



Love to Learn

Application pack

Site Facilities Manager



Dear Applicant,

Welcome and thanks for your interest in our school. We are thrilled that you are considering joining our school team!

We are looking to add someone to our team who can lead on the management of the site and support our Business Manager with the smooth running of the Estate team.

Fieldhead Carr school is a busy two form entry school with a Nursery based in Whinmoor, Leeds. It is a big site, with some external lettings . We have a lovely new building and a great team of cleaners. What we are looking for is someone who can lead on the general day to day management of the site, keep inspection records and Risk Assessments current using the 'I am Compliant' System and be active in projects to develop the school site (sometimes co-ordinating with external contractors).

We need someone who is proactive, Personable and detail oriented. The right candidate will be someone with a wide range of practical skills and the ability to find solutions to problems as they arise.

What we can offer:

- Full induction with on-going mentoring
- A school with the drive and determination to make a difference in the lives of the children it serves
- CPD opportunities within our school and the local Family of Schools to help you grow as a professional
- A supportive, dedicated and dynamic staff team offering high quality professional learning opportunities

We would welcome those interested to come and have a look at the setting. To make an appointment please contact my Business Manager sbm@fieldheadcarr.leeds.sch.uk or contact us on 0113 2930226.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check. The details of DBS Code of Conduct can be found here: <https://www.gov.uk/government/publications/dbs-code-of-practice>

We promote diversity and want a workforce which reflect the population of Leeds. This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply.

Please see the policy statement on the recruitment of ex-offenders.

Closing date for applications: 4th December
Interviews wc TBC

Applying to Fieldhead Carr Primary School – Site facilities manager

Thank you for expressing an interest in this vacancy.

More information about our school can be found on our website at <https://fieldheadcarr.leeds.sch.uk> and our latest OfSTED inspection report is available to read at www.ofsted.gov.uk.

We hope you will find this information useful and we look forward to hearing from you.

<p><u>Accompanying Documents:</u></p> <p>Job Description</p> <p>Person Specification</p> <p>Application Form</p>	<p><u>Key Dates:</u></p> <p>Application Closing Date: 4th DecembEr</p> <p>Interviews: wc TBC</p> <p><i>(Please note: if you have not heard from us by the interview date you will not have been shortlisted on this occasion)</i></p>
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This school is committed to promoting and safeguarding the welfare of all children

Making an Application

Guidance on Completing the Application Form

If you wish to be considered for this post please complete the enclosed application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment please state the reasons why (e.g. gap year, career break, unemployed, etc).

You will note that we require details of two referees, one of which must be your current or most recent employer.

CVs are **not** accepted as part of the application process.

Please remember to sign the declaration on the final page of the application form. If submitted by email (to sbm@fieldheadcarr.leeds.sch.uk), an email signature is acceptable, provided the email address reflects your name.

For teaching posts: in addition to the application form, please include information (up to 2 sides of A4) detailing your experience of teaching and learning and the impact your contribution will make in terms of raising standards at our school.

Equal Opportunities Monitoring

Leeds City Council is committed to a policy of equal opportunities in employment. To ensure that our Equal Opportunities Policy is effective we ask you to complete the Equal Opportunities Monitoring

Supplement. The form is confidential and kept separately from the application form and will not be available to the short-listing panel.

Interview and Selection Process

Those candidates who meet all the requirements for the post will be shortlisted and details of the interview programme will be confirmed in writing.

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children.

Under the Equality Act, we are legally required to consider making reasonable adjustments to ensure that disabled people are not disadvantaged in the recruitment and selection process. We are therefore committed to meeting, wherever possible, any needs you specify on the application form. Please contact the school if you need to discuss this in any detail.

We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the act) to meet the requirements of the post.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. If you do not have enough space, please attach a separate sheet.

Induction and Continuous Professional Development

The Headteacher and Governing Body are committed to ensuring your wellbeing and continuous professional development in this role. On appointment the Headteacher will discuss an appropriate induction programme with you that will help familiarise you with the culture of the school, local practices, policies and expectations.

You will be offered the opportunity to further develop your professional knowledge by participating in local training events and, where appropriate, working towards further qualifications

Pre-Interview Checks

If invited to interview you will receive a self-declaration form which must be returned prior to interview. All shortlisted candidates should adhere to the Ministry of justice on disclosure of criminal records.

Pre-Employment Checks

Disclosure & Barring Service Check

Employment at this school is subject to an enhanced check with the Disclosure & Barring Service. Checks will also be made against the Barred List. All such checks must be satisfactory before we confirm any offer of an appointment.

