



Sheldon School
Chippenham

Candidate Information



Premises Maintenance Assistant

Closing Date: 15th September 2021
Interview Date: TBC

Contents

Cover Letter.....	3
Job Description.....	5
Person Specification	9

Cover Letter

September 2021

Dear Colleague,

Vacancy for Premises Maintenance Assistant Required as soon as possible

Thank you for your enquiry about our vacancy for a Premises Maintenance Assistant. I am enclosing an application form, job description and person specification, as well as some information about the school.

We very much hope that our new Premises Maintenance Assistant will form part of a Site Maintenance Team that provides a high-quality service to what is a successful school. The successful candidate will carry out general buildings' maintenance, security duties, and the locking and unlocking the school premises. Good practical skills are required, and previous experience of building maintenance would be advantageous, in particular decorating skills and/or carpentry and electricity skills. A flexible approach would also be advantageous. The further development of our buildings and grounds, and the improvement of the learning environment are key elements in our future plans.

With regards to conditions of service, the hours of work will be 37 hours per week Monday to Friday, all year round. The working day is between 6.30am and 6.30pm however, the core working hours for this post is from 10.00am to 6.30pm, with flexibility to work at other times on occasions to cover colleagues' absences or to meet a particular business need, during the school holidays the roster will cover 6.30am-4.30pm. There will be 20 days annual holiday entitlement, increasing to 25 days after 5 years continuous service, in addition to the usual public holidays an extra 3 days' holiday is given to be taken over the Christmas period, as advised by the School and any discretionary academy days.

The salary for this post is Grade C, Scale Point 2-4 (£18,198-£18,933 per annum full time equivalent) starting at Scale Point 2, £18,198 per annum (£9.4325 per hour).

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition, all applicants must provide two references, including one from a present or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends and references will be requested before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

Sheldon is a great school. I am continually impressed by the positivity of the staff and the atmosphere around the school that is overwhelmingly happy and shows our students to be enjoying their learning in a thriving environment. It's simply a pleasure to come to work each day. I think you will find staff will say the same to you were you to ask them.

Fuller details are included to outline the all-round offer, but please also take the time to look at what happens in the school day-to-day by visiting our website. I hope that, having read the information, you will be keen to apply.

Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

Headteacher: Neil Spurdell BSc (Hons)

Tel: 01249 766020 **Fax:** 01249 766030

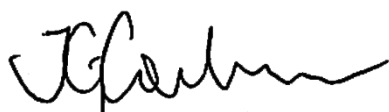
Email: admin@sheldonschool.co.uk **Web:** www.sheldonschool.co.uk



If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application, which must be returned to Kirsia Edwards, HR Adviser, by **midday on 15th September 2021**. Please complete the application form and return it by post or email to hr@sheldonschool.co.uk. We would hope to hold interviews mid-September and would like the successful candidates to be able to start work as soon as possible thereafter.

If you have heard nothing by this date, please assume you have been unsuccessful on this occasion. If this proves to be the case, I thank you for your interest in Sheldon School and wish you success in your future career.

Yours sincerely,



James Couchman
Business Manager

Job Description

Postholder	Premises Maintenance Assistant
Line Manager	Premises Maintenance Manager
Salary/Scale of Post	Grade C, Scale Points 2-4 (Currently £17,711-£18,426) full time equivalent
Hours of Work	37 Hours Per Week , 52 working weeks
Post Purpose	<p>The Premises Maintenance Assistant will be part of a team that has responsibility for the day to day maintenance of the school's buildings infrastructure, including fences and hard surfaces. He/she will normally work alongside and under the day to day direction of the Maintenance Manager (the designated Line Manager), and be responsible to the Business Manager through the Facilities Manager. Some of the work takes place outdoors and it may be necessary to work in all weathers. In addition, Premises Maintenance Assistants will be expected to use ladders, power and hand tools, as well as the normal range of machinery associated with the day to day maintenance of buildings and undertake construction work within their competence.</p> <p>The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.</p>
Specific Duties	<p>The Premises Maintenance Assistant will be required to undertake the following activities:</p> <ul style="list-style-type: none"> • Maintain good working relationships with the other members of the Facilities Team. • Take account of the Health & Safety (H&S) risks associated with tasks that need to be undertaken and use/wear the appropriate personal protective equipment (P.P.E)

