

Multi-Skilled Site Operative

(22.25 hours per week – two posts)



Penwortham Girls'
High School

SUMMARY

Job Title	Multi-Skilled Site Operative Two posts available (22.25 hrs per week AM or PM)
Reporting to	Premises Manager
Start Date	As soon as possible
Salary Grade	Grade 3 (£20,812 - £21,189 pro rata) Part Time Permanent (22.25 hrs per week, full year)
Closing Date	12 noon Monday 30 th January 2023
Interview Date	To be confirmed
Type of School	Secondary (Community)
Age Range	11 - 16
Location	Penwortham, Preston
Denomination	Non - selective
Number of students	794
Co-educational	No



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Our Mission is:

To prepare articulate, questioning, tolerant and independent women for the future.



Articulate

Questioning

Tolerant

Independent

Information Pack

General Information

Multi-Skilled Site

Operative

(Mornings/Afternoons)

Part Time Permanent (22.25 hrs per week, full year - plus overtime)

Grade 3

(£20812 - £21189 pro rata)

Required as soon as possible

Working as a member of the school premises and support team you will be required to carry out a range of duties to the agreed quality standards including security and supervision of the site and related equipment. You will also act as a key holder carrying out security procedures and may undertake minor DIY and maintenance.

For the successful candidate, there will be the opportunity to learn about effective school premises management, and the chance to develop in this role in time.

Applicants should be enthusiastic, pro-active, well organised and flexible with good communication skills. Applicants must be willing and able to work additional hours throughout the school year for school events and lettings, and to cover staff absence and holidays.

Details of working hours and expectations are included in the job information pack. There are two posts available, one in mornings and one in afternoons

The closing date is **12 noon on Monday 30th January 2023.**

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.



Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	App Form	Interview	Reference
Qualifications				
• NVQ Level 2 in Caretaking (or equivalent)	D	✓		
• Full driving licence	D	✓		
Experience				
• Experience of working as a caretaker or site operative	D	✓	✓	✓
• Experience of security related duties	D	✓	✓	✓
• Experience of monitoring contract arrangements	D	✓	✓	✓
• Experience of undertaking manual tasks (e.g. maintenance, DIY etc)	D	✓	✓	✓
Knowledge/skills/abilities				
• Ability to work as part of a team	E	✓	✓	✓
• Good communication and interpersonal skills	E	✓	✓	✓
• Flexible attitude to work	E	✓	✓	✓
• Ability to work in an organised and methodical way	E	✓	✓	✓
• Basic numeracy and literacy skills	E	✓	✓	✓
• Attention to detail skills	E	✓	✓	✓
• Basic DIY/repair skills	E	✓	✓	✓
• Time management skills	E	✓	✓	✓
• Ability to manage own workload and prioritise effectively	E	✓	✓	✓
• Basic IT skills	E	✓	✓	✓
• Positive approach to customer care and service delivery	E	✓	✓	✓
• Awareness of Health & Safety legislation and risk assessment	D	✓	✓	✓
Other				
• Commitment to safeguarding and protecting the welfare of children and young people	E	✓	✓	✓
• Commitment to equality and diversity	E	✓	✓	✓
• Commitment to Health & Safety	E	✓	✓	✓
• Commitment to attendance at work	E	✓	✓	✓
• Smart and presentable appearance	E		✓	✓
• Able to work essential overtime outside of contracted hours (e.g. Parents evenings, lettings, cover for annual leave / absence of other premises management team)	E	✓	✓	✓
• Able to respond to emergency call outs	E	✓	✓	✓

We will always consider your references before confirming a job offer in writing.



Penwortham Girls' High School enjoys a unique status, as the only non-selective, non-fee paying girls' school in Lancashire. We welcome girls of all abilities, interests and aptitudes, and pride ourselves on our long-standing reputation for academic success. We are a successful school because we have high expectations, promote learning for its own sake and provide every opportunity for personal growth and development.

