



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

*We are a Catholic community of faith, love and service  
rooted in the spirit of St Angela.*

*Through Christ and the Gospel and in our diverse community  
we strive to provide an environment for young women  
to flourish spiritually, academically and socially.  
Together we are the Ursuline Academy Ilford.*

## ***PREMISES ASSISTANT***

**May 2018**



## WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four form entry Catholic comprehensive school for girls aged 11-19, serving students of primarily Catholic faith, but also other faith backgrounds who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success.

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it.

The school gained Academy status in September 2011 and is currently embarking on a new and exciting phase in its development. Having been an independent school until 1999, the school had its fourth Ofsted Inspection in October 2016. The Report can be found both on the school and Ofsted website:

<http://www.uai.org.uk/about/ofsted>

As a vibrant faith community we are inspired by our founder Angela Merici, whose motto was “Serviam” – to SERVE. ‘Serviam’ lies at the heart of our daily routine and practice. We aim to empower our girls to learn, to lead and to serve. As Angela Merici faced new challenges by looking for new possibilities, so too are we committed and called to do things in new ways to ensure that the young women in our care are offered a nurturing and challenging educational environment in which they can learn and grow and develop the confidence to go out and make a difference in our world.

Our Mission: We are a Catholic community of faith, love and service rooted in the spirit of St Angela. Through Christ and the Gospel and in our diverse community we strive to provide an environment for young women to flourish, spiritually, academically and socially. Together we are The Ursuline Academy Ilford.

To help bring this about Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter’s development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Ms Keran Reilly  
Headteacher

# THE URSULINE ACADEMY ILFORD

## PREMISES ASSISTANT



From: ASAP

**Salary Range: Starting at NJC Scale 22, £22, 509 (inc. Outer London Allowance) per annum**

We are looking to recruit a creative, enthusiastic, inspiring individual. S/he will be a key contributor to this hugely successful, popular and oversubscribed Academy whose ethos is underpinned by Gospel values and the Ursuline motto of 'Serviam'.

### **What sets us apart?**

The Ursuline Academy Ilford is committed to ensuring the recruitment and retention of high calibre, talented staff.

The successful applicant will:

- join a popular and successful all girls Catholic Comprehensive Academy;
- be part of a team of committed, highly professional teachers and support staff in a school which has an excellent academic record, as well as a tradition as a caring community;

The school is a short walk from the local shopping centre and Ilford Station where TFL Rail services are available; these connect to Stratford International and London Liverpool Street. The school is also a short drive from the M25, A12 and A13.

### **WHAT WE ASK IN RETURN:**

Dedication, commitment, loyalty and a drive for excellence in all areas of school life evidenced by an enthusiasm for education both personally and professionally promoted by CPD.

The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with safer recruitment policy and practice. The successful applicant will undertake an enhanced DBS check.

*Pupils' behaviour in lessons and conduct during unstructured times are a strength of the school. The Catholic ethos of the school is clearly evident and the overall approach is highly inclusive. The culture of the school is one which wants to care for the 'whole child' and parents and pupils alike recognise and value this approach highly. The strong relationships in the school underpin the positive attitudes to learning evident in the lessons we visited.*

*OFSTED - October 2016*

### **APPLICATION REQUIREMENTS**

Please submit a letter of application together with your application form. Completed applications should be posted to:

HR, The Ursuline Academy Ilford, Morland Road, Ilford, Essex, IG1 4JU

You may also return your completed application form via email to our HR Administrator: [bbarnes@uai.org.uk](mailto:bbarnes@uai.org.uk)  
School visits can be arranged by appointment please contact Mrs Barnes for details.

Your letter should address the selection criteria and include your thoughts on what makes a good candidate.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview.

***Please note we are unable to accept CVs.***

**Closing Date:** 12 noon on Friday 8 June 2018

**Interviews:** w/c Monday 11 June 2018



## JOB DESCRIPTION

### PREMISES ASSISTANT

**REPORTING TO:** Facilities Manager, Senior Leadership Team  
**LIAISING WITH:** Teaching and Support Staff and others as required

**Key Responsibilities:** The primary purpose of this post is to carry out a range of duties which contribute to the maintenance, repair and security of the Academy's premises and the voluntary transportation of students to and from off-site facilities. To be a key holder for the Academy premises/sites.