- Monitor the general condition of the school buildings and surrounds. Report H&S hazards that he/she cannot deal with to the Maintenance Manager, or in his absence, the Facilities Manager or the Business Manager as appropriate
- Ensure that the maintenance workshops and compound, as well as both the internal and external storage areas, are kept in a safe, and where appropriate secure condition. Safety hazards are to be clearly identified and cordoned off.
- Operate both the security and fire alarm systems, and reset the fire alarm system call points when required.
- Assist with the supervision of car parking and cycle storage as required.
- Apply their specialist skills, training and knowledge to conduct repairs, maintenance and minor manufacturing activities in a safe and competent manner across the spectrum of planned and unplanned maintenance activity within the school
- Be prepared to drive the school minibus after training as required.
- Completion and maintenance of work records, timesheets, incident reports and inspection reports.
- Operate mechanical sweepers and outdoor vacuum cleaners, including ride on machinery, snow plough and grit spreading machinery.
- Read gas, electricity and water meters as required.
- Carry out minor repairs, and other constructional work within their competence.
- Collect urgently required building materials and consumables as required.
- Participate in the H&S inspection and checking programme as required, including:
 - Visual checks of asbestos bearing material.
 - Carrying out and logging the outcome of fire alarm call point, and emergency lighting testing.
 - Serviceability of fire appliances, and other firefighting prevention measures.
- Checks and maintenance tasks associated with legionnaire's disease prevention & water hygiene.
- Undertake general caretaking duties as required including:
 - Clearing drains and waste water systems, as well as gutters and drain pipes.
 - Assisting with snow & ice clearance.
 - Cleaning out convactor fan heaters and other areas not covered by the Cleaning Contract.
- Replacing light bulbs and fluorescent tubes.

	<ul style="list-style-type: none"> • Replenishing toilet disposable and consumable materials as required. • Replacing roller towels. • Collecting broken furniture and equipment for repair or disposal. • Setting out and putting away furniture. • Dispersal of parcels and deliveries to the point of use. • Collection and disposal of litter & waste, as well as clearance of spillages etc. • Providing a rapid response to clean up biological spillages, such as blood and vomit and making safe the immediate area. • Provide support to the Groundsman as required including: <ul style="list-style-type: none"> • Leaf clearance. • Clearance of hedge trimmings, mowings etc. • Assisting with the erection of goal posts. • Reinstating markings for existing, marked sports pitches. • Sweeping up etc. • Advise and make recommendations to the Maintenance Manager in respect of: <ul style="list-style-type: none"> • Equipment procurement, safety & serviceability, replacement and repair requirements. • Procurement of building materials and consumables for allocated tasks. • The need for additional constructional or routine maintenance work by either the in-house team or by external contractors. • Any failure by contractors to meet contracted requirements or where work is not fit for purpose. • Damage and defects beyond his capability, as well as H&S hazards that cannot be rectified immediately. • Misbehaviour by pupils on the school premises (incidents should be reported to the relevant member of the teaching staff in the first instance). • Form part of the emergency response team for fire alarms, drills and other emergencies. • Undertake on-site training and/or attend training courses identified as essential to meet the requirements of allocated tasks.
Other Duties	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day to day duties around the school site. • To carry out any other reasonable instructions given by the Headteacher, the Deputy Headteacher with responsibility for oversight of the Premises, the Assistant Headteacher, the Facilities Manager or the Premises Maintenance Manager.

General Conditions	<ul style="list-style-type: none">• All duties must be carried out complying with:<ul style="list-style-type: none">• The Health & Safety at Work Act.• Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.• Relevant nationally-agreed codes of practice.• The General Data Protection Regulation (GDPR).
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Person Specification

The Category column indicates the method of assessment:

A = Application form

C = Certificate

T = Test

I = Interview

R = Reference

	Essential	Desirable	Category
Technical Competency (Qualifications and Training)			
Good literacy and numeracy skills	√		A, C, I
Ability to use computerised systems for premises maintenance administration or willingness to learn		√	A, C
Experience of manual handling and the ability to safely lift heavy loads e.g, moving furniture	√		A, I
Proven practical experience of working in a building, electrical or mechanical industry		√	A, C, T
Aptitude to identify faults and diagnose simple repairs to building fabric, electrical or mechanical services		√	A, C, T
Full driving licence		√	A
Experience			
Experience & knowledge of plumbing, electrical, building maintenance, ground maintenance, decorating and painting		√	A, R, I
Experience of working as part of a maintenance team or similar		√	A, R, I
Experience of working with staff at different levels	√		A, R, I
Good Health and Safety awareness, including the ability to interpret Risk Assessments and Safe Systems of Work relevant to the post		√	A, R, I
Skills and Attributes			
Ability to keep accurate records		√	A
Good organisational skills & ability to complete tasks to deadlines	√		A, R, I
Ability to demonstrate a proactive approach and show initiative	√		A, R, I
Experience of working around children/young people		√	A, I

Ability to work unsupervised	√		A, I
An interest in education		√	A, I
Personal Qualities			
Ability to promote a positive image and ethos of the school	√		I
Personable & approachable with good interpersonal and communication skills and courteous at all times	√		I
Ability to remain calm under pressure	√		R, T, I
A positive can-do approach	√		
Good time keeping skills	√		A, R, I
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	√		A, R, I
Energy, enthusiasm and resilience	√		R, I
Understands the importance of confidentiality	√		A, R, I
Good sense of humour	√		I
Safeguarding			
Ability to demonstrate an understanding of safeguarding responsibilities	√		R, I
Other			
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity		√	I

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.



Sheldon School

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Hardenhuish Lane, Chippenham, Wilts. SN14 6HJ

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