



# Recruitment Information Pack

Site & Facilities Officer  
St Mary's CE Primary School





We are looking to appoint a reliable, caring and well motivated Site & Facilities Officer to be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area. Responsibilities also include maintenance of a clean and hygienic school interior/exterior.

This is an excellent opportunity to join a warm, welcoming, friendly school and be part of a hardworking team at St Mary's CE Primary school.

### **Summary of Key Responsibilities:**

Working under the direction of the Headteacher and School Business Support, the Site & Facilities Officer will cover day to day janitorial tasks and maintenance within our school premises and grounds. Key duties will include:

- To be a responsible key holder and ensure the security of the premises and grounds
- Locking and unlocking the premises
- Basic equipment repairs and maintenance
- Cleaning and monitoring
- Upkeep of the building and grounds
- Providing a safe and secure environment for our pupils

We are seeking someone with:

- Repair and maintenance skills
- An organised approach
- A pride in their work
- Knowledge of relevant Health & Safety requirements
- A good sense of humour and a genuine enjoyment of working with children

If you would like an informal chat or any further information, please feel free to contact Sarah North, Headteacher, at the school on 01939 250323 or [admin@shawburystmarys.co.uk](mailto:admin@shawburystmarys.co.uk)

Closing date for applications: Friday 24th September 2021 @ midday.

Interviews will be held on Tuesday 28th September 2021

***The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.***

***All support staff posts are subject to the Asylum and Immigration requirements.***





## St Mary's Aims and Vision

Our Church of England School seeks to inspire and nurture a love of learning, curiosity, independence and self-belief in a safe and enjoyable environment. Building on a strong framework of Christian beliefs and values, we aim to support each other and the wider community.

### School Values

We have six school values and an underpinning value of 'Peace'

The school's six values:

#### Empowerment

We aim to make our children stronger and more confident especially in their learning and understanding their own rights.

*'I can do all things through Christ who strengthens me' (Philippians 4:13)*

#### Ambition

We aim to instil our children with a desire and determination to achieve success in education.

*'Seek the Kingdom of God...and he will give you everything you need' (Matthew 6:33)*

#### Collaboration

We aim to provide our children with opportunities to work together to complete a task or achieve a goal.

*'Two people are better off than one, for they can help each other succeed' (Ecclesiastes 4:9)*

#### Positivity

We aim to adopt a 'can do' attitude and an optimistic approach with courage and perseverance for our children.

*'This is the day that the Lord has made; let us rejoice and be glad in it' (Psalm 118:24)*

#### Respect

We aim for our children to be thoughtful towards the feelings, wishes and rights of themselves and others.

*'Do to others whatever you would like them to do to you' (Matthew 7:12)*

#### Integrity

We aim for our children to do the right thing and make the right choices.

*'...Do what is right, not only in the eyes of the Lord but also in the eyes of people' (Corinthians 8:21)*





## Welcome to St Mary's School

We would like to welcome you to St Mary's Church of England Primary School and Nursery. Based in the village of Shawbury in Shropshire and bordering on open countryside, St Mary's is a growing Primary school with approximately 240 children currently on roll.

In our school, it is important that people are made welcome by all staff. The learning environment, displays pupils' work and the general care of our school reflects the ethos and values of the staff, governors, pupils, families and communities. We are an open and friendly school where all children are made welcome and made to feel they can succeed. We work hard to provide an atmosphere of care, commitment and fun!



St Mary's boasts an excellent building, grounds and facilities. Our school is a welcoming and friendly place to learn and has a lovely fresh and vibrant feel as you walk our corridors. There are many bright airy classrooms, colourful lockers, library, community room and a central hall with gym equipment. The school is wheelchair accessible and has good facilities for wheelchair users too.