#### Principal Accountabilities

- ◆ To assist the Facilities Manager to ensure that the Academy buildings are secure, well maintained, adequately heated and that the environment is safe for users;
- ◆ With the Facilities Manager ensure the effective and efficient implementation of Academy's policies and the achievement of the Academy's objectives;
- ◆ To contribute to co-operative working across services in accordance with the Academy's vision and values;
- ◆ To assist the Facilities Manager in ensuring effective external and internal working relationships are established and maintained with organisations and agencies relevant to the work of the facilities team;
- ◆ To ensure effective and accessible communication with staff, service users, the general public and others as appropriate;
- ◆ To unlock or lock the Academy premises on a late and early shift basis as directed by the Facilities Manager.
- ◆ Set security alarm systems, carrying out security checks on a shift basis;
- ◆ Responding to emergencies as necessary;
- ◆ To undertake decoration of areas according to the agreed rolling programme of upkeep of the fabric of the buildings;
- ◆ To assist with the day to day routine of premises management, including portering, furniture moving, cleaning of exterior paths and waste bins, removal of weeds, litter and graffiti;
- ◆ To assist the Facilities Manager with the general upkeep and provision of resources to the buildings ensuring there are adequate stores and provision of hand washing, drying and toilet requirements;
- ◆ To assist with operating all plant and equipment to ensure adequate and efficient provision of services;
- ◆ To clean the defined areas of the Academy not covered by other contracts;
- ◆ To set out and put away furniture and equipment as required for assemblies, exams or special events and to undertake general portering. To remove and/or replace damaged, broken or unwanted items;
- ◆ To empty litter bins, remove litter, weeds and leaves from paths and hard Surface;
- ◆ To keep surface drains free of obstructions;
- ◆ To ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate;
- ◆ To remove graffiti from any area inside or outside of the Academy site;
- ◆ To carry out duties required in preparation for school functions under the direction of the Facilities Manager;
- ◆ To assist the Facilities Manager in providing safe pedestrian access especially in inclement weather conditions;
- ◆ To replace light tubes as necessary;
- ◆ To undertake repairs and maintenance;
- ◆ Be willing to maintain and drive the school minibus on a voluntary basis;
- ◆ To attend weekly meetings with the Facilities Manager to review all matters to do with the Academy site.





### Health & Safety

Premises staff are expected to undertake bending, lifting and stretching in the course of their duties e.g. maintenance work, remedial painting and decorating, repairs to fixings, receiving deliveries of goods and equipment, setting out and putting away furniture. You are required to adhere to the requirements of the Health & Safety at Work Act, and to follow the Academy's policies, procedures and/or guidelines, regarding COSHH, Working at Height, Manual Handling, and Ladder Safety using the correct PPE etc.

- ◆ To assist the Academy in carrying out the above duties you will be required to attend regular mandatory and site specific training sessions as seen appropriate by the Facilities Manager.
- ◆ You are required to report any issues or concerns to the Facilities Manager immediately.

### DECLARATION

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Name:

Signature:

Date:

## PERSON SPECIFICATION

### PREMISES ASSISTANT



<b>L = Assessed by Application</b>	<b>I = Assessed at Interview</b>	<b>R = Assessed by Reference</b>	<b>E = Essential</b> <b>D = Desirable</b>
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#### MINIMUM EDUCATION / QUALIFICATIONS

Educated to GCSE or equivalent (Minimum Grade C – English/Maths)	L			E
Driving License with PSV training or who has the D1 on their licence	L			D

#### MINIMUM EXPERIENCE / KNOWLEDGE / SKILLS

Working in a school environment or similar	L	I	R	D
Effective communication skills	L	I		E
Ability to liaise effectively with members of the public and staff at all levels	L			E
Ability to prioritise and coordinate work	L	I		E
Ability to work as a member of team and on own initiative	L			E
Ability to produce routine correspondence and reports	L			E

#### PERSONAL QUALITIES AND SKILLS

High level interpersonal skills with the ability to communicate effectively both orally and in writing with a variety of audiences		I	R	E
The ability to build productive relationships with staff	L	I	R	E
Understanding the importance of maintaining confidentiality	L	I		E
Understanding the importance of safeguarding in your role	L	I		E
Flexible approach to work	L	I		E

#### SAFEGUARDING

Motivation to work with students/young people		I	R	E
The ability to form and maintain appropriate relationships and observe personal and professional boundaries with students/young people		I	R	E