



Premises Assistant Candidate Information Brief

Dear applicant,

Thank you for taking the time to find out more about King Solomon Academy in Westminster and the possibility of working here. Included in this brief is information about the academy, Ark (who sponsor the academy) and the role of Premises Assistant.

We are looking for someone who can join our strong Premises team and bring a can-do attitude, and being the following:

- Proactive, taking initiative to solve problems
- Excellent maintenance skills
- Flexible, working across two sites and being willing to contribute across the whole academy
- A team player, working with excellent written and oral communication skills to work collaboratively with the other members of the premises team

In return we can offer the following:

- An energetic and engaging place to work
- Leadership and support from a highly capable line manager
- High quality professional development through the Ark Learning platform, in school and cross network development opportunities
- Opportunities for progression

The academy opened in September 2007. We now have over 1300 students, having merged with Ark Paddington Green Academy to become a three-form entry school across two sites. Our school is a genuinely all-through community, with the school nurturing and supporting the families it serves over the whole of their education.

We are committed to high standards of academic excellence for all our pupils and recognise that this requires time and dedication on the part of both pupils and teachers. Due to our high expectations and ground-breaking results, ours is a school which attracts teaching and non-teaching staff who are totally committed to showing what is possible in state education and by doing so change the status quo for pupils born into educational or economic disadvantage.

Our Premises Assistants work as part of an effective operations team who are willing to go above and beyond to support the running of our school and make it possible for our teaching staff to make a difference to our children's lives every day.

To apply, and to see more information about the school and this role please visit <https://kingsolomonacademy.org/jobs/vacancies>. Applications are reviewed on a rolling basis, and the vacancy will close once a suitable candidate is appointed. To discuss the role, please feel free to email the Principal's PA, Abi Saleh (a.saleh@kingsolomonacademy.org) or phone on 020 8161 6634.

We wish you the best with your application,

Beth Humphreys
Principal

Job Description: Premises Assistant

Reporting to:	Facilities Manager
Start date:	As soon as possible
Location:	King Solomon Academy (Older Years Site, Penfold Street, NW1 6RX and Younger Years Site, Crompton Street, W2 1ND)
Contract:	36 hours per week, shift patterns to be agreed on appointment. Permanent contract.
Salary:	Ark Support Band 5 (points 5 to 13) £29,904- £33,678

The Role

As a Premises Assistant, you will play an integral role in the team responsible for ensuring King Solomon Academy is a safe, inviting and positive learning environment for students, staff and visitors. You will work to ensure the highest quality of premises maintenance.

Key Responsibilities

Communication

To communicate effectively with the Premises team and use Teams, e-mail and calendars to effectively coordinate workstreams.

Buildings and Grounds Maintenance

- To undertake premises and maintenance work on the grounds, ensuring the work is carried out safely and to a high standard
- To keep all areas clean, safe, appropriately stocked, and ready for use
- To deliver goods around the Academy as required
- To report any defects of buildings, furniture, fittings, and equipment to the Facilities Manager.
- To enable the smooth functioning of the lunch services across the school by setting up and taking down the lunch tables and chairs
- To prepare spaces for scheduled events such as exams, concerts, and meetings, including moving tables and chairs
- To undertake any other task as instructed by the Premises Manager or leaders of the Academy to enable the school to function

Health, Safety and Security

- To work with the Premises Manager to ensure compliance with Health and Safety legislation and guidance so far as it relates to this post
- To act as an academy first aider
- To work with the Premises Manager in conducting routine inspections and keeping records on the school's compliance management system
- To report and make safe any hazards on Premises (internal and external)
- To work with the Premises Manager to ensure cover for all agreed Academy opening hours, which may include evening and weekend use
- To work with the Premises Manager to ensure the general security of the buildings and grounds
- To be a key holder for the Academy premises

- The post holder may be called outside of normal working hours to deal with security problems or for emergency repairs
- To ensure that goods in are offloaded and stored or delivered promptly and check receipt of goods against delivery notes for accuracy.
- To undertake reception duties, answering the phone, greeting visitors, ensuring DBS requirements are adhered to where required.

Other

- To carry out any other reasonable duties as directed by the Premises Manager or Operations Lead.
- Aware that King Solomon Academy is across two locations, within a 7-minute walk from each other.

Person Specification: Premises Assistant

Qualification Criteria

- Right to work in the UK
- Relevant trade qualification desirable.

Knowledge, Skills and Experience

- Experience of building maintenance or other relevant experience
- Understanding of and ability to apply relevant regulations (health & safety, fire, manual handling regulations)
- Ability to monitor the work of others (e.g. contractors and cleaners)
- Ability to use a computer and undertake administrative tasks
- Fluent spoken and written English
- Ability to use MS Office, particularly Outlook to manage email and calendars
- Skills in plumbing, electrical work, carpentry/joinery, painting and glazing desirable.

Personal Characteristics

- Excellent team player, helpful, friendly, and willing to undertake extra tasks (as and when necessary)
- Strong commitment to providing a high-quality service
- The ability to communicate tactfully and effectively with people at varying levels
- Willing to work varied shift patterns and be on call for emergencies
- Professional appearance, attitude, and communication

Other

- The post holder must be able to meet the physical demands of the role
- Willingness to undertake training
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- This post is subject to an enhanced DBS disclosure.

Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.



Principal: Beth Humphreys

Beth Humphreys graduated from the University of Edinburgh with an MA in English Literature and French and then completed a second Masters' degree in Educational Leadership at The Institute of Education. She joined KSA secondary in 2012 as an Assistant Head and then Deputy Head, leading on curriculum and professional development before she became Head of Primary in January 2017 and Associate Principal. Beth has now been appointed to lead King Solomon Academy as Principal. She is proud to serve our all-through community and is passionate about ensuring our children get the very best start in life anyone could give them.



“We are dedicated to doing whatever it takes to ensure each of our pupils has the chance to attend an academically rigorous university.”



Facilities

King Solomon Academy's Older Years Site is based in a combination of purpose-built brand-new buildings and a Grade II listed building, which was previously North Westminster Community School.

King Solomon Academy's Younger Years Site houses a Victorian primary school building holding 450 pupils and a brand-new nursery building which was completed in 2021, and holds up to 150 nursery pupils.

- Accommodation for up to 1400 pupils
- A multi-use games area with flood lighting for year-round use
- A sports building with excellent indoor sports facilities and equipment
- A well-equipped design and technology suite
- On-site catering facilities to provide high-quality hot meals every day
- An extensive woodland area and other quality outdoor space at the Younger Years Site.



Being part of the Ark network

Ark is an international charity, transforming lives through education. We exist to make sure that every child, regardless of background, has access to a great education and real choices in life.

We know that great schools need great teachers, which is why we offer you the very best training and support at every stage of your career - from starting out as a trainee to running your own school.

Our highly successful network of 39 schools educates over 20,000 students across Birmingham, Hastings, London and Portsmouth. They are achieving some of the best results in the country despite being largely in areas of historic academic underachievement.

Ark schools prioritise six key principles: high expectations; excellent teaching; exemplary behaviour; depth before breadth; more time for learning; knowing every child.

Ark invests significantly in a number of professional development programmes that complement academy level training:

- The Ark training menu: we have developed a bespoke training menu, which is accessible by all staff in the network offering a wide range of training modules to staff in all roles
- Network support: schools share CPD, allowing us to share best practice and role specific training across the network, facilitated by in-school and central staff
- Ark staff receive 10 training days each year rather than five.

Ark Safe Recruitment Procedure

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Reference checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.