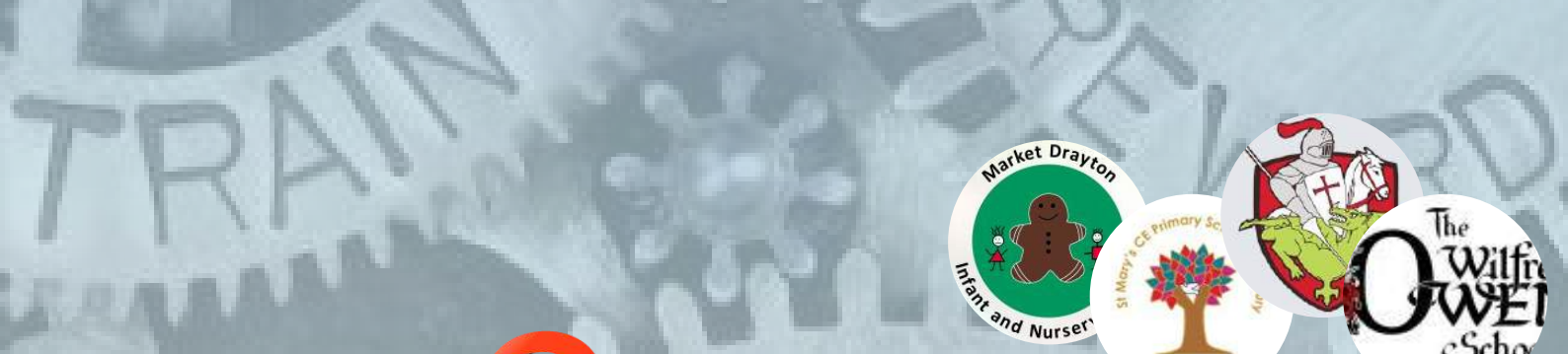
We enjoy plenty of room outside with playing fields to the front and rear with farmland behind us. We have lots of play equipment for all ages including an enclosed area purposely built for the early years children.



We are lucky enough to have our very own nursery within our school which makes the transition into their school years with us very smooth indeed. Children can join our nursery the term after their third birthday.

We have strong links with RAF Shawbury where many parents come for short-term postings. As a church school, we have established links within the three parishes of Shawbury, Moreton Corbet and Stanton





Summary Vision

Empower Trust aims to develop innovative and dynamic approaches to learning, combining levels of expertise across our academies to develop the most effective learning strategies possible. We aim to raise aspirations for all our children and nurture their ambitions for future success.

Empower Trust celebrates the fact that every school is different. Each academy retains a unique ethos and character to meet the needs of its local community. Local Governing Bodies ensure local needs are prioritised. We aim to support all children to become successful learners and to develop into young people of whom the family, academy and community can be proud.

Our mission is to ensure that we give every child the very best education possible – socially, morally and academically. We believe that education needs to be exciting and motivational. Academies within Empower Trust demonstrate the courage to innovate and empower every member of the school community to play their part in developing exciting and imaginative child-centred learning experiences.

*We will ensure every child receives a high quality education within an inclusive, caring environment by:*

- \* Enabling each child to become a happy, confident and enthusiastic learner, willing to take risks with their learning – to be the best they can be;*
- \* Guiding, supporting and inspiring every child to fulfil their potential, emotionally, physically, spiritually and intellectually, both during their time at school and in their life ahead;*
- \* Providing an excellent academic and holistic education inclusive of access to sporting, cultural and artistic activities;*
- \* Fostering life skills, hard work, resilience and conscientious application of study skills;*
- \* Developing a culture of inclusion and diversity in which everyone – children, parents, staff, governors and members of the community – is welcomed and their opinions valued.*

**There are some common features in all of our academies, including:**

- \* An exciting and inspirational curriculum and extra-curricular activities to broaden opportunity and experience for all children;
- \* A drive to inspire and motivate life-long learners;
- \* A culture of mutual respect and teamwork – between children, parents and staff;
- \* High standards and rates of progress;
- \* An early and consistent focus on developing key literacy and numeracy skills;
- \* A focus on developing healthy schools – including a focus on maintaining the mental health and well-being of children and adults;
- \* A uniform code to nurture a sense of identity and responsibility and high expectations around personal appearance;
- \* A commitment to excellence and a culture of no excuses.



