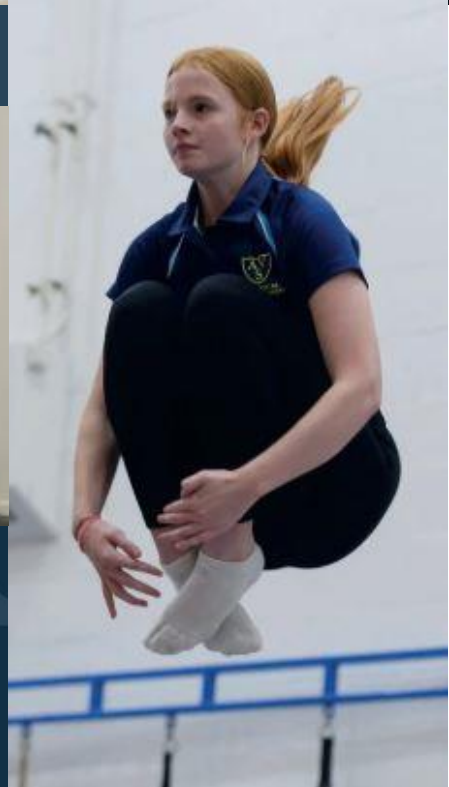




THE AVON VALLEY SCHOOL
AND PERFORMING ARTS COLLEGE

Site Staff Application Pack

AMBITION RESPECT CARE



A warm welcome from the Headteacher

Dear Candidate,

Thank you for your interest in joining The Avon Valley School & Performing Arts College as Site Staff.

The Avon Valley School is a popular, oversubscribed foundation school, offering a dynamic and ambitious curriculum for 11 to 16 year olds. We have worked hard to build a vibrant and supportive learning community, where students, staff and families work together to help every student thrive and fulfil their potential.

The culture here is incredibly positive and supportive. This means that our staff enjoy coming to work and are passionate about working together to make a difference to the lives of our students. We believe in nurturing confident, respectful and responsible young people who are ready to make a positive contribution to society.

Our core values **ambition**, **respect** and **care** are at the heart of everything we do. These principles shape our inclusive school culture and guide us as we support students on their education journey.

We offer a broad and engaging curriculum, delivered through high-quality teaching that promotes knowledge, creativity and critical thinking. Students are encouraged to explore, debate, problem-solve and communicate with confidence. Alongside academic excellence, our pastoral programme plays a key role in developing leadership, resilience and independence. Skills that will serve our students well beyond their time at AVS.

Academic achievement is important to us, and we are proud of our students' success. But life at AVS is about so much more. Whether it's in sport, drama, music, science, enterprise or the arts, our students are encouraged to pursue their passions and develop their talents both inside and outside the classroom.

As a performing arts specialist school, we are exceptionally proud of the creativity and talent that flourishes across our school. From drama, dance, music and technical theatre, students have access to outstanding facilities and inspiring opportunities. In 2024, our dedication to the arts was nationally recognised when AVS won Best School Show at the National Schools Theatre Awards. This was an incredible achievement that reflects the hard work, passion and teamwork of our students and staff.

I hope that this information pack will give you a flavour of our school, and I encourage you to visit, to see how our values and culture flow throughout the school, and the pride that our staff and students have at being part of Avon Valley School. I'm confident that you'll discover Avon Valley is a warm, welcoming place where you can really thrive and have a positive impact on both our students and our wider community.

Finally, I would like to take this opportunity to wish you every success in your application to join our exceptional team.

Blake Francis,
Headteacher

About The Avon Valley School & Performing Arts College

VISION

To inspire, advance aspirations, and cultivate a school community of limitless potential.

MISSION STATEMENT

At The Avon Valley School and Performing Arts College, we aim to create an inclusive learning environment where everyone feels valued and supported. We believe in respect, being relentlessly ambitious, and looking out for each other. Our goal is to inspire each individual to chase their dreams and make a difference in the world around them. Through our belief in the limitless potential of every individual, we strive to inspire and equip everyone in our community to thrive and excel.

OUR CORE VALUES

Our core values are our DNA; they enable us to create an inclusive environment where everyone feels valued, understood and supported; fostering a sense of belonging and unity that strengthens our community bonds. This enables everyone to thrive, both personally and academically, enhancing overall happiness and success.