Under the Rehabilitation of Offenders Act 1974 (Exemption Amendment), there are a number of jobs where we must take account of convictions that are unspent or not 'protected'. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the www.gov.uk website.

Unspent and unprotected convictions may not necessarily make you unsuitable for appointment.

Our recruitment process also includes a [pre-employment health questionnaire](#) and a [disqualification by association](#) check where applicable.

Prohibition checks (teachers only)

Prior to confirming an offer of employment, the school is required to make a mandatory check to ensure a teacher is not prohibited from teaching by the NCTL or its predecessor, the GTC.

Validation of Qualifications

All shortlisted candidates will be asked to bring original certificates of relevant qualifications to interview. These will be photocopied and kept on file and may be confirmed as genuine with the relevant awarding bodies.

Right to Work in the United Kingdom

Under the Asylum and Immigration Act 1996, it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants can expect us to ask for proof of this at interview stage, where you will be asked to provide some original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required.

References

If you are short-listed we will normally take up references **before** the interview date. One of your referees must be your current or most recent employer. Two satisfactory references must be received before any appointment is made. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. If you are not currently working with children but have done so in the past, one reference must be from the most recent place where you worked with children.

Copies of references, or references that are addressed "to whom it may concern", will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process.

School Policies

Child Protection

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We have a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistleblowing

We recognise that children cannot be expected to raise concerns in an environment where staff fail to do so. Therefore our policy is to ensure that all staff are made aware of their duty to raise concerns about any inappropriate attitude or actions of colleagues.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils.

Everyone working at our school is a role model to our pupils. As such employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Agency. While registered teachers are bound by the code, the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

We are committed to promoting best practice in our efforts to eliminate discrimination and to create a working and learning environment where all are treated fairly and with respect. We take action to ensure that nobody is treated less favourably than anyone else because of their colour, race, ethnic or national origin, religion, gender, sexual orientation, disability or age.

Full details of all these policies are available in school

Recruitment Privacy Notice

How we use Recruitment Information for Applicants

We take your data protection rights and our legal obligations seriously. Your personal data will be treated in a secure and confidential manner and only as set out below or otherwise notified to you in writing.

Fieldhead Carr Primary School will be the data controller of your personal data. We have a Data Protection Officer (DPO) who is responsible for monitoring our compliance with data protection law. You may contact the School's Data Protection Officer securely and confidentially at any time if you have any concerns about the processing of your personal data or any data protection issue. The DPO's contact details are Richard Lewis-Ogden dataprotection01@carrmanor.org.uk

Fieldhead Carr Primary School collects and processes your personal data for the purposes described in this Recruitment Privacy Notice. The term Applicants in this privacy notice is used to cover Prospective Employees, Volunteers, Contractors, Agency Staff, Trainees and Regular Service Providers applying to work with or for Fieldhead Carr Primary School.

The categories of personal information that we collect, process, hold and share as part of the recruitment process include:

- Personal Information (such as name, age, date of birth, marital status, national insurance number, telephone numbers and address, disabilities, medical conditions, personal identification including a photograph)
- Pre-Recruitment Vetting Information (such as applications for post, interview and/or assessment records, qualifications, training, employment history, references, pre-recruitment checks including relevant criminal records disclosure, right to work in the UK and professional registration)
- Professional Information (current salary, current job role, reason for leaving, start date, continuous service date, qualifications, training, employment history, reference requests)
- Characteristics, where permitted by law and provided voluntarily (such as gender, ethnicity, language, nationality, country of birth, sexual orientation)
- Performance Information (such as data from assessments, Learning Walks or Observations carried out as part of the recruitment process.
- Human Resources Information (such as emails, letter and notes relating to the recruitment process)
- Safeguarding Information (such as digital monitoring and CCTV or any record of safeguarding concerns obtained during attendance at school as part of the recruitment process, and safeguarding information obtained in references)
- Health and Safety Information (such as, records of injuries, incidents or accidents, records obtained during attendance at school as part of the recruitment process)
- Any other personal data which you choose to disclose to us during the course of your recruitment whether verbally or in written form

In addition, we will collect the following data for a successful applicant

- Financial information (such as a salary, pensions contributions, tax information, working hours, allowances, benefits, sick pay, bank details)
- Attendance and Health information (such as number of absences and absence reasons, referrals for support to occupational health or other agreed services, Individual risk assessments, pre employment health information, occupational health reports)