# Site & Facilities Officer Job Description



**Reports to: Headteacher**

**Hours of work: 12 hours per week working 49 weeks per year**

**Salary: Grade 6 - SCP 7-11 (£19,554 to 21,166 per annum FTE) £10.41 per hour actual salary £6,121**

## **Purpose of the role**

Under the guidance of appropriate senior staff: be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area. Be responsible for the maintenance of a clean and hygienic school interior/exterior.

## **Principal Duties and Responsibilities**

### **Operational Tasks**

#### **Security :**

- Lock / unlock school buildings and areas
- Undertake regular security checks and identify security risks
- Maintain and monitor fire safety equipment and carry out fire drills
- Operate and respond to alarm systems where appropriate
- Monitor CCTV or surveillance equipment where appropriate
- Liaise with police, security and surveillance contractors
- Provide emergency access to the school site

#### **Cleaning and Maintenance:**

- To be responsible for the operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- To organise and carry out minor decoration programme as agreed with the Headteacher
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Headteacher
- Operation and maintenance of heating plant and lighting systems
- To carry out electrical testing of portable electrical appliances and to maintain appropriate records.
- To oversee and monitor the electrical testing appliances and to maintain the appropriate records
- Undertake regular site inspections and identify and record repair and maintenance requirements in a timely manner.
- Identify defects and record repair and maintenance requirements
- Collect and assemble waste for removal
- Undertake emergency & specialist cleaning tasks
- Undertake cleaning duties such as graffiti removal, litter-picking
- Organise and participate in the organisation and movement of furniture within the building.
- Provide emergency access to the school site
- Coordinate deliveries to the school site
- Monitor performance of contracts and record performance against specified standards.
- Liaise with contractors.
- Ensure that swimming pool and other specialist sports equipment are maintained in accordance with specified standards.
- Supervising other cleaners.
- Provide training for staff.
- Manage stock ie: cleaning materials, consumables.
- Maintain COSHH records



# Site & Facilities Officer Job Description



## Resources Tasks

- To advise on matters relating to energy control and conversation.
- Contribute to planning, development and organisation of systems/ procedures / policies.
- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment / resources / materials.
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
- To undertake safety audits of the premises and assist with relevant risk assessments as required.
- Promote and ensure the health and safety of pupils, staff & visitors at all times.

## Organisation & Supervisory / Managerial Tasks

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Responsible for the management, administration and operation of lettings system.
- Monitor & manage stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Direct / supervise cleaning and / or site staff and ensure cleaning is in accordance with specification.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
- Liaise with line manager, attend meetings and training as required.
- Establishing competency of companies or individual contractors to provide professional services prior to any engagement within school.
- Monitoring of contractors on site.
- Liaising with Premises Services/outside bodies on matters of Health & Safety relating to electricity, gas, water supplies, waste disposal, safe access of pedestrians and vehicles, building regulations and planning.
- Management of Asbestos in the building and be familiar with the Asbestos Register and management plan
- Reporting all accidents, dangerous occurrences and potentially dangerous practices and situations promptly to the schools Health & Safety competent person.

## Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Work collaboratively across trust, as and when required.

## Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.





# Site & Facilities Officer Job Description

## Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff.

## Other Duties

Any other duties that the Headteacher, CEO feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## Review and Signatures

