



JOB DESCRIPTION

SCHOOL SERGEANT

ESTATES DEPARTMENT

MAIN PURPOSE OF JOB:

To provide a porterage, security and general caretaking service to the Schools and all other aspects of the foundation, as directed by the Deputy Head of Operational Services and the Senior Sergeant.

MAIN DUTIES:

- Moving of furniture and equipment and helping with the setting up of Foundation wide events.
- Supervisory presence at events, when required and may include weekends.
- Meeting and greeting visitors, parents and pupils, when required.
- Assist with movement of visitors and children around the School, as required.
- When required provide support to the Foundations main reception.
- Assist and support the security of the Foundation by the unlocking and locking of buildings and car parks, gate and entrance duties and a general security presence across the Foundation.
- Assist with security systems as and when required.
- Undertake fire marshal duties including the provision of emergency control officer when required.
- Emptying external litter bins, litter picking and ensuring general tidiness across the Foundation.
- Undertaking minor repairs and maintenance e.g. replacing light bulbs.
- Postage and porterage duties.
- Emergency cleaning duties.
- Traffic control duties.
- Support the Finance Department in regards transportation and banking of school funds.
- Attend relevant training courses internally and externally so to ensure all necessary skills are up to date.
- Provide support to other members of the Estates Department as might be appropriate.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be assigned from time to time within the context of the post.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Full driving licence	D	AF/I
Manual Handling training	E	AF/I
First Aid at Work Certificate	D	AF/I
Understanding of Child Protection issues	E	I
European Computer Driving Licence (ECDL) or equivalent	D	AF/I
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Ability to work effectively and supportively as a member of the school team	E	AF/R
Ability to identify work priorities, whilst ensuring that lower priority work is kept up to date	E	AF/R/I
Ability to act on own initiative, dealing with any unexpected problems that arise	E	AF/R
Ability to effect minor repairs and maintenance	E	AF/R
Proficient in Microsoft Word, Excel and Outlook software packages	D	AF/R/I
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Able to organise and plan work using own initiative	E	AF/I
Good communication skills	E	AF/I
Hardworking	E	AF/I/R
Flexible approach	E	I
Clean and tidy appearance	E	I
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	I



TERMS AND CONDITIONS

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SALARY
The salary is based on point 6 on the Bolton School Support Staff Salary Scale, £23,390 per annum.
HOURS OF WORK
The hours of work will be 37 per week, between Monday and Friday all year round. The normal hours of attendance are 8.00am until 4.25pm, Monday to Thursday and 8.00am until 4.20pm on a Friday with a one hour unpaid break each day.
HOLIDAY
20 days' holiday, Public Holidays and a close down period between Christmas and New Year (to be determined annually) as paid leave days each year.
LINE MANAGEMENT
Deputy Head of Operational Services
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none">• Lunches will be provided free of charge on campus.• Training and development opportunities will be offered.• Easily accessible campus with strong transport links (including being on a direct bus route) and free parking on site.• Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.• Ride to Work Scheme available.• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.• Life Assurance cover up until the age of 65.• Warm and friendly community.

- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked. After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.