



FULLHURST
COMMUNITY COLLEGE
EST. 1991

Premises Officer

Information Pack





Dear Applicant,

It is a privilege to introduce myself as Principal and to thank you for expressing an interest in working with us here at Fullhurst Community College. To be part of Fullhurst Community College is to transform lives. We are proud to serve a diverse community of over 1275 students, aged 11-16 years, on our large sites in south west Leicester and are oversubscribed each year

As a college, we are very proud to have been the Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year, 2019 Healthy Schools of the Year and shortlisted for the Pearson's 2018 National School of the year. Within our context the progress students make at Fullhurst is exceptional, something recognised both in our most recent Good Ofsted inspection which states ; *'There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area, especially the most vulnerable.'* And by the school being oversubscribed on first choice applications alone, for the last 2 years.

Due to both the success and the popularity of the college, Fullhurst is currently expanding in student numbers and over the next two years will grow to accommodate 1500 students. Our newly built Fosse Campus, across the road from our Imperial Campus, has been developed to facilitate this. This £15 million new build will from 2020 be a base for students in year 7 and 8, with our Imperial Campus being the base for students in Years 9 to 11. It truly is an exciting time to join our school.

As a school we passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds I look forward to receiving your application and accompanying letter explaining why you are a suitable applicant for the position.

If you have any questions please do not hesitate to contact the college on 0116 282 4326 or via email recruitment@fullhurst.leicester.sch.uk Additionally visits to the college are welcomed and encouraged; please contact us if you would like to arrange this.

Thank you again for expressing an interest in joining our team of amazing staff at Fullhurst.

Yours faithfully

S Piggot
Principal

Transforming lives

Principal: Mr Steve Piggot
Fullhurst Community College, Imperial Avenue, Leicester LE3 1AH
T: 0116 282 4326 F: 0116 282 5781 E: office@fullhurst.leicester.sch.uk
www.fullhurst.leicester.sch.uk



Fullhurst Community College

Reasons to join our team



Fullhurst Community College first opened its doors in 1991 and we have never been more excited about our future.

We listen to our staff

Following a recent annual staff survey, 96% rated the performance of the college as good or very good. 97% said they would recommend the college to prospective parents.

We value our staff

We have signed up to work towards achieving the Wellbeing Award for Schools (WAS). This award focuses on ensuring effective practice and provision is in place that promotes the emotional wellbeing and mental health of both staff and pupils. *"Staff value the support they receive from senior leaders as well as the focus on their well-being."* Ofsted January 2018

What we can offer you:

- A comprehensive induction process, with all new teaching staff offered a mentor.
- Commitment to providing a supportive and developmental culture for all staff, through an extensive CPD programme.
- Collaborative planning sessions, where dedicated time is set aside for the department to plan collectively and therefore reduce workload.
- A comprehensive support structure.
- Developmental lesson observations which are not graded.
- Free access to our fully equipped on-site gym and preferable rates for college facilities hire.
- Cycle to work scheme - designed to promote healthy travel to work and reduce carbon footprint.
- Childcare scheme - allows money to be taken out of your salary before Tax and National Insurance.
- Eye care vouchers - help with your eye care if your work involves significant periods of time looking at a computer screen.
- Vectis discount card - an easy way to save in store on shopping, eating out and much more.
- Annual flu jab - to protect against those winter germs.
- Staff can always approach their line manager for assistance but they also benefit from a dedicated team who provide a confidential counselling service offering telephone or face-to-face appointments, 365 days a year.
- We're committed to equality and diversity. We have our very own Stonewall Champion and are committed to equal opportunities for everyone.
- We provide a wide range of activities and events for staff to relax and enjoy across the year including staff BBQs and sporting activities.
- We are part of the Teachers' Pension Scheme for teaching staff and the Local Government Pension Scheme for support staff.



