



CHURCHER'S COLLEGE

NURSERY • JUNIOR • SENIOR • SIXTH FORM

JOB TITLE: Junior School Site Logistics and Grounds (based at CCJS)

DEPARTMENT: Estates

RESPONSIBLE TO: The Estates Bursar

DAY TO DAY RESPONSIBLE TO: The Junior School Head/Grounds Manager/Maintenance Manager

JOB PURPOSE:

To work independently and/or as part of a team, to carry out the maintenance, improvements and development of the Grounds/Buildings at the Junior School and at the College when required. To act as the "Front of House Person" for school activities which will include school events and external letting, covering parking and site security of the Junior School and, on occasions, the College premises. The role will entail grounds management, maintenance, caretaking, security, locking and alarming the site, and being the point of contact for parents and visitors. There is a requirement to fulfil a list of other duties to be carried out as and when required (see below for details).

MAIN DUTIES:

GROUND

- To liaise on a daily basis with the Grounds Manager/Estates Bursar regarding maintenance work to be carried out.
- To maintain, manage and improve all sports pitches, grounds, all weather pitches, gardens, paths and drives.
- To monitor the condition of all the grounds and facilities across the Junior School site, report any defects and take appropriate action to put in good order.
- To log, update and report works relating to the Grounds, using the College computerised Maintenance Logging system.
- To ensure the maintenance of the Junior School grounds is maintained to the highest standards.

- To ensure all waste bins across the Junior School site are emptied twice a week and when Junior School events dictate.
- To pick up any litter found while working around the site, and not walk past it.
- To work out quantity of materials needed for specific projects and supplying the required information to the Grounds Manager/Estates Bursar.
- To liaise with Department Heads/Managers regarding access to areas where works are required.
- To keep buildings, sheds and workshops in a clean and tidy condition.
- To keep all Grounds equipment in a clean and maintained manner, on a daily basis.
- To ensure all Grounds equipment is serviced as per the maintenance schedule for each specific piece of equipment.
- To maintain all hand tools, hand power tools and associated equipment used by the Grounds team.
- To carry out other duties as may reasonably be required from time to time.
- To work across any of the College sites as required from time to time.

The above list is not exhaustive, but is a general overview of the duties required, some of the list will become regular requirements, and others will be on an 'as required' basis.

MAINTENANCE:

- To liaise on a daily basis with the Maintenance Manager/Estates Bursar regarding maintenance work to be carried out.
- To monitor the condition of all the buildings across the Junior School site, report any defects and take appropriate action to put in good order.
- To log, update and report works using the College computerised Maintenance Logging system.
- To ensure the maintenance of the Junior School is maintained to the highest standards.
- Ensure all relevant building certification and testing is kept up to date for inspection purposes.
- To assist with the movement and reinstatement of furniture and fixtures as required on all sites.
- To work out quantity of materials needed for specific refurbishment or build projects and supplying the required information to the Maintenance Manager/Estates Bursar.
- To liaise with Department Heads/Managers regarding access to areas where works are required.
- To keep buildings, sheds, workshops and boiler rooms in a clean and tidy condition.
- To maintain all hand tools, hand power tools and associated equipment used by the maintenance team.
- To carry out other duties as may reasonably be required from time to time.

- To work across any of the College sites as required from time to time.

CARETAKING:

- To provide an efficient and reliable caretaking service for the Junior School.
- Duties include such things as setting up and taking down of areas before and after an event.
- Goods in distribution, ensuring all corridors and public spaces remain clear and tidy at all times.
- Being the contact point for external Lettings, and checking the rooms prior to any letting or event to ensure it is clean and ready for use.
- Unlocking of the site in the morning and preparing the school for the day ahead.
- Snow and ice clearance.
- Parking control as required.
- To work across any of the College sites as required from time to time.

GENERAL:

- To display a friendly, flexible, helpful and courteous attitude to colleagues, students, tenants, parents and the general public.
- To complete all required forms e.g. clocking in/out cards, holiday request forms, etc.
- To be prepared to work overtime when required, subject to advanced notification.
- To attend emergency calls outside of normal working hours, if available.
- To perform all duties in a safe and proper manner and complying with the College Health and Safety policies in accordance with the Health and Safety at Work Order 1978, subsequent and other relevant legislation, and Risk Assessments to ensure safe and proper working environment for self, all College employees, outside contractors and members of the public. This includes the use/wearing of personal protective equipment.
- To attend regular team meetings, briefing sessions for staff and any whole staff meetings required.
- To attend training and supervision as deemed necessary and accept all highlighted responsibilities.
- To attend regular one to one's and annual Individual Performance Planning meetings with The Estates Bursar.
- To perform duties commensurate with the responsibilities of the role and ad hoc projects as required from time to time.
- To follow the guidance set in the 'Department and Staff Expectations' document issued.
- To promote the College and Junior School in a positive and professional manner.

- To prepare and present written and verbal reports as and when required.
- To provide cover for other members of staff during holidays, sickness or other absences and in emergencies.
- To attend work for certain Junior School and College events that occur during the week and at weekends, such as Open Day, Summer Concert and other school calendar events.

PERSON SPECIFICATION:

- Highly self-motivated individual, who wants to achieve for themselves and continually improve their surroundings.
- Relevant professional qualification, or equivalent experience and evidence of continuing professional development.
- Ideally have previous experience of working in a similar role within a school or college.
- Clear commitment to working as a team player at various levels.
- Working knowledge of operational risk management practices and relevant legislation.
- To be physically fit enough to carry out the duties required of the role.
- To have a full clean driving licence and be prepared to take minibus driving training.

This job description is intended to provide a general guide to the duties and responsibilities of the post and aims to set this in the context of the framework within, which the post holder is expected to operate.

This job description should not be viewed as a legal document or a set of conditions of service and it can be reviewed at any time in light of the needs of the College.

Any amendments to the job description will be discussed with the line manager and post holder and subsequently confirmed in writing.

EMPLOYMENT DETAILS

Salary and Basis: This is a full time role (40 hours per week) and core hours are 7am to 4pm with 20 days paid holiday rising to by 1 day for each year of service to a maximum of 25 days plus public holidays. Some weekend working may be required. Initial starting salary would be circa £ 25,000 depending on experience.

Attendance at our Annual Open Day and other school events will be required.

Benefits include: Fee reduction for staff children (subject to normal pupil entrance procedures), eligibility for Hampshire Local Government pension scheme, free school lunches, access to school pool and fitness suite.

In order to comply with the Children's Act, all staff appointed to positions at Churcher's College must undergo an enhanced DBS criminal records check. A copy of the school policy on DBS is available on request. Two written references will be required and any gaps in employment records will be investigated. It is also necessary for all staff to notify the Headmaster/Bursar before the appointment of any convictions or other factors which may be relevant to their employment in a school environment.

To apply please send a letter of application and a completed non-teaching application form (available on our website) to the Bursar at:

Churcher's College, Ramshill, Petersfield, Hampshire GU31 4AS or by email to recruitment@churcherscollege.com

If you require more information please contact Nicci Kilpatrick HR - 01730 236820 or recruitment@churcherscollege.com

Applications to be received by noon 22 September 2019, early applications welcome. The school reserves the right to interview suitable candidates prior to the closing date.

Start date to be agreed on appointment and subject to recruitment checks.