



# BRADON FOREST SCHOOL

*Challenge, aspiration, respect, resilience and excellence*



## SITE ASSISTANT

THE ATHELSTAN TRUST



BRADON FOREST SCHOOL  
T: 01793 770570 F: 01793 771063  
enquiry@bradonforest.wilts.sch.uk  
www.bradonforest.org.uk



A charitable company limited by guarantee, registered in England & Wales, as Athelstan Trust Company No: 7699625



Welcome to the Athelstan Trust.

Our Multi-Academy Trust is an organisation in which children, staff and parents can feel part of a caring, collaborative and excellent community.

We comprise of six secondary schools and four primary schools across Wiltshire, Gloucestershire and South Gloucestershire.

Established in 2015, the Athelstan Trust aims to achieve the best for, and from, each child. We enable each child to realise their full academic, creative and physical potential and to develop positive social and moral values.

Believing that successful schools are rooted in their local community, we respect and value the individual nature and ethos of our schools while knowing we are more effective when we work together and support each other. Celebrating spiritual and creative diversity, success, and lifelong learning is important to us. We are inclusive and collaborative and promote a culture of openness and integrity.

We are absolutely committed to raising educational standards for all the children in our schools. We believe in developing the talents and skills of all our staff and students.

We seek applicants who share our vision and values.

We look forward to receiving your application.

Best wishes,

Matthew Evans  
Chief Executive Officer  
The Athelstan Trust





Bradon Forest School is a well-respected and popular 11 - 16 comprehensive and our catchment area takes from rural and urban communities. The school is well situated just north of the M4 (J16), within easy travelling distance of Bristol, Bath, and Swindon and on the edge of the Cotswolds.

**As a member of our Athelstan Trust, you will benefit from:**

- Being part of a trust that is absolutely committed to raising educational standards for all the children in our schools.
- Our commitment to developing the talents and skills of all our staff throughout their career.
- Being part of a caring, collaborative and excellent community.

**We are looking for someone who:**

- To assist the Site Manager in carrying out a full range of site duties to ensure that the school is safe and well maintained.
- Has a flexible, proactive attitude and can work on their own initiative.

We are a flexible working employer, and we are willing to make any reasonable adjustments you require during your interview so please ask us.

The Athelstan Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. If successful in being called for interview, all candidates are expected to apply for an enhanced DBS before appointment is confirmed. References will be sought for shortlisted candidates before interview. Please also be aware that you will be subject to an online check and that you may be questioned about the findings of such a check at your interview.

**Early applications are encouraged and we reserve the right to close the vacancy if a suitable candidate is found.**





## Our Philosophy as an Employer

The Athelstan Trust is absolutely committed to raising educational standards for all the children in our schools. In order to do this, we need to recruit the best staff who are committed to our vision and values.

We aim to be the employer of choice in our area and genuinely believe that all roles in our organisation can be carried out within a flexible working model. Working in schools should be seen as part of a rich fulfilling life and not a barrier to it. We will always consider a flexible working option for every post.

We understand that we need to support staff to achieve our goals and have in place a professional development programme that offers internal and external opportunities to develop the talents and skills of all our staff.

We seek applicants for our roles who share our vision and values.

## Why work for us?

- Internal career opportunities
- Good opportunities for personal and career development
- Employee assistance programme
- Flexible working opportunities and a genuine commitment to family and work/life balance
- The opportunity of working within a supportive, friendly environment in this well-run and respected school
- Nationally negotiated cost of living pay
- Automatic enrolment to the teacher or local government pension schemes
- Generous holiday allowance for support staff
- Recognition of local government continuous service
- Cycle to work scheme





Dear Candidate

Thank you for your interest in the role of Site Assistant at Bradon Forest School. This is an exciting opportunity to work in an experienced team in a school that values personal development and well-being.

Part of The Athelstan Trust, Bradon Forest School is a very well-established and respected comprehensive secondary school. Situated in the rural village of Purton, we draw from a wide catchment across Wiltshire and Swindon and we are very proud of our welcoming, respectful community.

