



# Site Facilities Officer

**Based at Our Lady & St  
Peter's School working for  
the St Cuthbert's Roman  
Catholic Academy Trust.**

## **The Role**

**Location:** Based at Our Lady & St Peters, working for the St Cuthbert's Roman Catholic Academy Trust.

**Contract:** Permanent

**Hours/ Working Pattern:** 37 hours per week, Monday to Friday, All year round.  
6.30am-10.30am, 14.30-18.00 (15.00-18.00 on Fridays)

**Salary/ Hourly Rate:** St Cuthberts grade 5(Scale point 8-13, £24702-£26873)

**Closing Date:** 24<sup>th</sup> November 2023

**Interview Date:** From Friday 1<sup>st</sup> December 2023

**Start Date:** As soon as possible

*'I have set you an example that you should do as I have done for you'*  
*John 13:15*

## **Looking for a role that allows you to make a positive impact?**

Our lady & St Peter's School are seeking to appoint a Site Facilities Officer to assist with the safety, security and operations of the school site. You will be a hands on individual with a "can do" approach. If you can support us in maintaining our excellent standards and add value to our site, staff and students, this is the role for you. You will be undertaking general maintenance and routine repairs, as well as compliance checks across the site.

## **We are looking for someone who has:**

- A willingness to undertake training relevant to the role
- The ability to work on own initiative as well as part of a team
- The ability to establish professional effective working relationships with a range of stakeholders and also young people

## **We can offer you:**

- A welcoming and highly supportive school and wider community
- Personal and professional development opportunities
- An experienced and committed staff with a supportive Governing Body and wider school/church community

## **About Our Lady & St Peter's School**

We are part of the St Cuthbert's Roman Catholic Academy Trust.

We are renowned for helping to develop young people with religious and moral character together with high standards of academic success. All staff devote their abilities, energy and time to each child and no-one goes unnoticed. We are a family with Christ at the centre of all that we do.

Our faith and search for excellence can be found in all aspects of school life including academic learning, pastoral support and a wealth of personal development activities. These combine to nurture young adults with a well-rounded education and the ability to face the future with confidence.

### **Message from the Executive HeadTeacher :**

Welcome,

As Executive Head Teacher, I believe in the friendly, welcoming environment that characterises our school. When we welcome the child we welcome the family. We hope that anyone visiting and working within our school will also feel the warmth and openness of our welcome. Relationships are very important to us and we do everything we can to encourage positive relationships built on a sense of empathy, trust and honesty.

The education children receive at Our Lady's has Children at the Centre – Jesus at the Heart; we are acknowledged in our local community as a good Catholic school with strong traditions and a culture of inclusiveness. We recognise, through worship, through the liturgy and all aspects of learning and teaching, that every member of the school brings his or her own special gifts and talents to our community. We encourage children to use these to take ownership of their learning and to develop to their full potential. All staff encourage children to have a love of learning and to develop an enquiring mind. We offer a broad, creative curriculum delivered through a wide range of teaching styles, extended learning opportunities and outdoor teaching, to ensure that every child's needs are catered for.

If you feel like your ethos and values match ours we look forward to hearing from you

*Mrs Spencer*

### **Think you're the person for the job?**

Please complete the application form and return it to the email above by the closing date. Application documents can be found at –

<https://scrcat.org/vacancies/job-application-packs>

**Completed applications must be returned to -**

**[aspencer@ehchull.org](mailto:aspencer@ehchull.org)**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

### **Queries**

Please contact [aspencer@ehchull.org](mailto:aspencer@ehchull.org)

## JOB DESCRIPTION

### JOB DESCRIPTION and PERSON SPECIFICATION

**SECTION:**

Site Facilities (St Cuthbert's)

**GRADE: 5/6 (grade dependent upon training and experience)****PURPOSE:**

Ensures the safe and secure custody of the site (opening up and locking up of the site and all elements of site security). Leading the coordination of the operational and safety, aspects required to ensure the school is fit for all staff, pupils and visitors. Undertakes general maintenance and routine repairs including refurbishment of equipment, school resources and premises. Monitors the effective provision of facilities and utilities, and organises all periodic maintenance service & inspections.

**PRINCIPAL ACCOUNTABILITIES:**

*Please note decision making must be included within the Principal Accountabilities*

1.	To promote and safeguard the welfare of children and young people.
2.	Responsible for the Health and Safety of the premises and staff, including carrying out safety checks, risk assessments COSHH, RIDDOR First Aid at work and Fire Risk Management.
3.	Opens buildings to ensure access prior to the commencement of the school day, for community activities and special events. Properly secures the buildings at the end of each day/event.
4.	Escalates and informs line management of any serious incidents, including any required actions.
5.	Supports with the safe set up of activities ensuring equipment is assembled and dismantled safely (sports equipment etc.), and activities/events are run in a safe and timely manner.
6.	Leads on the routine testing of intruder alarms, fire alarms, other security and safety devices and completes and records routine readings and tests. Ensures safety management system is kept up to date and compliant.
7.	Undertakes routine and emergency cleaning duties (internal and external) to ensure that the site is always maintained in a clean and tidy manner, to include routine grounds duties, such as clearing of leaves and assisting grounds staff, to make safe areas being attended to.
8.	To monitor the quality of cleaning undertaken by the cleaning team and work closely with the cleaning supervisors regarding standards of cleaning throughout the school. If the cleaners are not employed by the school, to report any concerns around standard or other issues to the Facilities Manager.
9.	Undertakes porter duties, basic maintenance, minor refurbishment and repair to maintain and improve the fabric of the building and site services.

