

# APPLICANT PACK

## PREMISES ASSISTANT

### Harris Boys' Academy East Dulwich

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START DATE: Immediate Start

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Gross salary: £20,580 per annum  
+ Health Cash Plan + Harris Benefits



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Harris Federation 

# ROLE OVERVIEW

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Harris Boys' Academy East Dulwich opened in September 2009 and is part of the Outstanding Harris Federation. Our vision is clear: nothing is impossible and everything is possible, irrespective of personal characteristics or background. Every problem has a solution. We believe we are more robust, resilient and determined as a team than as a group of individuals. We support, challenge and hold each other to account at all levels within the academy to ensure that our students achieve their potential, are motivated, engaged and fully prepared for life beyond our academy. The academy's specialisms are Enterprise and Sport with a 'can-do' ethos of always improving upon your personal best. We have now reached our full capacity of 750 students across Years 7 to 11 and we work in partnership with Harris Federation Post 16. In 2017, we achieved a Progress 8 score of +0.76, which places us in the top 5% of schools nationally.

We are looking to recruit a Premises Assistant to join our team at Harris Boys' Academy East Dulwich.

## **The ideal candidate should have:**

- Experience in working in school
- Enthusiasm for and commitment to the achievement of the Academy's overall vision for success at all levels
- Understanding of the importance of environment on student achievement
- Excellent interpersonal skills
- The ability to do the job description
- The ability to ensure the security of the building at all times
- The ability to use their own initiative and work without supervision
- Skills to communicate clearly both orally and in writing
- The ability to work with and care for young people

## **Why work at Harris Boys' Academy East Dulwich?**

- A school in the top 5% in England and Wales, and the number seven boys' comprehensive school, for student progress
- Judged 'Outstanding' by Ofsted, we combine the traditional values of discipline, respect and good behaviour with contemporary best practice in teaching, learning and technology
- Excellent opportunities for personal and professional development
- Generous Harris rewards and benefits

There is a great deal of collaborative working and sharing of good ideas and what works within secondary at Harris. The successful candidate will be joining a friendly and outward looking group where professional development and progression opportunities are second to none.



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# INTRODUCTION TO HARRIS

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Our vision is that rather than have our academies working in isolation they will benefit from working as part of a wider Harris Federation. The Harris Federation is a supportive and highly successful group of 44 academies (currently 24 secondary academies including three all through), growing to 50 academies over time. All of the Harris academies collaborate very closely in sharing school improvement strategies and in supporting one another.

It is clear that a group of academies working together will provide a powerful tool for school improvement and for raising standards. The Federation operates with a central Board of Directors providing strategic direction, which is able to speak for the Federation at a national level as well as with local academy Governing Bodies.

The Harris Federation operates a number of focused school improvement groups covering senior leaders, phase leaders, subject leaders, a newly qualified teacher network, a thriving School Direct provision with over 160 trainee teachers and a number of other groups.

A total of approximately 32,000 students are currently educated in Harris Schools. Lord Harris is also a major sponsor of the Harris Manchester College and Oriel Colleges in Oxford and Lucy Cavendish College Cambridge and we are working to link closely with these Colleges. The Federation is led by a Chief Executive Officer, Sir Dan Moynihan, previously an experienced and highly successful headteacher, with the overall aim of being able to derive the maximum possible educational, financial and personnel benefits from working in a group of co-operating schools, rather than working in isolation.

The schools are run by their Principals, working as part of a supportive community. The aim is to reduce bureaucracy, share best practice, co-operate in course planning, professional development etc., and provide higher quality ICT, financial and premises support than would be available to any single school working alone.

The successful post holder will have ample opportunity to progress in this role within the academy and with Harris as our group grows.