Bradon Forest is an inclusive community that prides itself on delivering an excellent education. We believe students and staff should feel valued and be challenged to fulfill their potential through the development of their individual talents and skills. Our recent Ofsted report in 2023 was very complimentary about the school's strengths and staff are clear that in the current educational climate, Bradon Forest, a place where wellbeing is actively considered, is a great place to work!

I joined the school in September 2021 having worked in two other schools in the trust; The Athelstan Trust core values of 'care, collaboration and excellence' are at the heart of my leadership. We are therefore looking for a dedicated Site Assistant who thrives in working in a supportive team and who wants to contribute to the smooth running of the site. In return we can offer you an excellent working environment, collaboration with staff in similar roles across the trust and varied opportunities for your own personal development. You will find us supportive, responsive, caring and committed to discussing flexible working opportunities with prospective candidates either before or at interview.

Please read the relevant sections of the website, the job description and contact HR Lead, Mrs Julie Daws, if you would like to discuss the role further or visit the school.

I look forward to hearing from you.



Sarah Haines  
Headteacher





## BRADON FOREST SCHOOL JOB DESCRIPTION

<b>Job Title:</b>	Site Assistant
<b>Location:</b>	Based at Bradon Forest School, Purton
<b>Salary:</b>	£25,185 - £25,989 (actual salary £10,723.22 - £11,065.55)
<b>Contract type:</b>	Permanent 17.5 hours per week 06.30am – 10.00am term time 39 weeks plus 35 hours during school holidays flexible.

### Overall Purpose

Under the general supervision of the Site Manager to carry out a full range of site duties to ensure that the school is safe and well maintained.

### Specific Duties

- Responsible for unlocking site during term time.
- Identify and report building, furnishing or fittings deficiencies to the Site Manager and undertake any remedial action that may be authorised, where an external contractor is not engaged.
- To undertake a reasonable range of handyperson duties as required by the Site Manager to contribute to the day-to-day maintenance of the school premises, and its furnishings e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, fitting shelves or notice boards.
- Escort contractors and other relevant person to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work having regard to the school environment.
- Take delivery of stores, goods and equipment and arrange storage or distribution as required, including the maintenance and completion of relevant documentation with appropriate authorising signature.
- Responsible for the general tidiness and safety of outside areas, cleaning defined areas of the school premises, and emergency cleaning needs arising during the working day.

The Site Assistant plays an important part in the smooth and efficient running of the school. The post holder will be expected to work in a flexible way to meet the needs of the school, combining planned and regular tasks with day-to-day needs and emergency responses.

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**





### Team Working and Personal Development.

- To support the school's mission, vision, values and objectives.
- To ensure that reasonable care is always taken for the health, safety and welfare of yourself and other persons in line with the Health and Safety policy.
- To take responsibility for your own professional development and participate in relevant internal and external activities.
- To work co-operatively with colleagues to achieve the aims and objectives of the post and the School.
- To participate positively in the implementation of new working methods and practices as required.
- To undertake other duties within his/her competence or otherwise appropriate to the grading of the position as required.

### Safeguarding

- To promote and safeguard the welfare of all children and young people that you are responsible for or encounter.
- Staff must work in accordance with the Southwest Child Protection procedures and Child Protection Safeguarding Policy and understand their role within that Policy.

### Health and Safety

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

### Special Conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Bradon Forest School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.**





# OUR VALUES

WE CHALLENGE OURSELVES TO BE GREAT LEARNERS



WE HAVE ASPIRATIONS FOR OUR FUTURES



WE RESPECT OURSELVES AND OTHERS AND SHOW RESILIENCE WHEN WE FALTER



WE STRIVE FOR EXCELLENCE IN ALL THAT WE DO BOTH INSIDE AND OUTSIDE THE CLASSROOM





**Person Specification: Site Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	Basic DIY skills	Painting, general repairs
<b>Knowledge</b>		Awareness of Health and Safety requirements
<b>Experience</b>	Previous experience or similar trade role	
<b>Personal Attributes</b>	Flexible, proactive, ability to work on own initiative and comfortable working in a school environment, good sense of humour	
<b>Safeguarding</b>	Commitment to safeguarding children and following appropriate proc	