Transforming lives

What staff have to say about Fullhurst Community College



"When I joined Fullhurst I was immediately impressed by the supportive nature of the staff and the desire that all staff share to make a difference to the students who attend the college. This has not changed in the time I have been at Fullhurst. I have had the privilege of leading on Teaching and Learning over the past few years, and have seen the college go from strength to strength in that time and know that we all share a desire to enable students to achieve the best possible outcomes that they can during their time with us. Fullhurst is a great place to work."

Mrs C Bailey
Senior Deputy Principal

"I started working at Fullhurst Community College as the Standards and Progress Leader for Maths and ICT in September 2016. Having worked previously as a second in department at a different school in the city, I was ready to influence students' lives on a wider scale and this seemed the best opportunity to do so. When I stepped into Fullhurst Community College, I knew that this was where I wanted to work. The college's goals fall in line with my personal goal as a facilitator of learning, which is that 'every child irrespective of their background has the right to achieve and do well to the best of their capability'. The belief that teachers have in their students is the driving force behind our success. Students know that you genuinely want them to do well, and this dedication from both parties brings about the brilliant results the college continues to achieve. Staff development is also at the forefront of the leadership team and at Fullhurst I have been given opportunities to embark on courses to improve my leadership skills. Students at Fullhurst genuinely want to do well and the college provides them with the environment to do so. It is amazing to be part of the success story of a college which improves the lives of students in their community, giving them a chance to stand tall as equals with students from all over the country."

Mrs V Adeniyi
Standards and Progress Leader, Maths and ICT

"Since joining as a fresh-faced NQT in 2012, I have seen Fullhurst go from strength to strength. The staff working here are an incredible team, which is reflected in the results, which continue to improve year on year. I have had the pleasure of teaching a diverse range of amazing young people at Fullhurst, many of whom still have strong ties to the college and keep us updated on their successes. Hearing about these positive outcomes is so rewarding and a big part of why I am still enjoying my time here six years later. I am proud to be part of the team as the college expands and very excited to see what happens in the future."

Mr T Jones
Teacher of English and Film Studies

"I started working in education in 1992 as a teaching assistant in a primary school. In 1994, I began working as a TA at a secondary school mainly with two students with SEN, this was a very unusual role at the time. When the students left I became a science technician at the school. I joined Fullhurst Community College as a science technician in 2005. I have seen lots of changes over the years, for the better. I have been through several Ofsted visits with the college attaining higher outcomes each time. Working here is very rewarding, the staff are a great team, working together for the benefit of our students both academically and in their own personal development. Expectations of students are high and staff work together to help them achieve their best. Fullhurst is also a fun place to be!"

Miss T Marlow
Technician, Science

"I joined Fullhurst Community College straight after a successful School Direct programme and completed my NQT year here. Fullhurst have a fantastic NQT programme where you gain outstanding support to help you develop to become the best teacher you can. Two years later I was fortunate to be offered the position of Head of Physical Education. The reason I applied to work at Fullhurst is their ethos of transforming lives. I believe that as a teacher, you can provide every student with equal opportunities so that they can reach their full potential and that is exactly what Fullhurst offer. Working with a variety of students from completely different backgrounds, I find to be very rewarding and enjoyable. Every day something new can happen which keeps you on your toes! I love working here because you feel like you make a real difference to our students' lives in both their academic and personal development."

Miss M Bird
Head of PE

"I started working at Fullhurst Community College as receptionist back in 2008. I chose to work here because I had heard positive things and wanted to be part of a school that was evolving. After a time, I found myself really enjoying the engagement with the students, at this stage I knew I wanted to be in a role that offered more and found myself interested in the pastoral route. I became the Assistant Head of Year 8 and enjoyed this experience very much. Later I progressed to Head of Year, rolling with our year groups and every year group brought its own challenges and rewards. Four years on, I am now the static Head of Year 11 and loving it. I really enjoy this role as I get to see the students through their most crucial year and help support them through college applications and exams. It is also amazing to come and be a part of results day and makes it all worthwhile! I enjoy working here because I like being part of a fantastic pastoral team that is dedicated and committed to helping our students achieve their best. I enjoy the daily challenges and I look forward to even more future successes."

