



JOB DESCRIPTION

SCHOOL SERGEANT (PART-TIME)

OPERATIONAL SERVICES DEPARTMENT

MAIN PURPOSE OF JOB:

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

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.

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 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 portage 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 Operational Services 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	D	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 06 on the Bolton School Support Staff Salary Scale, £24,325 per annum, pro-rata this equates to £7,604.72 per annum.

HOURS OF WORK

The hours of work will be 15 per week, between Monday and Friday, term time only. The normal hours of attendance are 6.00am until 9.00am.

Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days. The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days per academic year.

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. Pro-rata for part-time employees.

LINE MANAGEMENT

Operational Services Manager (Sergeants & Events)

PENSION

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.

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.

OTHER BENEFITS

- Lunches will be provided free of charge on campus.
- Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).
- Life Assurance cover up until the age of 65.
- 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.

- Training and development opportunities will be offered.
- 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.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

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.