

# Applicant Information



**ST. MARK'S CE SCHOOL**

ONE SCHOOL - SERVING ALL - THROUGH EXCELLENCE



# Executive Headteacher

Welcome to St Mark's Church of England School. I am privileged to be the Executive Headteacher of the first all-through school in Southampton. St Mark's is truly a wonderful school filled with polite, well-mannered students and excellent staff.

I have been the Headteacher at St Mark's since 2014, and have led the development of the school to 'Good' in all categories, whilst building a brand new school and growing as an all - through!

This has only been achieved because of the fantastic whole school team I have built around me. I truly believe that a happy team makes a happy school and that everyone who works at St Mark's is valued.

Our school is a great place to work. We focus on centralised policies and routines and try to remove as many barriers as we can so that teachers can teach and nurture students without being bombarded by bureaucracy. Professional development through training and coaching is central to our offer for all staff, as no matter what stage you are in, on your professional journey, we just want you to grow as an individual.

*"Staff love working at this school. They are a strong team, and feel well supported by leaders regarding their well-being and workload."* - Ofsted Nov 2022.

What makes us a team is our focus on high expectations for all students and each other. We push each other to be the best we can be whilst being supportive and mindful of workload. Senior leaders have an open door policy, we listen to our staff and always strive to make adaptations to make things better for individuals, teams or the whole school.

St Mark's will continue to grow over the next 4 years. Opportunities for growth and career development for staff will be available. So if you strive for excellence in your career, like working in a team and value others wellbeing as much as your own, then please do get in touch.

Mrs Stephanie Bryant



Executive Headteacher



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# Our Values & Vision

St Mark's C of E School is to be a place where students acquire the knowledge and skills to become confident, resilient, lifelong learners who can contribute to the world they live in.

Through our core Christian values of love, service and belonging students will be supported by the whole community, to achieve excellence.

Mission:

## **One School**

St Mark's CE All Through School will be one whole school community. We will create a sense of belonging for all who enter our school. Our school will be a safe place for those who learn and work here. Relationships between staff and students and high expectations of behaviour and conduct will be the key to the success of our school. Our ethos of nurture, high standards and expectations will be modelled through the school by excellent staff. Taught in age appropriate year groups, students will be given the opportunity to benefit from shared facilities and interaction with each other. Primary aged students will have the opportunity to have access to facilities which are not normally available in primary schools. Younger students will have older students as mentors and role models to enhance their school experience. Secondary phase students will have opportunities to develop skills in leadership and mentoring of younger students.

## **Serving All**

St Mark's C of E School will be an inclusive school, which will serve the community of Southampton. As a Church of England School, our values are underpinned by the teachings and example of Jesus. Jesus teaches us to 'love your neighbour as you love yourself'. We will put our students at the centre of our School by supporting them all irrespective of background, nationality, religion, gender or educational need to achieve high standards of education and behaviour. We will serve the students' families, working in partnership, supporting and encouraging them to work with us for the benefit of the students.

As a Church of England School we will expect our students to understand the purpose of serving others, through both our daily actions and through more sustained work helping those locally, nationally and internationally. Leaders of the school will create a culture where every member of the School community can thrive and flourish.

## **Through Excellence**

At St Mark's C of E School we will expect excellence from everyone. This means that leaders will seek to find the most appropriate innovative practice from national and international sources. Leaders will expect the best from the staff and students across the school, and support them to achieve. All staff, in partnership with parents and the wider community, will be expected to give their best at all times to ensure excellent future outcomes for students. Our students will make excellent progress from the moment they arrive at our school. Everyone in the School community will respect and honour one another in the way they look, speak and act. We will teach students at St Mark's our high expectations and work with students and families who need additional support with this.



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# Assistant Site Manager

## Assistant Site Manager

£24,790 - £25,328 [depending on experience]

37 hours a week – 8am to 4pm [3.30pm on a Wednesday with a 30 minute lunch]

Holidays 25 days [to be taken in school holidays]

Required ASAP

We have an exciting opportunity to recruit a Site Assistant for our amazing all through school.