Importantly, we are specialists in girls' education, providing a nurturing, supportive and challenging environment where girls excel. At our school, traditional values meet with modern, innovative approaches to learning. We are a forward thinking school that has invested considerably in new technology, ensuring that when they leave us, our students are fully equipped for the future. However, equally important are the qualities we instil in the girls. We have developed an environment that supports them as individuals, enabling them to progress to the next stage of their life equipped with a sense of achievement, maturity and self-confidence.

OUR MISSION IS TO PREPARE: Articulate, Questioning, Tolerant, Independent Women for the future

We aim to foster a love of learning and we strive to unlock the potential in every child. We want our students to challenge themselves both inside and outside the classroom, to develop their talents for the future.

Fulfilling every girl's potential is our common purpose, uniting staff and students in a shared endeavour, informed by an enduring vision. Equally unchanging is our commitment to long-held values still relevant today: all students have the right to an excellent education and they also have certain duties: Our girls are treated with courtesy and respect, and this is expected in return. Most importantly we instil a strong sense of personal responsibility for girls' own learning and that of their peers. We want our students to take pride in their own achievements and those of others. These core values have underpinned our successes for sixty years and we are confident that they will guide us ever higher in the future.

MULTI SKILLED SITE OPERATIVE (Mornings / Afternoons)

The site team currently consists of a Premises Manager and two part time multi-skilled site operatives, who work different hours to cover school opening/closing times and lettings/events. Having two part time multi-skilled site operatives offers us more flexibility to cover lettings, school events and absences/holidays within the site team. **For this reason, the ability to work additional hours, including some evenings, is essential.**

Under the guidance of the Premises Manager the Multi-Skilled Site Operatives are required to carry out a range of activities to the agreed quality standard including

security and supervision of the site and related equipment, portorage, cleaning and maintenance.

The school is open Monday to Friday 6.00am to 6.00pm during term time and approximately 8.00am to 4.00pm in school holidays, although this is flexible depending on what hours staff or contractors work in the holiday periods. There are lettings requests throughout the year and the postholder will be expected to be flexible in working the additional hours that may be required to manage lettings.

The nature of this role requires the post holder to be flexible and adaptable. You will be expected to open or close the school whilst also being expected to carry out the necessary day to day duties such as litter picking, unblocking toilets, moving furniture, basic repairs, clearing rubbish, water checks, and other daily, weekly, monthly checks, – the list is endless!

You will work as part of a dedicated premises management team and will be based in the Premises office, although the majority of your time will be spent out and about around school. The school is very busy and there will be many demands on your time so flexibility is an essential skill for this post, although you will benefit from working with very supportive colleagues.

For the successful candidate, there will be the opportunity to learn about effective school premises management, and the chance to develop in this role in time. As a school we are committed to continuous staff development, and relevant training will be made available to the successful candidate.

There are **two, part time, full year posts** available which are each 22.25 hours per week, all year round including school holidays. The hours of work during term time will be approx:

POST 1: MORNINGS

Monday	06.00 – 10.30	4.5 hrs
Tuesday	06.00 – 10.30	4.5 hrs
Wednesday	06.00 – 10.30	4.5 hrs
Thursday	06.00 – 10.30	4.5 hrs
Friday	06.00 – 10.30	4.5 hrs
		22.25 hrs

POST 2: AFTERNOONS

Monday	14.00 – 18.30	4.5 hrs
Tuesday	14.00 – 18.30	4.5 hrs
Wednesday	14.00 – 18.30	4.5 hrs
Thursday	14.00 – 18.30	4.5 hrs
Friday	14.00 – 18.30	4.5 hrs
		22.25 hrs

***Please note these hours may be adjusted according to school needs, but will remain as morning / afternoon shifts. During school holidays, the hours are amended to take place between 8am and 4pm, dependent on school needs and annual leave cover.**

Please note the actual salary range once adjusted for the 22.25 hours per week is approx **£12515 to £12742 per annum**. Weekday hours will vary in the school holiday periods as opening hours change; the hours of work in holidays will be subject to agreement with the Premises Manager according to school needs. **The post holder must be able to work additional hours as and when they are required throughout the year, at busy periods or to cover events such as open evening, parent's evenings, school concerts and additional lettings for which overtime is paid.** The post holder will be a nominated key holder and as such may have to respond to emergency call outs. The post holder must be willing and able to do this. **Please note that annual leave must be taken during school holidays.**

For an informal discussion about the role please contact the Premises Manager k.leigh@penworthamgirls.lancs.sch.uk or the Business Manger bursar@penworthamgirls.lancs.sch.uk

All applications should be on the Lancashire County Council application form. **Completed forms should be accompanied by a letter of application which should be no more than two sides of A4.** In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information they will not be accepted as an application on their own.

