



Site Facilities Officer

Based at St John of Beverley School working for the St Cuthbert's Roman Catholic Academy Trust.



The Role

Location: Based at St John of Beverley, 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 4 (Scale 5-7, £22777-24948)

Closing Date: Sunday 15th October 2023

Interview Date: From Wednesday 18th October (Date to be confirmed)

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?

St John of Beverley 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 St John Of Beverley School

St John of Beverley School is part of the St Cuthbert's Roman Catholic Academy Trust.

At St John of Beverley Catholic Primary School the Child comes first.

Every decision we make, every plan we put into action is to help the children achieve their true potential. Our school is a genuine family. We value and respect one another and seek always to offer support and love to every one of our family members. We pray together, learn together, work together, laugh together and sometimes even cry together. at St John's everybody has a sense of belonging.

We strive to be the best that we can be. We want to ensure that the time the pupil spends with us are the best years of their life.

Through our faith, through the curriculum we offer, through the pastoral support we give and the relationships we build, we want our children to have the best of everything.

At St John's we produce confident children who know that they have an active part to play in the school, the wider community and in the world. We are forward thinking and outward looking. We know that we need to prepare our children for a society which is ever changing. The lessons learned at Saint John's need to equip children with the knowledge , understanding and drive to make changes in the world, to stand up for what it is right and fair, this takes courage. Therefore, it is our duty to support and nurture pupils so that they have the confidence to speak up when needed to. We celebrate difference, we welcome others, we nurture and support and help children to become advocates and good role models for others.

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 people with a well-rounded education and the ability to face the future with confidence.

Application Process

Closing Date: Sunday 15th October

Interview Date: From Wednesday 18th October (Date to be confirmed)

Completed applications must be returned to erharrison@smchull.org

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>

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 erharrison@smchull.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:

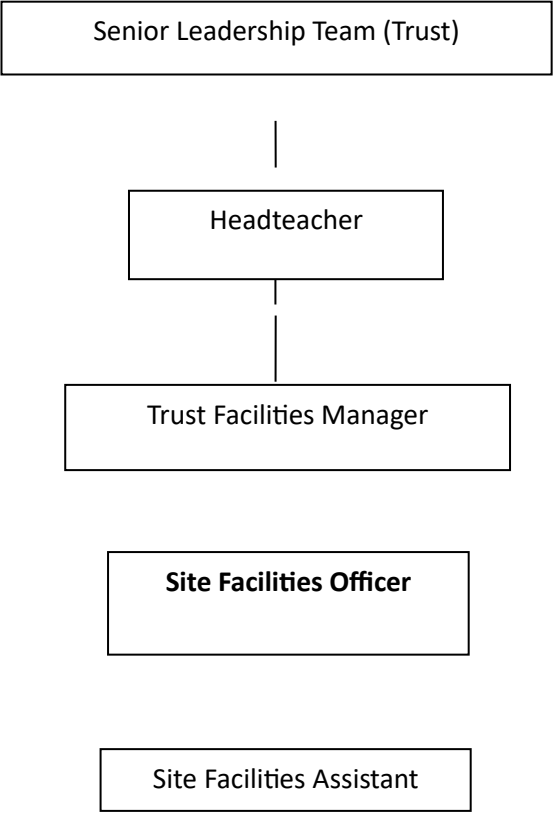
Senior Leadership Team (Trust)

Headteacher

Trust Facilities Manager

Site Facilities Officer

Site Facilities Assistant



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

PERSON SPECIFICATION		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
2.	Relevant Experience:			
	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
3.	Skills (including thinking challenge/mental demands):			
	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
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	X		I

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>		Essential	Desirable	How identified
	Sound knowledge of health and safety practices.	X		I
	Knowledge of basic plant/electrical operations.		X	I
5.	Interpersonal/Communication Skills: Verbal Skills			
	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
	Written Skills			
	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
6.	Other:			
	Must be able to maintain confidentiality.	X		

<p>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.</p>			
7.	Additional Requirements:		
	None		N/A
8.	Disclosure of Criminal Record:		
	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)