- Human Resources Information (such as meetings, emails and information in relation to sickness absence, reasonable adjustments, conduct, capability, grievance, maternity, paternity, flexible working, managing workforce change, managed staffing reductions, restructures and pay decisions)
- Vetting information (such as overseas checks, prohibition checks, relevant criminal records checks, risk assessments)

Why we collect and use this information

We use the data:

- To meet our statutory requirements under the Education Act.
- To meet our statutory requirements to follow a Safer Recruitment process under Keeping Children Safe in Education 2021.
- To ensure we manage our performance and responsibilities in performing a public duty.
- To ensure we follow fair and proper process when recruiting.
- To ensure we meet contractual obligations.
- To support applicants to access work, training and promotion.
- To comply with the law regarding data sharing.

The lawful basis on which we use this information

The conditions for processing information for employees, contactors and volunteers under GDPR will include us having a lawful reason to process the information, in our case these include:

1. **(c) Legal obligation:** the processing is necessary for us to comply with the law (not including contractual obligations).

2. **(e) Public task:** the processing is necessary for us to perform a task in the public interest or for our official functions, and the task or function has a clear basis in law.

3. **(f) Legitimate interests:** the processing is necessary for our legitimate

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interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests. a. In our case this is necessary to ensure fair and effective recruitment of suitable employees. This is important to ensure that the school continues to meet its objectives both in the short and long term; maintains its reputation; and continues to attract and retain high caliber employees.

4. **(b) Contract:** the processing is necessary for a contract we have with the employee, or because they have asked us to take specific steps before entering into a contract.

5. **(a) Consent:** the individual has given clear consent for us to process their personal data for a specific purpose.

Special Category Data

Special Category data is personal data which the GDPR says is more sensitive, and so needs more protection. In order for us to lawfully process special category data, we need to identify both a lawful basis (see above) and a separate condition for processing special category data.

In our case we will use the following conditions:

a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject;

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

(f) processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity;

(g) processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

(h) processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of

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health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;

(j) processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting information

Whilst the majority of information applicants provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform applicants whether they are required to provide certain information to us or if they have a choice in this. Fieldhead Carr Primary School collects and records personal data from a variety of sources, but mainly directly from the applicants. Applicants will usually provide this information directly to Managers, Human Resources or through participation in the recruitment processes, emails or through verbal information which may be recorded electronically or manually.

We may also obtain some information from third parties: for example, references from a previous employer, medical reports from external professionals, information from tax authorities, where we use CAPITA to carry out DBS checks or occasionally from students.

In some circumstances, data may be collected indirectly from monitoring devices or by other means (for example, visitor registers, monitoring systems, CCTV, telephone logs and email). In these circumstances, the data may be collected by the school or a third party provider of the relevant service. This type of data is generally not accessed on a routine basis but access is possible. Access may occur, for instance, in situations where the school is investigating possible breaches of School Policies. More frequent access to such data may take place as part of our digital monitoring software.

Apart from personal data relating to applicants, they may also provide the school with personal data of third parties, notably referees. Before applicants provide such

third party personal data to the school you must inform these third parties of any data which you intend to provide to the school and why the school will process this data.

Retention of Data

We hold recruitment information for 6 months following the appointment of a successful candidate to the post. Information regarding the successful applicant will be transferred to their personnel file and held in-line with our Privacy Notice for Employees.

Information relating to safeguarding allegations will be retained until the Fieldhead Carr Primary School – updated Nov 2022 person's normal retirement age, or 10 years from the date of the allegation whichever is the longer.

Records relating to accident/injury at work will be retained for 12 years following the date of the incident.

Information will be securely destroyed once the retention period has elapsed.

Who we share information with

We routinely share employees' information with:

- The Local Authority
- The Department for Education (DfE)
- Third party professional services i.e. Occupational Health, HELP Employee Assist, HR Providers, Payroll Services.

Where we have a professional responsibility we will also share information with:

- Professional Bodies, including the Disclosure and Barring Service, The Teacher Regulation Agency and Examination Boards.

On written request we may also share information with:

- Benefits Agencies
- HMRC
- Police
- Social Care

At your request we may also share information with

- Union Representatives

Other Schools

We expect such third parties to process any data disclosed to them in accordance with applicable law, including with respect to data confidentiality and security.

Why we share information

We do not share information about our employees, volunteers or contractors with anyone without consent unless the law and our policies allow us to do so.

We share employee data with the Department for Education (DfE) on a statutory basis as part of the annual census. This data sharing underpins educational policy and monitoring.

