

**The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School’s ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil’s needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama and the CCF might be the ‘big four’, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils’ ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

## Project Chrysalis

As the next phase of its development, the School will be moving to a two-tier system from September 2020, the arrangements for which are well under way. This will mean that the Senior School will start from Year 7 (it is currently Year 9), and the Prep School will be home to the pupils from Nursery to Year 6.

The underlying philosophy for this change at this time is built around pupil outcomes. External pressures within our educational context, particularly those related to examination regimes, mean that our ability to oversee the learning and progress of our older pupils will be enhanced by extending oversight to the age of 11. This will also allow our Prep School to develop and enrich its curriculum, and we will be able to reinforce the cohesion between the two parts of the School.

Chrysalis has necessitated a review of roles throughout the School and, as part of this, new posts have been created and others are being restructured. Systems are being adapted to ensure that they are as effective and efficient as possible, and many other aspects are being appraised in order to support major decisions.

This is an extremely exciting time to be joining the School, with a number of opportunities to shape and guide the nature of the educational experience enjoyed by the pupils.

**The Role**

**Premises Supervisor**

**Contract type**: 52 weeks per year

**Hours:** 37.5 hours per week, Monday to Friday, 2.00pm to 10.30pm

**Salary:** £19,770 per annum

**Reporting to**: Estates Bursar

**Disclosure level**: Enhanced

**Summary of the role:**

To assist the Estates team in ensuring the site and School are safe and secure, clean and well

Maintained. The post will entail evening work so flexibility in the role is essential. To

comply with the competencies and standard requisites agreed by the School relevant to the

post

**Main duties:**

**Security of the Premises and Contents**

* To act as key-holder.
* To be responsible for the security of the premises and contents.
* To make secure the premises and set the security alarms where applicable at the end of the school day or when each building needs locking up.
* Available for emergency call out & provide emergency access to the school site.
* Open/close the premises when necessary for staff, contractors and lettings, ensuring the site is secure and alarms are activated on leaving the premises. (During contractual hours).
* Ensure premises are in a safe condition to be used.
* Identify and minimize hazards.
* Supervise lettings as directed by the Enterprise Manager, and be the first point of contact for hirers of the school facilities e.g. setting up equipment ensuring correct use. Tidying up ensuring all lettings abide by school rules, no smoking etc.
* Supervise visitors to the school and any contractors working at the school out of normal hours.
* Identify trespassers and unauthorised parking and follow School procedures accordingly.
* Ensure perimeter gates are secure.
* Carry out emergency security repairs where possible or contact the appropriate contractor where necessary.
* Assist with receipt, distribution and dispatch of goods.

**Additional Duties:**

* Carry out lettings duties as required.
* Available to work overtime as reasonably requested, e.g. late functions.
* Available to respond to alarm calls out of school hours.
* Any other duties reasonably required by the Estates Bursar.
* Snow clearing and salt spreading.
* Setting up of rooms – if appropriate.
* Assisting with car parking as required.
* Supervising at school events.
* Compliance checks such as water testing and fire exit door checks.

To be directed daily, the following tasks will be required of the candidate where necessary.

**Maintenance and repairs:**

* Small maintenance jobs such as changing light bulbs.
* Report any breakages, damaged items needing repair, monitor to ensure that repairs are carried out.
* Within the level of competence carry out small maintenance repairs and estates duties such as watering and decorating.

**Outside Areas:**

* Inspect outside areas including lighting, report any defects and arrange for repairs as appropriate.
* Litter pick on a daily basis to keep the site as litter free as possible.
* During inclement weather conditions, assist the Estates team where possible to ensure that pathways are kept clear of snow and frost and gritted as necessary.
* Take a proactive role in resolving problems which arise in ensuring contractors comply with the School’s rules and regulations when on site.
* Empty site bins
* Gardening when required

**On-site services:**

* Porterage duties (this could involve some heavy lifting) as outlined by the Estates Bursar to ensure that equipment is where required and on time.
* Arrange the movement of furniture and heavy teaching equipment as required.

**Health and Safety**

* Work within Health and Safety guidelines and School policies. Training will be given where relevant.
* Make any recommendation to the Estates Bursar regarding Health and Safety issues.
* Have a good working knowledge of the Health and Safety at Work Act 1974 as appropriate to your own working environment.
* Ensure that mechanical aids, steps and all other equipment used are in a safe condition.
* Report to the Estates Bursar any unsafe furniture, structural defect or defective teaching apparatus where noticed.
* Visually check any fire fighting equipment.
* Report to the Estates Bursar any disregard for Health and Safety legislation by staff, cleaners or contractors.

 **Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

##  The Process

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to recruitment@wellingboroughschool.org **by 1pm, Thursday 20th August 2020.**

**Interviews will take place on w/c 24th August 2020.**

## Benefits

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits. The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external.

Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School’s sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

## Safeguarding

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person or to the Headmaster



**Person Specification**

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| --- | --- | --- |
| **Competence** | **Essential** | **Desirable** |
| ***Qualifications*** |  |  |
| Good level of literacy and numeracy NVQ level 2 or equivalent | Yes |  |
| ***Skills/Experience/Knowledge*** |  |  |
| Current knowledge of Health and Safety Legislation  |  | Yes |
| Experience of working in a school setting |  | Yes |
| Formal training in manual handling and risk assessment. |  | Yes |
| Full Driving Licence. | Yes |  |
| Qualified/ experienced in undertaking maintenance on similar sized buildings | Yes |  |
| Basic DIY (ie painting, decorating, plumbing, electrical, carpentry) | Yes |  |
| *Knowledge of Heath & Safety issues relevant to the post including legislation and COSHH* |  | Yes |
| *A knowledge of good security practices* |  | Yes |
| ***Personal Qualities*** |  |  |
| Ability to work as part of a team. | Yes |  |
| Demonstrate good time management skills as the role will demand responding to conflicting priorities.  | Yes |  |
| Good interpersonal skills with the ability to liaise with both internal and external stakeholders effectively is also an essential element to the role | Yes |  |
| Ability to communication effectively with different constituent groups. | Yes |  |
| Flexible and adaptable in attitude and approach | Yes |  |
| Efficient and reliable personality with a sense of humour | Yes |  |
| Able to demonstrate suitable characteristics necessary when working with children around | Yes |  |
| Confident and self-motivated, with the ability to work unsupervised in a busy environment. | Yes |  |