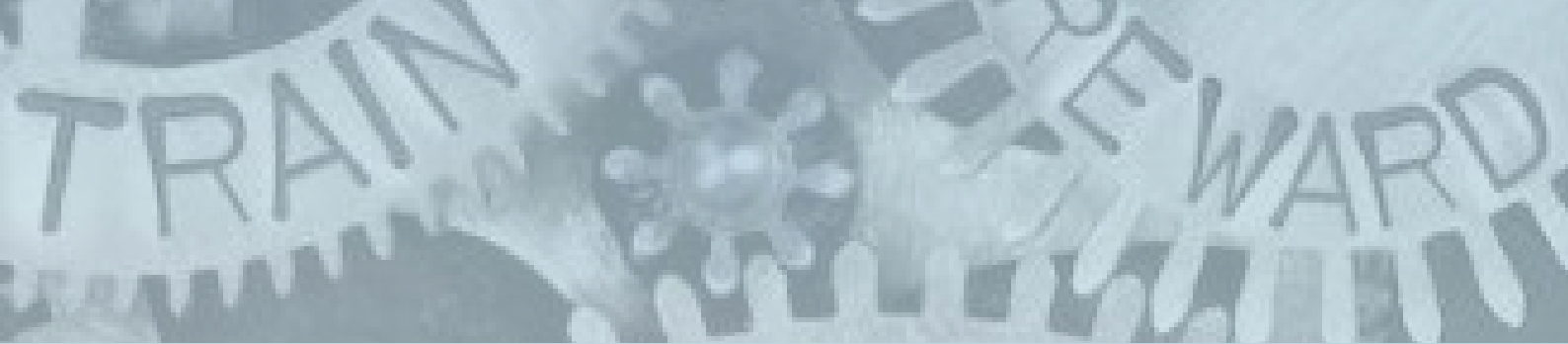
This job description is subject to review by the Headteacher/CEO in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Job Description and Personal Specification agreed by:

Post holder: .....







## Site & Facilities Officer Person Specification

### Person Specification

#### Site & Facilities Officer Grade 6 (SCP 7- 11)

	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>➤ NVQ 3 or equivalent qualification or willingness to work towards</li> </ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"> <li>➤ Caretaking/site-keeping experience in a school or similar environment.</li> <li>➤ Coordinating workload</li> </ul>	<ul style="list-style-type: none"> <li>➤ Supervisory experience</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of Health &amp; Safety procedures and precautions.</li> <li>➤ Knowledge of COSHH regulations</li> <li>➤ Awareness of health &amp; safety procedures and precautions</li> <li>➤ Knowledge of moving and handling procedures.</li> <li>➤ Working knowledge of relevant policies / codes of practice / legislation</li> <li>➤ Ability to relate well to children and adults</li> <li>➤ Willingness to gain knowledge of use of ICT and other specialist equipment / resources.</li> </ul>	
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>➤ Sufficiently fluent in spoken English to ensure effective performance in the role</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Team worker</li> <li>➤ Approachable</li> <li>➤ Friendly</li> </ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"> <li>➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li> </ul>	





## Application & Selection Process

Please complete the online application form in full and submit with a supporting letter detailing how your skills, experience and attributes reflect the vision, ethos and values of the school and how they align with the person specifications provided.

Applications should be sent to Sarah North, Headteacher : [admin@shawburystmarys.co.uk](mailto:admin@shawburystmarys.co.uk)

Closing date for applications: Friday 24th September 2021 @ midday.  
Interviews will be held on Tuesday 28th September 2021

### **Selection Procedure**

Successful candidates will be invited to interview week commencing 14th December 2020.

More detailed information about the interview process will be provided to shortlisted candidates.

### **Safer Recruitment**

Empower Trust is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. As part of our recruitment process all successful candidates will be subject to a Disclosure and Barring Service check along with other relevant employment checks.

### **On the day of interview**

All applicants will be required to bring in a minimum of three pieces of identification which verify their name, date of birth and current address, one of which must be a form of photographic identification.

The following are acceptable:

- Valid passport, birth certificate or driving licence
- Additional proof of address such as a recent utility bill, council tax bill or bank statement (at least two are required and should be dated no more than three months ago)

Applicants will also need to bring in their qualification certificates.

Appointments are subject to the receipt of satisfactory references. References will be sought from the current employer and gaps in employment history followed up.

### **Data Protection**

You should be aware that the information you provide will be stored at Empower Trust and will not be passed to any third party. Please also refer to our Recruitment Privacy Notice.



## PRIVACY NOTICE – JOB APPLICANTS

This privacy notice advises job applicants of the Trust's commitment to data protection responsibilities of privacy and confidentiality relating to the collection and processing of their personal information.

