b>			Relevant experience in building maintenance related work	A, I, R
			Experience of working in a school	A, I, R
			Experience of work of a similar nature	A, I
<b>Skills and Attributes</b>	Ability to work in an environment where the	I	Basic IT skills	A, T

	postholder will be interrupted on many occasions			
	Ability to have a flexible approach to the working environment and tasks to be done	I		
	Physical Skills; Manual dexterity in operating basic equipment; occasional short periods of physical effort such as bending and stretching and using equipment	A, I, O		
<b>Communication</b>	Ability to communicate effectively with other staff working on site	A, I		
	Ability to communicate with colleagues and ensure all work is carried out in an efficient manner working either alone or as part as a team	I		
<b>Attitudes</b>	<b>Punctual</b>	A		
	Able to reflect and learn from experience	A, R		
	Sense of pride in work	A, I		
	Able to act with integrity and to set a good example	A,		