



The
Forest School



The Forest School
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Headteacher
Ms Shirley Austin B.Ed.(Hons);
B.A.(Hons); B.Sc.(Hons)

Site, Maintenance and Lettings Assistant

Salary: On application

Hours: 30hrs pw – hours to be agreed to include evenings and weekends over the year

Required: As soon as possible

We are looking to appoint an enthusiastic, experienced and motivated team player to join our Site Team undertaking duties relating to the safety and general maintenance of the schools site.

The successful application will have high expectations of themselves and others, be a good team player and be driven by the desire to make a difference to students, colleagues and families in our school community. A detailed job description is included which outlines the key roles and responsibilities of the post.

We are a co-educational school starting from September 2024 for Year 7 (with boys in Years 8-11) and a co-educational Sixth Form. The school has a newly refurbished subject block and subsequently every classroom across the school now has a ViewSonic interactive screen. In addition, we have invested in our all facilities across the school: new heating system reducing our carbon footprint, revamped technology including food room, whole school repainted, new interactive whiteboards, in addition to sporting facilities; upgraded our indoor swimming pool, invested in our sports hall and conditioning centre, all weather pitches: MUGA, an all-weather football dome and our new performance and conditioning centre of excellence, available to both staff and students. Academically the school has a positive progress measure and the students achieve above national average. Our curriculum is clearly mapped and was a strong “good” as part of our Ofsted 2021.

To get a glimpse of our vibrant school community and facilities, check out our school video [\[here\]](#), showcasing our students, staff, and the dynamic environment you'll be a part of.

The Forest School is committed to safeguarding and promoting the welfare of students and young people and expects all staff and volunteers to share this commitment. All appointments are subject to an Enhanced Disclosure & Barring Service clearance being received.

For all information, please visit the [school website](#), and to apply please complete the Support Staff Application Form returning it to <mailto:recruitment@forest.academy>. Unfortunately, CVs will not be accepted.

The Interview Process

If selected, the interview process will test and assess your fulfilment of the requirements for this position. The interview process will include consideration of your suitability to work with children and the interview panel will ask questions on safeguarding children/young people.

Please apply as soon as possible as shortlisting/interviews will be ongoing up until the closing date. Should a suitable candidate be appointed, the advert may close early.



The school will complete online searches on all shortlisted candidates and reserves the right to do so on receipt of all applications.

CLOSING DATE FOR RECEIPT OF APPLICATIONS is Monday 18th November 2024 at midday.

It is our normal procedure to request references on shortlisted candidates prior to interview.

The Forest School Support and Professional Development

A range of support and professional development opportunities are available at The Forest School from working with all other local schools through the secondary federation, the local School Alliance Association and Wellington College. We offer many staff CPD opportunities through the National Qualifications. CPD and Staff wellbeing are highest on our agenda.

- Highly effective behaviour and inclusion system with a supportive Centralised detentions to reduce teacher workload
- Superb CPD including from our outstanding 'Teaching and Learning Team'
- OFSTED 'good' (June 2021)
- Friendly and supportive working environment
- An active Staff Association and wellbeing team
- A comprehensive Induction programme for ECTs and new staff Allocation of a professional mentor (ECTs)
- A comprehensive CPD opportunity with National Qualifications

Please note, we may consider and interview as applications are received; we have the right to appoint a suitable candidate on receipt of application. This is policy procedure as we are aware of the competitive market and wish to recruit the correct person. Submissions from agencies will not be accepted.

We look forward to hearing from you.

THE FOREST SCHOOL ACADEMY TRUST

JOB DESCRIPTION

Role	Site, Maintenance & Lettings Assistant	Reports to	Facilities & Site Manager
Purpose	To undertake duties relating to the safety and general maintenance of the school site.		
Dimensions	Main contacts: Students, Staff, Trustees and Contractors	Staff: None	
Accountabilities and main tasks	<ol style="list-style-type: none"> 1. Be a principle key holder at all times including lettings and undertake day to day operational duties for all security activity within the site under the direction of the Facilities & Site Manager, and also, when need be the first contact for emergency services. At all times to be the backup alarm call out contact. 2. To have sole responsibility of opening/locking up the site during contractual hours. 3. Responsibility, with negotiation from the Facilities & Site Manager, for various out of hours work, evenings and weekends as required. 4. Check the cleanliness of the whole school site and ensure the site is to an acceptable standard. 5. Detect and report any building defects, advising the Facilities & Site Manager on any health and safety issues. Undertake any repairs and general maintenance within your level of competence, always adhering to health and safety requirements. 6. To arrange and/or carry out the prompt movement of furniture and equipment within the site. To assist with general portering duties including the prompt distribution of items delivered to the site within health and safety guidelines. 7. Ensure effective maintenance of the pool within the team. Training will be provided. 8. To carry out all daily maintenance tasks from a planned project or from the maintenance log. 9. Contribute to a rolling programme of external and internal decoration and refurbishment and carry out any agreed improvement ensuring compliance with health and safety standards. 10. Liaise with contractors whilst on site ensuring that work is completed in line with the specification and to the required standard. Take any appropriate action to resolve problems. 11. Advise on alterations and repairs to buildings. 12. Work with the team to identify the annual maintenance plan and longer term maintenance requirements in order for a cost effective maintenance plan to be produced. 13. Provide excellent customer service to all customers through overseeing, supporting and managing lettings. 14. Any other duties which reasonably fall within the purview of the post. 15. 		
Person specification	<p>Knowledge/Qualifications:</p> <ul style="list-style-type: none"> • Knowledge of Health and Safety regulations • Qualification in Health and Safety desirable • Knowledge and experience of appropriate use of cleaning materials and equipment • NVQ Level 3 or equivalent is desirable or other industry/manual experience <p>Skills/Abilities:</p>		

- Good basic DIY capabilities and experience
- Team worker essential
- Customer care skills essential
- Flexible worker

Experience (Desirable):

- Heating and plumbing systems (training offered).
- Carpentry, basic construction skills
- Electronics basic understanding
- Construction

Personal qualities:

- Self-motivated and positive 'can do' approach
- Ability to work as part of a team
- High integrity
- Good customer focus
- Honesty
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