10.	Responds to the needs and requirements of all staff through a logging system to maintain facility operations, passing on issues that cannot be dealt with to the Facilities Manager.
11	Leads on the monitoring and operating of the site services, e.g., heating, water, electricity, gates, fire and intruder alarms and records routine meter readings.
12	Ensures maintenance is up to an acceptable standard considering health and safety issues (e.g. decorating, lock suiting, window security and other building maintenance).
13	Orders caretaking and cleaning materials once approval has been sought.
14	Oversees community use and ensuring staff are in place to support.
15	Responds to call-outs and undertakes necessary activities to ensure site safety and security.
16	Under the general direction of Trust Facilities Manager takes some responsibilities and participates in any inspections to comply with health and safety and/or other legislation.
17	Monitors asbestos records on site and where applicable informs contractors to ensure the contractors sign the asbestos documentation.
18	Maintains all site logs and appropriate records and actions in accordance with procedures and legislative requirements.
19	Chaperones external contractor provision on site and highlights any areas of concerns or non-compliance to the Trust Site Manager.
20	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's 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.

**GENERAL:**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Trust are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various workplaces in the Trust.

**DIMENSIONS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Responsibility for Staff:**

Monitor Cleaning contract.

**2. Responsibility for Students/Staff/Customers/Clients:**

Responsible for site users as expressed in this document. Responsible for ensuring contractors on site, work to appropriate safety standards and are signed in accordingly.

**3. Responsibility for Budgets:**

None. Impacts of site and cleaning facilities budget by efficient use.

**4. Responsibility for Physical Resources:**

Site security, buildings, fixed and portable equipment and tools, utilities and services.

**WORKING RELATIONSHIPS:**

**All sections should be completed – if there aren't any state 'none'**

**1. Within Service Area/Section:**

Where applicable a trainee/apprentice site facility assistant. maintains collaborative working relationships with all school staff and all site users.

**2. With Any Other School Areas**

Maintain collaborative working relationships across the Trust (may be asked to work at another school within the Trust)

**3. With External Bodies to the School**

Maintain professional and good working relationships with parents, private premises providers/contractors, police, community user groups and other public services.

**ST CUTHBERT'S ORGANISATION CHART:**

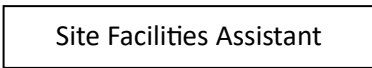
Senior Leadership Team (Trust)

Headteacher

Trust Facilities Manager

**Site Facilities Officer**

Site Facilities Assistant





	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
<b>PHYSICAL DEMANDS:</b> Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day-to-day office environment).			x				
<b>WORKING CONDITIONS:</b> Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day-to-day office environment).			x				
<b>EMOTIONAL DEMANDS:</b> Exposure to objectionable situations over and above that normally incurred in a day-to-day office environment.		x					

PERSON SPECIFICATION		Tick relevant column	List code/s*		
<p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p>		<table border="1"> <tr> <td>Essential</td> <td>Desirable</td> </tr> </table>	Essential	Desirable	How identified
Essential	Desirable				
1.	Qualifications:				

<b>PERSON SPECIFICATION</b>		Tick relevant column		List code/s*
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	IOSH Managing Safety at Work		X	AF/CQ
	Basic Health & Safety Certificate / willing to complete	X		AF/CQ
	Qualified Tradesperson		X	AF/CQ
	Safeguarding Level 1 / willing to complete	X		
	First Aid at Work	X		AF/CQ
	Good level of education		X	AF/I
<b>2.</b>	<b>Relevant Experience:</b>			
	Working in a site facility/caretaking role or similar	X		AF
	Managing health and safety policies and procedures	X		AF
	Site management experience	X		AF
<b>3.</b>	<b>Skills (including thinking challenge/mental demands):</b>			
	Motivation to work with children and young people.	X		I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X		I
	Ability to work on own initiative.	X		I
	Able to carry out basic repairs and maintenance.	X		AF/I
	Managing time effectively.	X		I
	Ability to report works and follow up until completion.	X		AF/I
	Prepared to take a hands-on approach.	X		AF/I
	Analytical and problem-solving skills.		X	I
<b>4.</b>	<b>Knowledge:</b>			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	X		I

<b>PERSON SPECIFICATION</b>		Tick relevant column		List code/s*
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			X	
	Sound knowledge of health and safety practices.	X		I
	Knowledge of basic plant/electrical operations.		X	I
<b>5.</b>	<b>Interpersonal/Communication Skills:</b>			
	<b>Verbal Skills</b>			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	X		I
	Ability to communicate effectively with school staff, line management and site team.	X		I
	Ability to respond in a polite and helpful manner to all site users.	X		I
	Able to deal with contractors and specialist skilled workers	X		I
	Must maintain confidentiality	X		I/R
	<b>Written Skills</b>			
	Ability to prepare incident and accident reports.	X		I
	Computer literate and able to create short reports.	X		I
	Ability to draft and amend risk assessments.	X		I
<b>6.</b>	<b>Other:</b>			
	Must be able to maintain confidentiality.	X		

The requirements listed below are not considered during the job evaluation process but are essential requirements for the role that will be assessed during the recruitment process.

7.	<b>Additional Requirements:</b>		
	None		N/A
8.	<b>Disclosure of Criminal Record:</b>		
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X	DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	X	AF (after short listing)