Ambition: We inspire and challenge each person to strive for excellence, fostering a culture of continuous improvement and perseverance. This empowers everyone to push through their boundaries to unlock their full potential, and achieve remarkable things beyond what they thought possible.

Respect: We celebrate the diversity of our community and treat every individual with kindness, dignity, and consideration. By acknowledging the unique backgrounds and perspectives of each person, we create an environment where mutual understanding and acceptance flourish, fostering a culture of trust, inclusivity and unity.

Care: We cultivate an environment where compassion and empathy are paramount, nurturing the holistic well-being of every member of our community. By prioritising the emotional and physical welfare of individuals, we demonstrate a commitment to their overall health and happiness, fostering a supportive community where individuals feel valued, heard, and supported through life's challenges.

These core values underpin everything we do at The Avon Valley School, guiding us in our pursuit of excellence. Through teamwork, creativity, and unwavering support, we empower our students to embrace opportunities, overcome obstacles, and experience the joy of learning together.

ETHOS AND CULTURE

At The Avon Valley School and Performing Arts College, we value each and every individual. We believe that everyone has the potential to succeed and is an untapped source of talent. It is our aim to unlock this potential through the provision of a first class education, creating lifelong learners.

Underpinning this aim is our desire for our students to enjoy their school days and be equipped with the skills and knowledge for life. We want our students to understand their rights and responsibilities and those of others and to be compassionate and caring members of society.

The ethos and culture of the school is unique and has been commented on during successive OFSTED inspections. A result of this and our significant progress is that The Avon Valley School and Performing Arts College has continued to be judged as a Good school. This has led to the school being extremely popular and oversubscribed.

AMBITION, RESPECT, CARE

SENIOR LEADERSHIP TEAM

The senior leadership team consists of Headteacher, 2 Deputy Headteachers, 4 Assistant Headteachers and the School Business Manager. They work collaboratively and provide expertise and support across all of the school's activities.

PASTORAL SUPPORT

We pride ourselves on the quality of our pastoral care for all students and have a highly skilled team of pastoral staff including Heads of Year, Pastoral Leads, SENCO, Form Tutors and Teaching Assistants. We also work positively with a wide range of external agencies.

WORKING FOR AVON VALLEY SCHOOL

The Avon Valley School is known for its aspirational and caring environment. Our staff are welcoming, committed, and maintain the highest expectations of both themselves and our students. We have a hardworking and committed team of specialist teachers who are dedicated to ensuring the best possible outcomes for our students. Our stable and experienced staff can offer support and guidance to colleagues at any stage of their career, and we actively encourage staff to create a personal improvement and development plan so we can help them realise their career goals and ambitions. Our staff are enthusiastic, have a good sense of humour, and support each other, which makes it a fantastic place to work.

GROWING TOGETHER: BALANCE, BELONGING, AND WELLBEING

"True balance is rarely found in isolation; it is cultivated in a community that values the person as much as the professional. Our collective strength comes from how well we look after each other."

At Avon Valley School, we believe that our students can only thrive when our staff are healthy, motivated, and supported. Working in education can be both immensely rewarding and demanding. Success isn't just about individual performance; it's about the relationships we build with our colleagues and the support system we provide for one another. Because of this, wellbeing is woven into daily life at the school.

Work-Life Balance

We respect the lives of our staff outside of the school gates. A healthy community is made of well-rested people. We try to ensure your home life remains your own.

- **Realistic Deadlines:** We provide an annual calendar of meetings and assessment/reporting dates at the start of the year to help you plan ahead.
- **A Community Right to Rest:** We champion a "Digital Sunset"; we do not expect staff to respond to emails out of the core school hours of 8.30am – 4pm or during weekends and holidays. We respect each other's boundaries so that everyone returns to school refreshed.
- **Additional PPA Time (exceeding the 10% normal offered for teaching staff) designed to promote a healthy work life balance.**
- **Staff Wellbeing is an integral part of the appraisal process.**
- **Flexible Working Arrangements for All Staff:** Where possible, we support flexible working requests. In addition, teaching staff are offered a biweekly work-from-home option, and support staff are offered 2 flexible working days each academic year.
- **A Generous Absence Request Policy:** Do you want to watch your child's primary school sports day or nativity, or attend your best friend's wedding? Not a problem if you work for us.