We are seeking an organised, hardworking individual to join our busy site team helping ensure we are fully compliant with all health and safety issues as well as helping ensure that site is well run and maintained to a high standard

You will be a key member of the team helping the Site Manager and Deputy Site Manager with compliance and health and safety checks, ensuring the site is secure, dealing with maintenance issues and keeping the site tidy.

The successful candidate will need to have a hands on, can do attitude as there will be a wide range of duties including repairs and maintenance, organising rooms for meetings and grounds work.

Candidates should, ideally, be ambitious and keen to progress into more senior site roles as and when opportunities arise through the growing needs of our school.

Normal hours are 8am to 4pm [3.30pm on a Wednesday] but there is a need for flexibility as the team need to ensure the site is open from 7am to 6.30pm Monday to Friday. We also hold occasional school events, after school hours, where a member of the site team needs to be present to secure and safeguard the school. Different hours are worked in the school holidays

Please refer to the job description for more details about the role and If you feel you have the skills for this role we would welcome hearing from you.

If you would like to discuss this in more detail, please contact the school and speak to our Site Manager, Mr Chris Durham or our Director of Operations, Mrs Helen Crowhurst.

For more information and to apply, please visit <https://www.stmarksschool.co.uk/vacancies.html> and fill in our 'Support Staff' application form.

Completed applications should be then emailed to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

We will review applications as and when received.

*St Mark's Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This role requires an enhanced DBS.*

# Job Description

## PURPOSE OF THE JOB

To assist the Site Manager with the security, cleanliness and general maintenance of the school site.

## KEY ACCOUNTABILITIES

1. To act as a key holder, responsible for access to, and security of, the school site including emergency and out of hours call-outs as agreed with the Site Manager and Headteacher
2. To clean areas of the school as designated by the Site Manager to a high standard. This may involve undertaking and/or overseeing deep cleaning of the buildings during school closure periods
3. To support the Site Manager in maintaining a safe environment, ensuring that all relevant Health and Safety Regulations and Safe Working Procedures are adhered to
4. To assist the Site Manager to check and maintain the Fire Alarm, to ensure that Fire Doors are operating correctly, and to assist with the termly Fire Drill;
5. To check the building daily for break-ins, vandalism and damage and, in the absence of the Site Manager, to organise emergency repairs to make the school safe
- 6.
7. To assist the Site Manager to ensure that all the major utilities (heating, lighting, water etc) are operating correctly, that equipment and appliances are switched on and off at the appropriate times and that minor repairs and upkeep (e.g. changing of light bulbs) are carried out
8. To detect and report defects and required maintenance works to the Site Manager or Headteacher, and carry out minor repairs as required
9. To undertake duties such as decorating, building alterations and general maintenance within the school to avoid the need for outside contractors where possible
10. To help the site manager and gardener maintain the school grounds and take on gardening tasks when needed
11. To ensure that consumables (soap, toilet rolls, hand towels etc) are replaced when required and that stock levels are monitored

# Job Description

12. To assist with the safety and cleanliness of outside areas, including clearing drains and, removing litter
13. In the absence of the Site Manager, to ensure the safety of the site during periods of bad weather, including clearing paths of snow, ice and fallen leaves and applying rock salt when required
14. To take responsibility for some out of hours lettings if required
15. To be flexible with hours as different working hours may be needed if the site manager is absent
16. To keep up to date with health and safety, coshh and other legislation

## **Supporting the school**

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children's welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school's Health and Safety Policy

## **OTHER DUTIES**

The postholder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

# Person Specification

Please see the additional document for the  
Person Specification

# How to apply

Closing date: 16th May 2025.

Interview date 22nd May 2025.

To apply please visit our website:

<https://www.stmarksschool.co.uk/community/vacancies-at-st-marks/>

And complete the 'support staff' Application form, when completed please email to: [recruitment@st-marks-southampton.org.uk](mailto:recruitment@st-marks-southampton.org.uk)

If you need any more information on the role please call:

02380 772968.

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