Mrs R Buckle
Head of Year 11

"I joined Fullhurst in 2014 as a Curriculum Leader in the Mathematics & ICT Faculty. I have been supported effectively throughout my time at the college which has allowed me to professionally develop quickly as an individual and enabled me to make a bigger impact on the outcomes of our students. It is clear that Fullhurst is relentlessly driven by a clear moral purpose of improving the life chances of all of our students. This is done not only through the curriculum we deliver but the huge variety of extra-curricular opportunities on offer. I am proud to be a part of the positive impact that Fullhurst Community College has on students, staff and the community".

Mr S Willcock
Assistant Principal

"I joined Fullhurst Community College in 2013 as Cover Instructor. Having graduated from university at a later stage of my life, I wanted to make a contribution to society by working with teenagers from challenging backgrounds. I work closely with staff and students which enables me to develop relationships of mutual respect and trust with colleagues and at the same time build positive relationships with my students. At Fullhurst, staff are encouraged to develop their skills and are given ample opportunities for professional development. This motivated me to apply for a new position and in autumn 2018 I was successful in securing the role of English Mentor. I am passionate about English, as a mentor I teach English to small groups of students and I thoroughly enjoy the outcomes I achieve. I chose to work at Fullhurst because I wanted to make a difference to young peoples' lives. If you are passionate about transforming and improving the lives of young people, then this could be the school for you."

Ms F Bhattay
English Mentor

Fullhurst Community College

Recruitment advertisement



Post title: Premises Officer – Level 2 (Community Use)

Salary: Grade 4, Points 7-10 (actual commencing salary: £8,455 per annum)

Contract type: Permanent, Full Time.

Hours: 16 hours per weekend, depending on community usage with additional hours as required.

Responsible to: Site Manager

Due to our expansion, we are seeking a Premises Officer to be responsible for the school's community usage during weekend hiring. To maintain, secure and be responsible for all health & safety for the college site, grounds, building, facilities and equipment ensuring they operate efficiently and effectively for all community users.

As a college, we are very proud to have been the Department for Education Pupil Premium Secondary Regional Champion, Leicester Mercury School of the Year and shortlisted for the Pearson's 2018 National School of the year. Within our context the progress students make at Fullhurst is exceptional, something recognised in our most recent Ofsted inspection which stated: 'There is a clear-sighted focus on improving GCSE outcomes, combined with a deep-seated moral commitment to serving the needs of the young people in the area'.

We passionately believe in transforming the lives of young people from one of the most deprived communities in the UK. With almost 50% of our students from disadvantaged backgrounds, we know that our success is genuinely doing this. If you want to be part of our continued success and if you believe in improving the life chances of young people from disadvantaged backgrounds we look forward to receiving your application.

Further details, including the application form, are available from our website www.fullhurst.leicester.sch.uk or by emailing recruitment@fullhurst.leicester.sch.uk

A letter detailing why you are a suitable candidate for the position should accompany your completed application. Completed applications should be returned to The Principal, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH or via email at recruitment@fullhurst.leicester.sch.uk

Closing date: Monday, 20 January 2020 at 9.00am

Fullhurst Community College is committed to safeguarding and promoting the welfare of all children and young people. Please note that an Enhanced DBS (Disclosure and Barring Service) statement will be obtained for the successful applicant.



Transforming lives

Fullhurst Community College

Person Specification



Post title: Premises Officer – Level 2 (Community Use)

Salary: Grade 4, Points 7-10 (actual commencing salary: £8,455 per annum)

Contract type: Permanent, Full Time.

Hours: 16 hours per weekend, depending on community usage, with additional hours as required.