Applications with covering letter should be marked for the attention of the Business Manager and returned by email by no later than 12 noon on Monday 30^h January 2023 to bursar@penworthamgirls.lancs.sch.uk

Due to limited resources it is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.

Please note that in accordance with Keeping Children Safe in Education (Sept 2022) online checks will be carried out on all shortlisted candidates.



MULTI-SKILLED SITE OPERATIVE Grade 3 (Mornings / Afternoons) Part time, full year (22.25 hours per week)

JOB PURPOSE

Under the general guidance of the Premises Management Consultant, to contribute to the smooth running of the school by carrying out a range of site duties to the agreed quality standards including security and supervision of the site and related equipment, portage, cleaning and maintenance. To also act as a key holder, carrying out security procedures, monitoring of contract cleaning work and undertake minor DIY and maintenance. The balance of duties will be determined by the Premises Manager and needs of the school. The postholder may also be required to prepare the school for out of school activities and exam desk set up.

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded site operative posts

MAIN ACTIVITIES

Security & Contract Monitoring

- Act as key holder and carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds;
- Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s);
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations;
- Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and managing contractor activity on-site and
- Liaison with the on-site cleaning supervisor in respect of compliance with the cleaning contract.

Premises Management and Maintenance

- Setting up the hall for assembly, exams, parent evenings, concerts as required
- Undertaking cleaning of allocated area(s), and closure cleaning;;
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available and a safe system of work has been defined in accordance with Health and Safety requirements;
- Washing and cleaning of diffusers and replacing bulbs/tubes. (If this involves work at a high level – comments relating to equipment apply detailed above);

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Premises Manager or Cleaning Supervisor;
- Drawing the attention of the Premises Management Consultant to any repairs or maintenance work required at the premises;
- Carrying out first line repairs and maintenance which are not beyond the scope and capability of the postholder including:-
 - basic plumbing work;
 - minor maintenance of the heating system e.g. bleeding radiators;
 - minor repairs to school furniture, doors, locks, sports and classroom equipment;
 - painting and decorating as appropriate;
 - plastering work such as repairing cracked or broken plaster;
 - fencing and boundary repairs;
 - minor gardening duties.
- Ensuring that all areas within the site are free from litter, all drains are free-flowing and clean.
- Taking delivery of stores and materials and other goods and conveying them to their points of distribution.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Ensuring all premises and cleaning equipment is in a safe and working condition and arranging repair as appropriate.
- Carrying out routine procedures as documented and checks on ancillary equipment e.g. fire alarms/equipment, emergency lighting, water checks, checking batteries, automatic pumps within areas subject to flooding and the school mini bus.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Other Duties

- Planning of own workload;
- Undertaking letting and related duties as appropriate;
- Preparing the school premises and site for out of school activities and clearing up after these activities;
- Undertaking training as appropriate;
- Undertaking banking of cash where required, subject to risk assessment;
- Carrying out annual check of site maintenance equipment stock against the Inventory.

General

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessment;
- To fully participate in the School's appraisal scheme where appropriate;
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held;

In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.

SCHOOL

As a member of staff at Penwortham Girls' High School you will also be expected to:

- Work within school policies and procedures including Safeguarding and GDPR.
- Be aware of their own responsibilities relating to the safeguarding and promoting of the welfare of the children and young people.
- Contribute to the provision of an effective environment for learning.
- Support the promotion of positive relationships with parents and outside agencies.
- Attend skill training and participate in personal/performance development as required.
- Take care of their own and others Health & Safety.
- Be aware of the confidential nature of issues.