



**ORCHARD**  
— Community Trust —

'Committed to improving the life chances of all children, wherever they may be'



# Premises Officer – Forest Park Primary School

CANDIDATE INFORMATION PACK



**Closing Date: 9am - Wednesday 1<sup>st</sup> May 2024**

**Interview Date: Friday 3<sup>rd</sup> May 2024**



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**Dear Candidate,**

Thank you for taking your time to download our application pack and expressing your interest in the post of Family Support Assistant at Forest Park Primary School.

At Orchard Community Trust, we work closely together to ensure that our schools feel supported to help them develop and improve. Through discussion and shared planning, together with bespoke visits, we strive for the very best outcomes across all our schools.

We are very aspirational and ambitious for our schools and are fully committed to ensuring the best education for all our pupils. Our headteachers work closely together as a group to support and challenge each other and they are passionate about their own schools and individual contexts, as well as supporting the Trust community as a whole.

As a Trust, we believe in working collaboratively to share ideas and effective practice, whilst ensuring each of our schools retains its commitment to its own community and surroundings. In this way, our schools can ensure that the curriculum, wider opportunities and experiences engage and motivate all our pupils and are relevant to their individual needs.

Our Trust consists of five primary schools and two special schools. The successful applicant will join a close knit and collaborative team and is expected to contribute to the wider group of schools. This is an excellent and very exciting opportunity to join a growing Trust.

**ABOUT ORCHARD COMMUNITY TRUST.**

**OUR MORAL PURPOSE, VISION AND VALUES**

Orchard Community Trust is fully committed to improving the life chances of all children, wherever they may be. This moral obligation, our mission, does not end at the school gates, within our own Local Authorities, or even within our own country. Where we have the capacity to make a difference, we are morally bound to do so.

Our vision and mission are to have fully inclusive schools working in our Trust, that fully embrace all stakeholders, and which celebrate individuality and success by offering a high-quality education and range of opportunities, where everyone makes excellent progress.

**Our moral purpose and our focus and determination are centred on the following:**

<b>TRUST</b>	<b>RESPECT</b>	<b>FUN</b>
<b>LEARNING</b>	<b>OPENNESS</b>	<b>EXCITEMENT</b>
<b>DIVERSITY</b>	<b>COOPERATION</b>	<b>INTEGRITY</b>
<b>RELIABILITY</b>	<b>REPUTATION</b>	<b>ACHIEVEMENT</b>

**Within our Trust:**

- We aim to set high standards for personal behaviour and self-regulation, and to promote courtesy, cooperation, consideration and respect for other people of all ages, gender, races, cultures, abilities and backgrounds.
- We aspire to deliver exciting and quality learning experiences in safe, secure and happy environments.
- We endeavour to achieve the very highest standards in every aspect of school life, by making the most efficient use of all the resources available.



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- We seek to prepare each child to face life beyond the school with the confidence, skills and ability to be resilient, to cope and thus to succeed.

**If you would like to discuss aspects of the role further, then please do not hesitate to contact me for an informal conversation.**

This pack has been developed to provide you with a summary of the information you need to consider when applying for this job at Forest Park Primary School and with Orchard Community Trust.

Within this pack, you will find a job description, a person specification, and an overview of the Trust and details of how to apply for this post, should you choose to make an application.

You can find further information about us:

- on our website at [www.forestpark.org.uk](http://www.forestpark.org.uk)
- or by contacting us direct at [recruitment@forestpark.org.uk](mailto:recruitment@forestpark.org.uk)
- or calling 01782 234979

I wish you every success with your application and look forward to meeting you in the near future.

**Rob Johnstone**

**Senior Executive Leader**

## About Forest Park Primary School

### Vision and Values

Our core purpose is to improve the prospects of our pupils by providing a high quality education which meets the needs of each individual child, thus allowing them to reach their full potential. We aim to build the skills, knowledge and positive attitudes necessary to help all of our pupils to become responsible, respectful and tolerant British citizens of the future.

Firm in our belief that our children come first - we strive to ensure that all pupils at Forest Park feel happy and safe. With our children being the leaders of the future, we actively promote: independence, confidence and teamwork.

We do this through the following aims and ethos striving towards our motto of:

'Be the Best You Can Be'

At Forest Park we aim to **SPARKLE**:

**Support and encourage** - to strengthen a home/school partnership, where the positive support of our parents and the wider community is very important to us all. We maintain an open and welcoming environment where we can work together for the benefit of our pupils.

**Promote resilience** - to nurture and foster a 'never give up' approach, where pupils and adults strive to overcome their difficulties.

**Aspire to achieve** - to create a culture where everyone aims high through an inspiring curriculum that provides all pupils with opportunities, irrespective of ethnicity, religion, disability or gender.

**Respect each other** - to promote and develop an understanding of moral, spiritual and ethical issues in school, consistently demonstrated through a mutual respect for each other. To teach sensitivity and empathy advocating no acceptance of bullying or discrimination, sustaining an awareness and understanding of British Values.

**Keep positive** - to educate pupils in developing positive attitudes towards self-discipline, good behaviour and to encourage development of positive relationships between themselves and others.

**Listen and learn** - to inspire pupils to be part of a culture where everyone's voice is heard and opinions are valued. Children are encouraged to accept mistakes as a tool to further learning.

**Explore, enjoy and excite** - to support each child's ability, creativity, development and enthusiasm in a range of subjects and skills through a creative approach to the curriculum, which incorporates opportunities for children to learn how to achieve a healthy and eco-friendly lifestyle.

