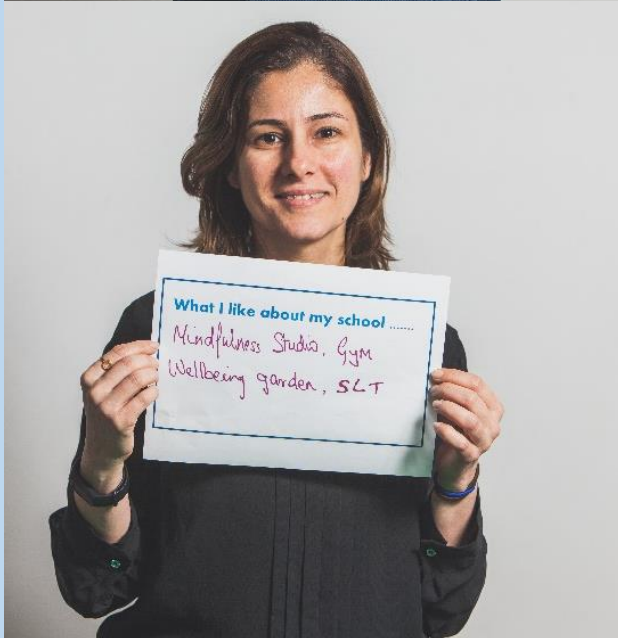


Information Pack

Casual Lettings Assistant

Closing date: 10th January 2020, 12 noon, Interviews w/c 13th January 2020

Staff say...



Welcome to The Rise School - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

Vibrant

Our school is a vibrant place to work. We've got great facilities: a wellbeing garden, sensory room, soft-play room and a gym – which staff use too. Break and lunch times are opportunities to play and interact with our pupils, role-modelling our values. Learning also takes place outside the classroom via frequent trips, camping, externally-led workshops, community trips and after school clubs.

Learning

Learning is at the heart of everything that we do at The Rise – we make the effort to make sure 'learning is irresistible' for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed.

Community

Team work is central to all our achievements at The Rise. You will find yourself part of a staff body who is empowered to be proactive and take their own initiative; are flexible and are willing to go above and beyond to support one another.

The sense of community is developed through our Wellbeing initiatives such as 'Secret Buddy' and Friday's 3-4pm slot where you can cultivate your wellbeing through learning something new or relating to your colleagues: we've had knitting, fitness, running, dance, relaxation, art sessions. Our community is strengthened by giving and receiving feedback to one another – its how we all grow and develop. We support our families through half-termly 'Parent Meets' and socials.

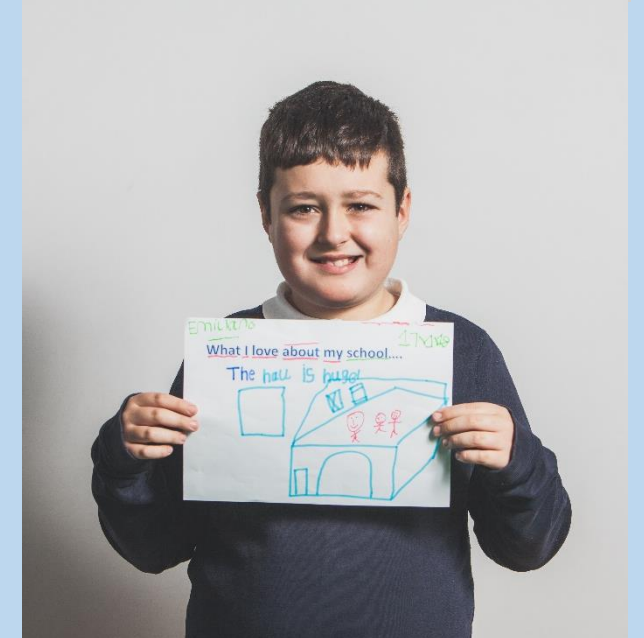
Values

Our school values are **Be Kind, Be Resilient, Be Proud**. They were generated collaboratively and underpin our community. We explicitly teach, embed and celebrate these values, for example our kindness trees are growing outside each classroom. The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families and carers. It's an equally special place to work.

We hope to welcome you to our team!

Helen Ralston – Head of The Rise School

Pupils say...



JOB DESCRIPTION

Job Title: Casual Lettings Assistant

Team: The Rise School

Job Band: £10.75 per hour

Job Term: Casual – evenings and weekends from 6.00pm

The Purpose

To provide efficient and effective operation of the schools lettings during extended hours, including evenings, weekends and school holidays.

Key Tasks & Responsibilities

To oversee the safe operation and the correct and authorised use of the facilities, ensuring that user groups are correctly supervised; and, where appropriately qualified, to instruct on specific activities.

To ensure authorised users adhere to booking conditions.

To set out and clear away equipment and materials and to make regular visits to all facilities to ensure they are being used in accordance with the conditions of hire.

Ensure that all facilities are of the highest standard and that all customer enquires/complaints are dealt with and recorded both promptly and effectively

To maintain buildings and equipment in a condition consistent with safe use and optimum presentation and to maintain the security of the premises, including the operation of security lighting and fire and burglar alarm systems.

To operate all heating, lighting, ventilation and other services to the required standards, reporting any defects.

To be responsible for the security of the premises and its contents in all areas of the school following lettings and functions taking place out of school hours. Monitoring and responding to any issue of security in relation to the staff, premises and users.

Support the premises team in a range of premises and caretaking tasks where necessary with the ability to respond flexibly to changing priorities and changes in routine.

Casual hours to be agreed with the site team and dependant on lettings in the diary. Hours required to be worked can change/vary each week depending on the number of bookings.

This job description is not exhaustive and reflects the type and range of tasks responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by the Head teacher.

How to apply

To apply please download and complete our application form and equality monitoring form from our website www.TheRiseSchool.com. Completed applications should be emailed to LindaBurn@TheRiseSchool.com.

The closing date for applications is 10th January 2020, 12 noon, interviews will take place week commencing 13th January 2020. The school is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting including references and an enhanced DBS.

PERSON SPECIFICATION

Qualifications

- Educated to GCSE level or equivalent (*Desirable*)

Specific Knowledge, Experience & Technical Skills

- Experience working in a school or college setting (*Desirable*)
- Security practice and procedures (*Essential*)
- Knowledge of IT (*Desirable*)
- Knowledge of Health and Safety practices (*Essential*)

Personal Attributes

- Can Do' attitude and perseverance. Views problems as challenges and has a positive outlook
- Experience of working independently and autonomously taking initiative but knowing when to refer issues upwards when appropriate
- Strong communication skills
- A flexible and calm approach and to be able to adapt and respond to changing circumstances. This includes the ability to juggle a variety of tasks and support others when necessary
- Resilient and able to work in a changing environment
- High level of self-motivation and organisation

Our School



Sports Hall



Sensory Room



Science Lab

Soft Play



Gym



Yoga



Wellbeing Garden



Food Tech



“The School’s work to promote pupils’ personal development and welfare is outstanding”. – Ofsted June 2017



Safer recruitment process

The Rise School is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur on Friday 10th January 2020 with interviews taking place week commencing 13th January 2020. Interview Candidates will be subject to an in-person interview and assessment. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.