We are a Local Authority Maintained School and are required to share information about our employees, volunteers and contractors with our local authority (LA) and the Department for Education (DfE) under the Education Act.

Where these third parties act as a "data processor" they carry out their tasks on our behalf and upon our instructions for the above mentioned purposes. In this case, personal data will only be disclosed to these parties to the extent necessary to provide the required services.

In addition, we may share personal data with national authorities in order to comply with a legal obligation to which we are subject. This is for example the case in the framework of imminent or pending legal proceedings or a statutory audit.

Employee rights relating to personal data

Under data protection legislation, applicants have the right to request access to information about them that we hold. To make a request for your personal information please contact Lisa Sykes, HR Officer.

We aim to ensure that all personal data is correct. Applicants also have a responsibility to notify us of changes in personal circumstances (for example, change of address or contact details) so that we can ensure that your data is up-to-date.

Applicants have the right to request correction of any inaccurate data or to request deletion of any irrelevant data we hold about them.

Where we have relied on consent to process particular information and applicants have provided us with consent to process data, they have the right to withdraw such consent at any time.

Applicants have the right to restrict our processing of personal data where:

- The subject contests the accuracy of the personal data until we have taken sufficient steps to correct or verify its accuracy;
- Where the processing is unlawful but the subject does not want us to erase the data;
- Where we no longer need the personal data for the purposes of the processing, but the subject requires them for the establishment, exercise or defence of legal claims;

Where applicants have objected to processing justified on legitimate interest grounds we will stop processing pending verification as to whether the school has compelling legitimate grounds to continue processing.

Where personal data is subjected to restriction in this way we will only process it with your consent or for the establishment, exercise or defence of legal claims.

Contact Us

We take complaints about our processing of personal data very seriously. If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting Deborah Hillerby, Business Manager on d.hillerby@fieldheadcarr.sch.uk

We also have a Data Protection Officer who is responsible for monitoring our compliance with data protection law. You may contact our Data Protection Officer, Richard Lewis-Ogden; dataprotection01@carrmanor.org.uk; securely and confidentially at any time if you have any concerns about the processing of your Fieldhead Carr Primary School – updated Nov 2022

Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about. Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), the School can only ask an individual about convictions and cautions that are not protected.

The School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

The School has a written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the outset of the recruitment process.

The School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The School selects all candidates for interview based on their skills, qualifications and experience.

An application for a criminal record check is only submitted to DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that an application for a DBS certificate will be submitted in the event of the individual being offered the position.

The School ensures that all those in the School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

The School makes every subject of a criminal record check submitted to DBS aware of the existence of the Code of Practice and makes a copy available on request.

The School undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.

Further information regarding conviction information

On the 29 May 2013, legislation¹ came into force that allows certain old and minor cautions and convictions to no longer be subject to disclosure.

In addition, employers will no longer be able to take an individual's old and minor cautions and convictions into account when making decisions.

All cautions and convictions for specified serious violent and sexual offences, and other specified offences of relevance for posts concerned with safeguarding children and vulnerable adults, will remain subject to disclosure. In addition, all convictions resulting in a custodial sentence, whether or not suspended, will remain subject to disclosure, as will all convictions where an individual has more than one conviction recorded.

Applicants can refer to the guidance and criteria on the DBS website which explains the filtering of old and minor cautions and convictions which are now 'protected'.

¹ See Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013; and Police Act 1997 (Criminal Record Certificates: Relevant Matters) (Amendment) (England and Wales) Order 2013.

Fieldhead Carr Primary School Job Description

Post Title Site facilities manager	GRADE SO1 23-25 £30,151—£32,020)	
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Post(s) to which directly responsible

Immediate line manager

Purpose of job

To work under the instructions and guidance of the Headteacher within and out-

Responsibilities

- To be Fully committed to all aspects of Safeguarding and Child Protection
- Responsible for opening and closing the school premises
- Setting alarms and security measures and taking responsibility for being first responder in the case of alarms being activated
- Conducting site inspections and recording the same in accordance with the schools procedures and current legislation
- Monitor and organise the service and maintenance of site services (plant and equipment heating, water etc) Keeping proper records of the maintenance on the I am compliant software
- Participate in health and safety inspections
- Undertake general portage duties to include moving furniture, equipment and supplies, ensuring safe assembly of equipment or furniture of other construction e.g. staging
- Routine grounds maintenance
- Support management of the cleaning team by assisting the organisation of that team and their supplies
- Undertake cleaning duties in busy periods such as Christmas plays, discos and in emergency cases where cleaning staff absence cannot be covered by Leeds City Council
- Undertake basic maintenance and repairs to maintain the fabric of the building and site services