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# JOB DESCRIPTION

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The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

## Operational/Strategic Planning

- Responsible to the Premises Manager
- Maintain the academy grounds (including grassed areas and flowerbeds) keep site clear of litter and fallen leaves and empty bins regularly
- Monitor the toilets for cleanliness and replenish soap, toilet tissue and paper towels as necessary
- Regularly tour the academy: keeping corridors free from litter; removing any graffiti immediately; changing lightbulbs; checking for health and safety hazards; cleaning dirty lavatories as necessary
- Lock/secure gates and access points as required
- Carry out daily H&S checks to all playground furniture and play equipment
- Assist in the removal/reorganisation of furniture e.g. for assemblies
- Report to the Premises Manager any repair or replacement work required and undertake as necessary
- Drive the academy minibus when required and carry out weekly vehicle safety checks
- Responsible for ensuring that any "accidents", sickness or spillages are promptly cleaned, disinfected and made safe
- Complete any tasks as reasonably requested by the Premises Manager/Principal (check emails regularly for requests and act on these promptly)
- Deal with incoming parcels/deliveries and ensure they are delivered promptly to the relevant department
- Assist in the operation of the building management system and to train others accordingly
- Assist in the organisation and supervision of parents' evenings/open days/community use events held in the academy
- Maintain, decorate and repair the academy premises where this is within his/her capabilities
- Carry out reception duties from 6pm to 7pm if necessary
- Be an appointed Fire Marshal
- Carry out annual PAT testing as required

## Other Duties

- Carry out such other tasks that may be required to further the efficient running of the academy, commensurate with the level of the post holder.
- Be responsible for own professional development, identifying training needs and requesting courses as appropriate.
- Maintain discipline in accordance with the academy's procedures and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.

## General Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, data protection, reporting all concerns to an appropriate person
- Contribute to the overall ethos, work and aims of the academy
- To participate in training and other learning activities and performance development as required
- Set a personal example that contributes to the positive ethos of the academy
- Undertake any other duties that may be reasonably required by the Premises Manager

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## Academy Ethos

- Undertake whole academy duties as outlined in responsibilities agreed each year.
- Monitor and support overall progress and development.
- To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.
- To promote equal opportunities and celebrate diversity in all aspects of the academy.
- To play a full part in the life of the academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.
- To promote actively the academy's corporate policies.
- ☑ To adhere to the academy's Dress Code.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Following consultation with you this Job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.



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# PERSON SPECIFICATION

	Essential
<b>Knowledge &amp; Experience</b>	<p>Relevant work experience</p> <p>Experience in working in schools</p>
<b>Personal Qualities</b>	<p>Enthusiasm for and commitment to the achievement of the Academy’s overall vision for success at all levels.</p> <p>Understanding of the importance of environment on student achievement.</p> <p>Excellent interpersonal skills.</p> <p>The ability to do the job description.</p> <p>Ability to ensure the security of the building at all times</p> <p>Ability to use own initiative and work without supervision</p> <p>Skills to communicate clearly both orally and in writing.</p> <p>Ability to work with and care for young people</p> <p>Adhere to the Academy’s corporate standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management and ICT</p> <p>Ability to prioritise and set personal targets</p> <p>Ability to be flexible and adapt to change</p> <p>Appreciation of issues of confidentiality</p> <p>Commitment to Equal Opportunities</p> <p>Ability to work as team player and to foster good working relationships with a variety of different people in academy</p> <p>Take responsibility for your own learning and development</p> <p>Good organisational &amp; interpersonal skills which indicate a warm, efficient and hospitable manner to all</p> <p>Desire &amp; capacity for further professional development</p> <p>Ability to set challenging targets within a supportive framework for Performance Management</p> <p>Ability to work accurately under pressure and meet deadlines</p> <p>Willingness to work shifts and after hours</p> <p>Energy and enthusiasm to improve the learning environment of students.</p> <p>Good sense of humour</p> <p>Adherence to Federation Dress Code Policy</p>

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that academy policies are reflected in all aspect of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (1984 & 1998)

# HOW TO APPLY

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[PLEASE CLICK HERE TO START YOUR APPLICATION.](#)

For a confidential discussion about this post with the Principal, more information or to arrange a visit, please contact the school on 0208 299 5300 or [info@harrisdulwichboys.org.uk](mailto:info@harrisdulwichboys.org.uk).

Thank you for your interest in our school. We look forward to receiving your application.

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*If you think a career with us is right for you, discover more at:  
[\*\*www.harriscareers.org.uk\*\*](http://www.harriscareers.org.uk)*

*Stay in touch*



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