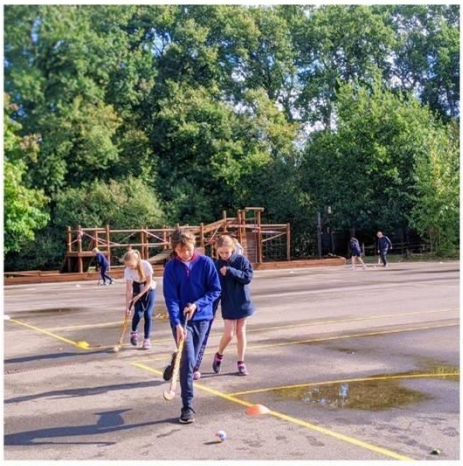
Westende Junior School

Nine Mile Ride School



# RECRUITMENT PACK

## Site Apprentice

Nine Mile Ride School is an academy and part of The Circle Trust, a charitable company limited by guarantee registered in England and Wales, company number 11031096, registered at The Circle Trust, London Road, Wokingham, Berkshire, RG40 1SS. Tel: 0118 332 011 http://www.thecircletrust.co.uk

JOB ADVERTISEMENT
Site Apprentice

## A fantastic opportunity has arisen to join an aspiring outstanding school, in a full time role, across two Wokingham schools, as soon as possible.

We are searching for someone who:

- puts children at the heart of everything they do;
- committed to making a difference;
- shares and supports the ethos of the school;
- works well as part of a team.

The position is for five days a week, 4 days working on site and 1 day at college. To start in September 2022.

You will be required to provide support for site maintenance under the guidance and direction of the site controller. There will be flexibility on the choice of course that you take part in, there are many trade options available and this can be discussed at interview.

To apply for this position please complete the application form and email it directly to Nine Mile Ride School via finance@ninemileride.wokingham.sch.uk

Please note applications will be reviewed on receipt and maybe interviewed earlier than the specified date.

Closing date: Thursday 30th June | Interviews: TBC

## Visits to the schools are warmly welcomed.

Training is available for the role, and we have very welcoming and supportive local advisory bodies and so would love to hear from anyone who would like to apply.

If you are interested in applying for this interesting and challenging post, please complete the attached application form and email it to finance@ninemileride.wokingham.sch.uk

Applications will be considered on receipt and an appointment may be made before the closing date. Interviews will be arranged accordingly. Therefore, it is recommended that if you wish to apply for this position, you do so as soon as possible.

The schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. An enhanced check by the Disclosure and Barring Service will be sought for the successful candidate.

# JOB DESCRIPTION
Site Apprentice

## Job Details:

| | |
|---|---|
| Salary | £10.18 per hour |
| Hours | 37 hours |
| Contract type | Permanent |
| Reporting to | Site Controller |
| Responsible for | Support for Site Maintenance at Nine Mile Ride Primary and Westende Junior Schools |

## Job Description

**Main purpose**

- To help manage the day-to-day operation, security, safety, cleanliness and general maintenance of the school sites.
- This includes monitoring contracts/contractors, routine maintenance and refurbishment, minor repairs.
- To improve the productivity of site management and to carry out pre-planned maintenance programmes.

**Duties and responsibilities**

- Detect and report any building defects, advising school management on any health and safety issues. Undertake any minor repairs and general maintenance always adhering to H&S requirements.
- To arrange and/or carry out the movement of furniture and equipment within the site. To assist with general portering duties including the distribution of items delivered to the site within the H&S guidelines.
- To ensure the school grounds remain tidy and the equipment kept in good order. Cleaning external drains and gullies.
- To monitor work requests on the premises housekeeping software, ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner.

- Check the cleanliness of the whole school sites by monitoring cleaning staff and undertaking daily term time and periodic cleaning of allocated areas as appropriate. Help organise the summer cleaning programme.
- Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse. To issue bathroom requisites as required.
- To participate in training when required.
- To follow The Circle Trust policies and school specific policies and procedures.
- To abide by The Circle Trust code of conduct.

**Support for the school:**

- To uphold the school codes of conduct;
- To contribute to the overall vision and values of our school;
- To support the implementation of the school's procedures and policies, including Child Protection, Health and Safety and data protection reporting all concerns to an appropriate person;
- To maintain the ethos of the classroom and the school in terms of motivation and the reinforcement of positive behaviour;
- To encourage and develop good relationships with pupils, staff, parents and the whole school community;
- To be aware of school policies and respect confidentiality;
- To be aware of confidentiality issues in regard to home/pupil/teacher/school and to keep confidences appropriately;
- To establish relationships and communicate with other agencies/professionals to support achievement and progress of the pupil;
- Any other tasks as directed by the class teacher or Inclusion Manager consistent with the duties for the post.

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PERSON SPECIFICATION
Site Apprentice

## Essential Qualities

### Qualifications and Training

What does the postholder need, in order to be able to carry out the role to the level required:

- Desire to learn a trade and gain a qualification
- GCSE or equivalent level in English and Maths
- Driving licence and own transport desirable

### Skills and Abilities

- Be able to communicate effectively with a wide range of people
- Be organised and efficient with time management and planning
- Be able to evaluate learning needs and seek appropriate learning opportunities

### Personal Qualities

- A sense of responsibility and integrity
- Positive attitude to personal development and training
- Openness to learning and change
- Have an ability to build positive relationship with both children and adults
- Be committed to working in a team
- Display enthusiasm, patience and flexibility in the post

# RECRUITMENT PROCESS
## Site Apprentice

### Safer recruitment:

Nine Mile Ride Primary School and Westende Junior School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo screening appropriate to the post. This will include an enhanced DBS and checks on references.

### Wellbeing

We are passionate about creating a culture of wellbeing where all staff and students are valued and supported so that we can all learn, discover, nurture achieve and shine.

### Diversity

We welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

### Application form:

Please complete The Circle Trust application form. This is the only form that will be accepted. You should ensure that your personal statement is no more than two pages of A4 and that it reflects your suitability in terms of the Person Specification.

### References:

We require two references from all candidates, one of which must be from your most recent employer and the other from a local authority. If you are short-listed, the school will contact your referees without further reference to you.

### Closing date:

The closing date for applications is **Thursday 30th June 2022**. Please send your application to finance@ninemileride.wokingham.sch.uk. All applicants will be acknowledged by email within 24 hours or receipt. If you do not receive such an acknowledgement, please contact Sarah Pyne by email or phone 0118 973 3118.

### Short-listing and interviews:

The selection panel will review all applicants against the Person Specification criteria as detailed in this pack. We will also check all applicants for gaps in employment history. Those applicants that best meet the Person Specification will be invited for interviews. Time/date to be confirmed.

### Checks:

If you attend for interview you will be required to bring photographic identification, proof of the right to work in the UK and proof of qualifications.

### Offer of employment:

We will make a verbal offer of employment to the successful candidate by telephone. This will be followed up by a written offer which will be emailed. Any offer is made subject to satisfactory references, satisfactory DBS clearance, and any other safeguarding checks required and a satisfactory health check.

### Unsuccessful candidates:

Unsuccessful candidates will be notified by telephone.

### Data protection Act 2018:

The information that you provide us will be stored on the school's secure database and/or in a secure physical location and will be used only to process your application for the post at Nine Mile Ride Primary School and Westende Junior School.