Responsibilities

- Advise the Head and Senior leadership team on site issues when required from time to time
- Carry out any site maintenance responsibilities allocated through the School Business Manager
- Arrange annual compliance testing
- Monitors use of the premises by community user groups, highlighting areas of concern or non compliance with user agreements to the Head teacher, School Business Manager or Office
- Arrange annual compliance testing
- Monitors use of the premises by community user groups, highlighting areas of concern or non compliance with user agreements to the Headteacher or School Business Manager
- Receive deliveries as appropriate
- Act as designated key holder, providing emergency access to the school premises
- Responsible for waste management within the school
- Respond to the needs of the school to maintain facility operations, passing on any issues that cannot be dealt with to the School Business Manager or Head teacher
- Keeps electronic records of daily tasks up to date on the I am compliant software
- Ensure the safe movement of vehicles and pedestrians around the site
- Carry out additional duties as required
- Support and contribute to operational health and safety policies and procedures including evacuation/critical incident planning, accident reporting, adherence to risk assessment
- Support and contribute to the review and updating of risk assessments, including Coshh assessments.
- Ensure that all risk assessments regarding site issues are acted upon keeping up to date on Health and Safety regulations
- Attend and contribute to any Health and safety working parties within the school termly

Additional duties

- To contact a range of service providers to arrange tenders after appropriate site surveys and discussions with the School Business manager and project manage those works
- Monitor any on site contractors taking responsibility for completion of any asbestos risk assessments for on site work, ensuring all permits/checks in place
- Support and contribute towards the forward completion of school development plans with regard to site matters
- Where the cleaning staff are employed by the school, to manage those staff , or where they are outside contractors , to liaise with their management to ensure a smooth cleaning operation in the school
- To assist with planning and preparing documents for building projects
- To assist in the management of the schools health and safety responsibilities having regard to all health and safety regulation
- Manage the security of the school site
- Work with the School Business Manager to promote and manage any lettings
- Participate in the selection, recruitment and training of premises staff
- Be willing to undertake any training and mentoring needed to meeting the challenges of the role as it develops

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Schools, as your employer and you as an employee. In addition to the Schools overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the Schools Health and Safety policy

Physical Conditions

The post is currently based at Fieldhead Carr Primary School

The school has access by stairs and lift and is accessible by disabled persons to the ground floor by a portable ramp on request

Special Requirements

There may be a need to occasionally work outside of school hours and off school premises, as required by the school. There will be regular lifting and handling of equipment required.

This post is subject to an enhanced Disclose and Barring Service check.

The school operates a non-smoking policy.

Grade: SO1 23-25 (£30,151-£32,020)

Annual Leave: To be taken during school holidays

Hours: 37 hours per week (10 am-6pm) this is negotiable, to be discussed at interview.

Conditions of service:

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training

The school encourages training both “in-house” and external to meet the needs of the individual and of the Service.

Job Description Prepared / Reviewed by:		Date:	
Job Description Approved by:		Date:	

EMPLOYEE SPECIFICATION:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements, and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Ess	Des
Competent ICT skills	*	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	*	
Relates well to children	*	
Ability to interact well using courtesy, tact and diplomacy and negotiation skills	*	
Ability to work constructively and proactively as part of a team	*	
Speaks clearly and accurately	*	
Minor maintenance repair and decorating/cleaning skills	*	
QUALIFICATIONS	Ess	Des
Good numeracy/ literacy skills or Good standard of education	*	
Willing to undertake training relevant to role	*	
Possession of an appropriate qualification (eg City & Guilds, G.NVQ L3) and/ or trade skills/experience (eg plumber, electrician, painter and decorator, builder).		*
EXPERIENCE	Ess	Des
Experience of working in a school environment undertaking general maintenance/repairs		*
Experience of dealing with Health and Safety issues		*
KNOWLEDGE	Ess	Des
An understanding of Health and Safety legislation (eg COSHH, Risk Assessments) either through formal training or be willing to undertake		*
OTHER REQUIREMENTS AND BEHAVIOUS	Ess	Des
Self-motivation and personal drive to complete tasks to the required time scales and quality standards	*	
Ability to work outside core hours	*	
Strives for excellence and ways to improve their own performance and the performance of the school	*	

METHOD OF ASSESSMENT(MOA)

A = Application Form
 T = Test
 I = Interview
 C = Certificate