Professional Growth

We don't just want you to work here; we want you to thrive here. We actively try to seek ways to reduce administrative burdens so you can focus on what matters most: teaching and learning.

- **Dedicated CPD Time:** We dedicate significant time to high-quality professional development, ensuring that staff are equipped with the latest pedagogical tools and have the time and resources to stay at the forefront of their subject specialisms.
- **Collaborative Development:** Our professional development isn't "done to" you; it's built with you. We run workshops where we learn from the expertise within our own walls.
- **Personal Development Integral to Appraisal Process:** We offer mentoring and leadership opportunities to enhance personal and career development goals.
- **Open Door Policy:** A committed and collaborative Senior Leadership Team (SLT), who are active members of the school community. We listen to concerns and act on feedback promptly.
- **Dedicated Classroom** where possible for teaching staff.
- **Successful ECT Programme**, fostering professional growth.

The Power of "We" (Community)

We believe that no one should have to navigate the challenges of education alone. We foster a community where every voice is heard.

- **Structured Induction:** New colleagues receive a comprehensive induction program and a dedicated mentor to help them settle into the Avon Valley family, ensuring you have a friendly face to turn to from day one.
- **Collaborative Planning:** Our faculties work together: sharing resources, schemes of work, and assessment materials to ensure that no single teacher is ever starting from scratch.
- **The Social Heart:** A modern, comfortable staffroom, where you can take time out or work together, in a space for staff to connect as people, not just as colleagues. Our termly "Thank-you Breakfasts" give us the opportunity to celebrate our successes and support each other through the hurdles.
- **A Thriving School Community** with engaged students and supportive parents/carers.

Health & Mental Wellbeing

Your physical and mental health are our priority. We provide a range of tangible benefits to support both your physical and mental health and your financial peace of mind.

- **Private Medical Insurance:** To ensure you have the best care when you need it, all permanent staff are eligible for our comprehensive private healthcare plan. This includes fast-track access to specialists, diagnostic tests, and mental health support.
- **Employee Assistance Programme (EAP):** All staff have 24/7 access to a confidential counselling, legal advice, and financial guidance for you and your immediate family, providing a safety net for those times when life outside school requires extra support.
- **Cycle to Work Scheme:** We encourage a healthy and sustainable commute. Our salary sacrifice scheme allows you to save on the cost of a new bike and accessories, spread over manageable monthly interest-free payments.

We look forward to welcoming you to a school that values you as a person as much as a professional.

Site Staff

Band F SCP 7 - 10 (£26,403 - £28,142 Actual Salary)

Full Time – Permanent (37 hours per week (shift to be agreed with the facilities manager), 52 weeks per annum)

Job Start: June/July 2026

THE OPPORTUNITY

Are you a proactive, practical, and dependable individual who takes pride in your work? We are looking for an enthusiastic and dedicated member of the school site team who has a 'can-do' attitude, ideally with experience in a similar facilities/caretaking role.

In this role, you won't just be maintaining a building; you will be ensuring that our students have a safe, clean, and welcoming environment where they can excel. Our site team is key to the effective running of the school. From general repairs and security to assisting with event setups, your work will be at the heart of our school's daily operations.

The role will require driving a minibus and therefore the successful candidate will need to have held a driving licence for at least 2 years.

WHY JOIN US?

At The Avon Valley School, we are committed to nurturing every student's potential, both academically and personally. Our ethos is built on **Ambition, Respect and Care**, fostering a learning environment where students feel valued, supported and empowered to achieve their aspirations.

Avon Valley School offers a welcoming and collaborative environment where every member of staff is valued. We are committed to providing exceptional professional development opportunities and a supportive culture where you can thrive. You will have the chance to work with a fantastic team of staff and students who are all dedicated to building a safe, happy, and successful school.

THE ROLE & RESPONSIBILITIES

Key Responsibilities

- **Site Security:** Opening and closing the school premises and ensuring the site remains secure.
- **Maintenance:** Carrying out general repairs, DIY tasks, and routine safety checks (e.g., fire alarms, water testing).
- **Porterage:** Setting up rooms for exams, school performances, and community events.
- **Health & Safety:** Monitoring the grounds to ensure a hazard-free environment for staff and students.