We collect and process your personal data as part of the recruitment process in relation to the role you are applying for. All Headteachers and Managers involved in the recruitment process have responsibility for ensuring that applicants' personal information is held and processed in the correct way.

### What is personal information

Personal information is any information that relates to you and can be used directly or indirectly to identify you, such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural, or social identity of that natural person (GDPR article 4).

Special categories of personal data means information about an individual's racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, health, sex life or sexual orientation and biometric/genetic data (GDPR article 9).

### Legal Basis for Using Personal Data

We collect personal data only for specified, explicit and legitimate purposes, whether or not by automated means, such as collection, recording, storage, retrieval, use, disclosure, dissemination, erasure, or destruction (GDPR article 4).

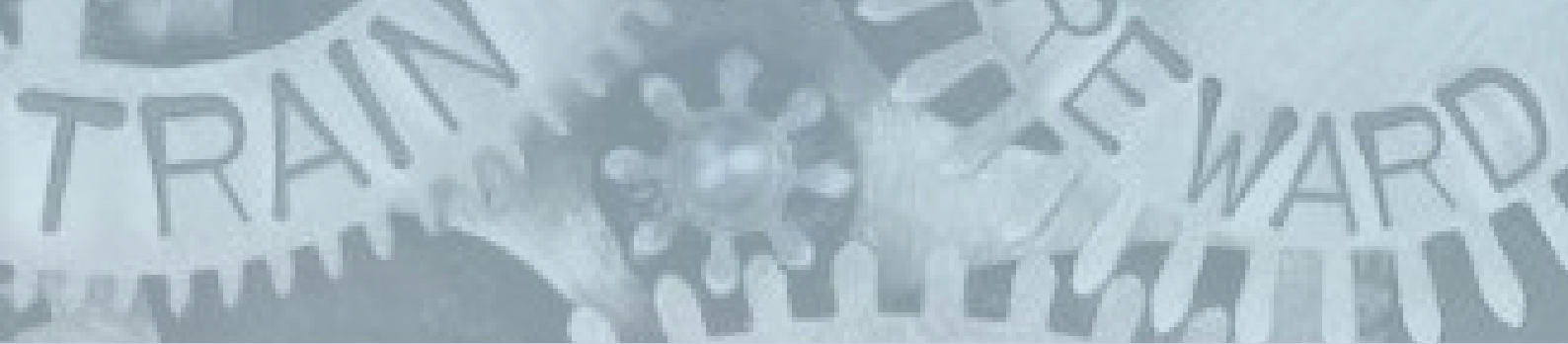
1. We process personal data lawfully, only where it is adequate, relevant, and limited to what is necessary for the purposes of processing.
2. We keep accurate personal data, only for the period necessary for processing, and take all reasonable steps to ensure that inaccurate personal data is rectified or deleted without delay.
3. We adopt appropriate measures to make sure that personal data is secure, and protected against unauthorised or unlawful processing, accidental loss, destruction, or damage.
4. We do this to ensure a candidate is suitable for the role and to make sure reasonable adjustments can be made for those applicants who have a disability.
5. Processing of personal data ensures that a fair recruitment process has taken place.

We will not process personal data of applicants for reasons other than the recruitment and selection process. Where we process special categories of personal data or criminal records data to perform obligations, this is done for legal reasons. We will update personal data promptly if an applicant advises that his/her information has changed or is inaccurate.

To operate an effective recruitment process, we will collect and store personal information you submit as part of the application process. By submitting your personal information, you are consenting to us using it in accordance with this policy. You are under no obligation to provide your consent for the organisation to hold your data out-side of the recruitment process. If you do not consent to the organisation holding, processing, and sharing your personal data during the recruitment process, we may not be able to process your application.

In some cases, the organisation will need to process data to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK.





## What data do we hold on you?

The personal data we hold regarding you can include, but is not limited to, information such as:

- ☒ Your name and address.
- ☒ Email address and telephone number.
- ☒ Date of birth.
- ☒ Equal opportunities monitoring information.
- ☒ Your nationality and entitlement to work in the UK.
- ☒ National insurance number.
- ☒ Information about your current salary and benefits.
- ☒ Qualifications and skills.
- ☒ Work experience and employment history.
- ☒ Information about your criminal record.
- ☒ Disability status to enable us to make any reasonable adjustments throughout the recruitment process.