Our school had an Ofsted Inspection in October 2023 and the inspector commented favourably as follows:

***'Every child is focused and engaged in their learning. The school offers a strong wider curriculum underpinned by the school values of SPARKLE. The children value this, especially the trips and how***



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***these experiences help them to understand their learning. Children's moral development is strong and all children develop a great understanding of the world.'***

Our pupils are well behaved inside and outside. They say, ***"Behaviour used to be good and now it is great!"***

Pupils feel happy, safe and love being a part of the Forest Park family. They acknowledge the ways in which the staff help to make a big difference to their lives and help to prepare them for their future education and careers. They say, ***'Forest Park is an amazing school with incredible people who make it an incredible place!'***

Forest Park is a larger than average inner city primary school with a PAN of 472 pupils. The school has a 52 place nursery. It is a two-form entry school from nursery through to year 6. In May 2019, the school became part the Orchard Community Trust.

Forest Park welcomes and celebrates a diverse population and welcomes pupils and families from a wide range of religious, cultural and ethnic backgrounds. 86% of pupils have English as an additional language. A much larger than average percentage of pupils come from families with high levels of deprivation and over 48% of pupils are eligible for Pupil Premium funding.



## Premises Officer Job Description

### **Job details**

**Salary:** £24294 - £26421 (pay award pending)

**Hours:** 37 hours per week, whole year

**Contract type:** Permanent

**Reporting to:** Premises Manager, School Business Manager and Headteacher

### **Main purpose**

Your duties will be to ensure the premises are safe, secure and warm to enable effective teaching and learning to take place by performing premises checks as required followed by completing the appropriate checklists. You shall be leading the cleaning team and providing excellent service for the whole school. The successful candidate will have strong facilities management skills and knowledge as well as people leadership. Working alongside the Premises Manager, you shall report to the Premises Manager, the School Business Manager and the Headteacher.

### **Duties and Responsibilities**

1. Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required
2. Act as a designated key holder, providing out of hours and emergency access to the school site
3. Procure quotes for routine maintenance work on school premises
4. Contribute to the management of the premises budget
5. Be responsible for other site staff including cleaning staff and grounds persons
6. Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
7. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
8. Arrange emergency repairs
9. Arrange regular maintenance and safety checks
10. Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
11. Monitor materials and stock and/order supplies
12. Undertake general portage duties, including moving furniture and equipment within the school
13. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
14. Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
15. Handle small amounts of cash for the purchase of materials to carry out repairs.
16. Ensure the operation and maintenance of specialised equipment following training
17. Provide training on health and safety issues to other premises staff
18. Facilitate lettings and carry out associated tasks, in line with local agreements
19. Be a member of the School's Health and Safety Committee
20. Any other duties appropriate to the post.



## Person Specification

The following outlines the key skills and experience required for this position. The selection panel will assess each candidate against these criteria. Candidates are expected to demonstrate experience/knowledge/understanding in each area and how that is applied in a school context.

Criteria	Assessment-AS Application-A Interview Process-I	Essential	Desirable
<b>Achievements, Professional Qualifications and Experience</b>			
Knowledge and expertise in minor maintenance and repair	A &I	✓	
An understanding of health and safety legislation	A &I		✓
Working at or towards national occupational standards (NOS) for facilities management and knowledge / skills equivalent to current national qualifications level 3	A &I		✓
Ability to follow instruction and work as part of a team	A &I	✓	
Ability to prioritise workload	A &I	✓	
Able to build positive relationships with staff, children, contractors and other external visitors	A &I	✓	





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## The Selection Process

### Applications

The job information pack and application form can be downloaded from [www.forestpark.org.uk](http://www.forestpark.org.uk)

The application form should be accompanied by a covering letter which needs to include the following:

- An outline of why you feel you are suitable for the post and what has attracted you to it. **CVs will not be accepted.**

### Shortlisting

We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of Senior Staff. We carefully check all applications for anomalies.

Candidates who best meet the person specification will be invited to an interview. We will notify you by e-mail. If you have not heard from us within 3 days of the shortlisting date, you have not been successful at this stage.

### References

We request references for all candidates who are invited to interview. Requests will be made at the time candidates are invited to interview. Your first referee should be your current or last employer.

### Interview Process

#### Final Selection

Following the formal interview process, we will use the person specification as a guide to select the most suitable candidate for our school. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

### Offer of Employment

We will make a verbal offer of employment by telephone on the day of the interview and this will be confirmed in writing. Any offer is made subject to:

- Satisfactory references
- Suitable DBS check
- Proof of identity and qualifications

### Timeline

**Closing Date: Wednesday 1<sup>st</sup> May 2024 at 9am**

**Interview Date: Friday 3<sup>rd</sup> May 2024**

**Please return your completed application form via email to Catherine Bridgeman at: [recruitment@forestpark.org.uk](mailto:recruitment@forestpark.org.uk)**



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The post is considered to *be* a regulated activity and as such is subject to an Enhanced Disclosure and Barring check. Additionally, applicants are to be aware that an overseas criminal record check, or certificate of good behavior, will be required before appointment, from candidates who have lived overseas for a period of 3 months (including aggregated time) over the age of 16 in the previous 10 years.

***In line with the Keeping Children Safe in Education (KCSIE) guidance which outlines that schools should carry out online searches on shortlisted candidates. I can confirm that the online check will be carried out on all shortlisted candidates only as part of the process of assessing your suitability to work with children.***

***Orchard Community Trust is committed to safeguarding and promoting the welfare of young people and requires all staff and volunteers to share this commitment***