What We're Looking For

- A "can-do" attitude and the ability to work both independently and as part of a team.
- Basic skills in plumbing, carpentry, or general maintenance (desirable).
- A commitment to maintaining high standards of safety and cleanliness.
- An understanding of (or willingness to learn) health and safety regulations within a school setting.

WHAT WE OFFER

Joining The Avon Valley School means becoming part of a supportive and forward-thinking community. Our staff enjoy:

- **Tailored career development** with annual personal development opportunities.
- **Flexible working arrangements for support staff**, including 2 flexible working days.

AMBITION, RESPECT, CARE

- **A generous absence request policy**, for example, do you want to watch your child's primary school sports day, or attend your best friend's wedding? Not a problem if you work for us.
- **A proactive staff wellbeing programme** to support work-life balance.
- **A committed and collaborative Senior Leadership Team.**
- **A thriving school community** with engaged students and supportive parents/carers.
- **Lunch provided** for anyone offering student facing activities during lunchtimes.
- **Paid duties** for anyone joining our lunchtime duty team.
- **Employee benefits**, including a cycle-to-work scheme, employee assistance programme, free on-site parking, and catering facilities.

TO APPLY:

If you are excited by this opportunity and want to be part of a school where you can truly make a difference, we encourage you to apply by clicking the link below which will take you to our online application form.

Please visit our website to find out more about the school: <https://www.avonvalleyschool.uk/>

Application Deadline: 9am on Friday 19th June 2026

(We reserve the right to close this vacancy early if we receive sufficient applications for the role).

Interviews: Shortly after closing date.

For further information, email: chearne@avonvalleyschool.uk or telephone: **01788 542355**.

SAFEGUARDING AND COMPLIANCE

Please note:

- We do not accept CVs without an application form.
- We do not provide working visas.
- If shortlisted, you will be required to complete a declaration regarding any relevant criminal offences as part of our safeguarding duties.
- **Avon Valley School conducts online searches (including social media) as per KCSIE 2025.**
- **We are committed to safeguarding and promoting the welfare of children and young people.** This post is subject to an Enhanced DBS check (child workforce) via the Disclosure and Barring Service.

Join us in shaping a future of limitless potential. We look forward to hearing from you!

Job Description: Site Staff

Accountable to:	School Facilities Manager	Line Managing:	N/A
Post type:	Full time, Permanent	Salary/Grade:	Band F SCP 7 - 10
Hours Of Work	37 hours a week (shift to be agreed with the facilities manager), 52 weeks per year.		
Liaising with:	Site team and staff		
Every member of staff is required to:			
<ul style="list-style-type: none"> • Work towards and promote the vision, beliefs, aims and expectations of the school; • Support and contribute to establishing and maintaining a culture of safeguarding all students and promote the welfare of children; • Undertake any necessary professional development activities to enhance personal development and performance; • Maintain high personal professional standards of attendance, punctuality, appearance, conduct and positive relations with students, parents and staff. 			
Purpose of the role			
<p>The successful applicant will be required to work on their own initiative and will be responsible for:</p> <ul style="list-style-type: none"> • General maintenance of the school buildings and grounds to a high standard, including DIY tasks, decorating, plumbing, repairs, and cleaning; • Ensuring Health & Safety issues are addressed promptly; • Opening / closing the school on a rota basis; • Maintenance and regular checks of the school minibuses; • Grounds maintenance and litter control; • Supporting the smooth running of the school through additional duties, as required; • Driving a minibus (a clean driving licence is essential). 			
Core Responsibilities			
<u>Planned & Reactive Maintenance</u>			
<ul style="list-style-type: none"> • Carry out daily repairs and scheduled maintenance tasks to ensure all buildings, classrooms, and wider facilities remain safe, fully functional, and well-presented; • Respond promptly and effectively to reactive issues, including leaks, heating faults, lighting failures, door/lock issues, and general wear-and-tear. 			
<u>Inspections & Compliance</u>			
<ul style="list-style-type: none"> • Perform routine safety inspections and statutory compliance checks in line with school policies and regulatory requirements; • Actively support health and safety obligations, including COSHH, Legionella awareness, fire safety checks, and manual handling guidelines; • Ensure all maintenance activities are accurately recorded in logs, work tickets, and compliance. 			
<u>Building Upkeep</u>			
<ul style="list-style-type: none"> • Complete basic plumbing repairs, basic electrical maintenance, carpentry tasks, painting, and general building fabric repairs; • Maintain the condition of classrooms, corridors, communal areas, and external spaces. 			
<u>Site Safety</u>			
<ul style="list-style-type: none"> • Operate safely within regulatory guidelines to ensure a secure, welcoming environment for students, staff, visitors, and contractors; 			