Any applicant wishing to see a copy of the information about them that we hold should contact the organisation.

## Who has access to your personal data?

Your personal data may be shared internally with other members of staff involved in the recruitment process for them to perform their roles. Throughout the recruitment process we maintain strict confidentiality and only process and retain personal data of unsuccessful applicants for up to 12 months before being deleted or destroyed.

## How do we protect applicants' personal data?

Our servers and storage systems are based in the UK and we have ensured that appropriate safeguards are in place to protect your personal data.

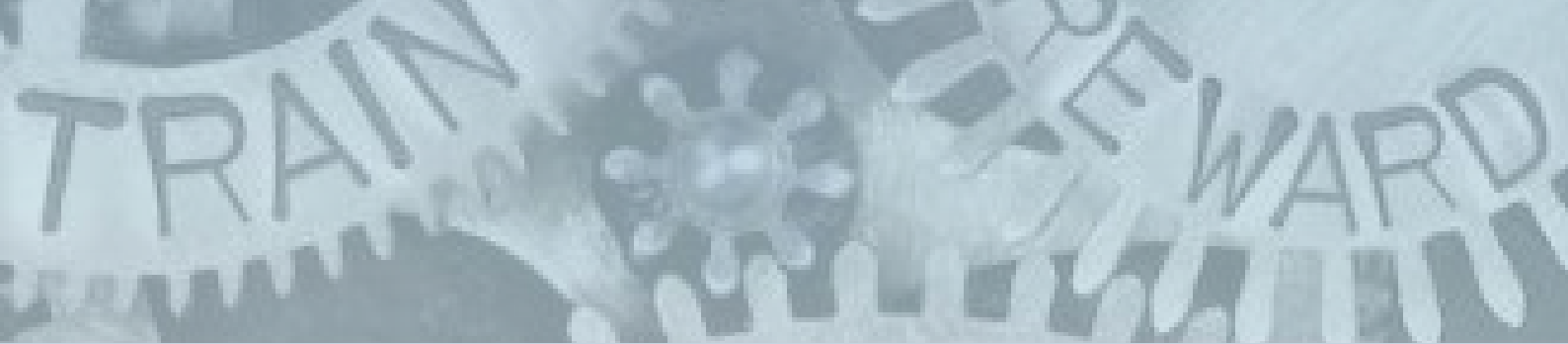
We take the security of your personal data very seriously. Internal policies and controls are in place to try to ensure that data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, we ensure that we use encrypted devices, use passwords, virus protection and have appropriate firewalls.

## What rights do you have in relation to your information?

You have the following rights in relation to your personal data: -

- The right of access to the personal data and supplementary information. This right is to enable you to be aware of and verify the lawfulness of the personal data we are processing.
- The right to rectification. This right allows you to have personal data rectified if it is inaccurate or incomplete.
  - The right to erasure. This is also known as the 'right to be forgotten'. This is not an absolute right and applies in specific circumstances.
- The right to restrict processing. This right applies in circumstances where, for example, the data subject contests the accuracy of the data or challenges the public interest or legitimate interest basis. Further guidance can be obtained from the ICO's website.





- The right to data portability. This allows individuals to obtain and reuse their personal data for their own purposes.
- The right to object. Individuals have the right to object to:
  - \* Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority.
  - \* Direct marketing.
  - \* Processing for scientific/historical research and statistics.
  - \* Rights in relation to automated decision making and profiling.

Further guidance and advice on the above rights can be obtained from the ICO:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/individual-rights/>

This policy may be subject to change, and any changes. We recommend that you check the Privacy Notice each time you submit an application. If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance by contacting the Data Protection Officer on [admin@empowertrust.co.uk](mailto:admin@empowertrust.co.uk) Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns> to raise any issues you have.