Responsible to: Site Manager

Training and education	Essential (E) / Desirable (D)
English and Maths GCSE (A*-C) or equivalent qualification.	E
Experience and knowledge	
Sufficient D.I.Y. skills and able to carry out necessary repairs to buildings and equipment.	E
Qualities and skills	
Able to use own initiative, meet deadlines and make decisions in emergencies.	E
Must be self-motivated and able to work on own initiative.	E
Ability to prioritise and deal with multiple on-going work tasks.	E
Ability to deal with other staff and pupils in a polite and courteous manner.	E
Ability to deal with the community in a polite and friendly manner.	E
Equal opportunities	
Commitment to equal opportunities and equal value for all.	E
Must be able to recognise discrimination in its many forms and willing to put the college's equality and diversity policy into practice.	E
Other conditions	
Willing & able to deal with people from a variety of backgrounds & levels.	E
Willing & able to work outside normal hours, and be on call for emergencies.	E
Willing & able to attend training courses & obtain relevant certificates for the role.	E
Willing & able to operate hand tools, cleaning machinery, etc & carry small loads.	E
Must satisfy relevant pre-employment checks.	E
This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced Disclosure Barring Service (DBS) check. This exemption means that applicants for this post are required to declare all criminal convictions, cautions, reprimands and bind-overs both spent and unspent in their application, regardless of the passage of time.	E

Fullhurst Community College

Job Description



Post title: Premises Officer – Level 2 (Community Use)

Salary: Grade 4, Points 7-10 (actual commencing salary: £8,455 per annum)

Contract type: Permanent, Full Time.

Hours: 16 hours per weekend, depending on community usage with additional hours as required.

Responsible to: Site Manager

Core purpose of the post:

To be responsible for the maintenance, security, health & safety and general college sites, their grounds, building, facilities and equipment ensuring they operate efficiently and effectively for all community users.

Specific responsibilities of the role: These will include, as appropriate, those that reflect key corporate priorities, for example, Cultural Diversity, Social Justice, Environmental Quality and Economic Prosperity.

- To be responsible for the opening and closing the of college site for all community users at weekends and holidays if required.
- To ensure there is adequate security measures and procedures in place for the site buildings and facilities for all community hirers.
- To ensure the premises, grounds, cleaning, repair and catering equipment are maintained at all times before or after each letting.
- To ensure all letting agreements are followed in line with college policies and procedures.
- To ensure that the necessary Legislation and Health & Safety requirements are met.
- To manage, organise and supervise all community users to the school.
- To promote and maximise the use of buildings and facilities.
- To follow and promote energy conservation measures within the school.
- Follow and adhere to all college policies and procedures including Data Protection Policy, Equality and Diversity Policy, Health and Safety Policy and safeguarding children in education – Child Protection Policy.

Job tasks: (Each task taking at least 10% of the post holder's time)

- To supervise any external contractors working on site and community users.
- Keep the site, buildings and facilities to a high standard of hygiene and cleanliness during and after each community usage.
- Respond to and deal with emergencies, contacting repair of maintenance suppliers e.g. burst pipes, roof falling in.
- To meet and greet all hirers to the school.
- To ensure good customer service is being provided for all hirers and any issues to be dealt with immediately.
- Reports incidents or situations which may lead to closure of all/part of the College to the Site Manager.
- Assists other premises officers, grounds staff and cleaners with their tasks.
- Ensures the site, grounds, fabric, facilities and equipment within are all “fit” for purpose during community usage.
- Any emergencies are dealt with promptly and with minimum disruption.
- Facilities are kept secure, clean and tidy.
- Site and Grounds are kept tidy and all bins emptied at the end of each shift.
- Opens and closes building on time for all hirers.

- Walking around inside and out, checking the site, building, equipment etc. and ensuring all hirers are ok.
- Cleaning up sick, blocked toilets etc.
- To carry out minor repairs to buildings and equipment.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Principal / Director of Resources to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature _____ Date _____