- Identify hazards, report risks, and contribute to a culture of safety across the entire school.

Duties & Responsibilities

Site and Buildings

- Work proactively with the rest of the site team to ensure the smooth day-to-day running of the school;
- Support the Facilities Manager and School Business Manager in maintaining high standards of caretaking, cleaning, security, and site wellbeing;
- Attend emergency call-outs as required (intruders, fire, or flood);
- Repair and maintain furniture and fittings;
- Set out furniture for assemblies and events;
- Carry out portorage duties and manage goods-inwards.

Security

- Carry out security procedures for buildings and grounds;
- Routine and non-routine opening/closing;
- Prevent trespass and unauthorised parking;
- Act as a keyholder and respond to alarm call-outs.

Cleaning & Hygiene

- Ensure all premises and furnishings meet the school's high cleanliness and hygiene standards;
- Support and supervise cleaning staff;
- Carry out cleaning duties as required;
- Maintain accurate cleaning logs and order materials;
- Ensure floors are stripped and retreated at appropriate intervals.

Health and Safety

- Work closely with the Facilities Manager and School Business Manager to ensure site safety;
- Maintain exterior hard surfaces and litter control;
- Take reasonable care for your own health and safety, as well as the safety of colleagues, students, and visitors.

Additional Duties

- Support school lettings and extra-curricular activities, including working during evening and weekend bookings as required;
- Contribute to the life, community, and ethos of the school;
- Undertake any other duties reasonably requested by the Headteacher.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Safer Recruitment Statement:

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post requires Enhanced Disclosure (DBS).

Person Specification: Site Staff

	Essential	Desirable	Evidence
Qualifications & Experience	<ul style="list-style-type: none"> • Proven experience in building maintenance, caretaking, or a similar trade role (DIY plumbing, carpentry, basic electrical work) • Working knowledge of Health and Safety procedures (or willingness to learn) 	<ul style="list-style-type: none"> • Grade C (or above) at GCSE English and Mathematics (or equivalent) • Experience of working in a school environment • First Aid qualification (or willingness to be trained). 	Application form
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to diagnose faults and carry out repairs across a range of building systems • Confidence using tools, equipment and safe working practices • Understanding of Health & Safety legislation including COSHH, Legionella awareness, manual handling • Knowledge of and commitment to school policies including Child Protection, Health & Safety and Equal Opportunities • An appreciation of the importance of the Data Protection Act and GDPR within the role • Ability to work effectively as part of a team and communicate clearly with colleagues, contractors and the public • Professional, approachable manner when responding to maintenance request • Basic computer literacy to manage maintenance logs, update compliance records, process work tickets and respond to emails • Ability to use initiative and problem-solving skills • Well organised and methodical with excellent attention to detail • A key player in ensuring the high standards of compliance are maintained and that facilities are safe 	<ul style="list-style-type: none"> • Familiarity with IT applications (Excel, Word, Gmail, databases) 	References, application form & selection process
Personal qualities and skills	<ul style="list-style-type: none"> • A flexible attitude towards the role, duties and hours • Enthusiastic, sensitive, flexible, hard working with a sense of humour and ability to remain calm 	<ul style="list-style-type: none"> • Concern for the welfare of the school community. 	References & selection process

	<ul style="list-style-type: none">• Self-motivated and hardworking• Reliable and trustworthy• Good communication (oral and written) and time management skills• Excellent interpersonal skills and professional demeanour• Seek advice and support when necessary• Excellent punctuality and attendance record		
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