



## Candidate Information Pack

### **Maintenance Officer**

#### **Our Trust Prayer**

We thank you, God of Love, for the gift of children,  
Bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come  
to know you,  
to love you  
and to serve you  
as Jesus did.

We make this prayer in his name who is God  
with you and the Holy Spirit, now and forever.  
men

# About Liverpool Diocesan Schools Trust

## We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

## We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

## These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

# About Glazebury CE Primary School

## **"Growing together at the heart of God's Community"**

**Our mission:** to promote a safe, stimulating and nurturing environment, where children are encouraged to flourish, reaching their full potential, whilst recognizing their own self-worth.

Through our broad, balanced, and enriching curriculum, we aim to affirm the partnership of home, school, parish, and wider community. From this strong foundation our children will be encouraged to build on our core Christian values of LOVE and WISDOM, developing appreciation of the resources around us, with particular emphasis on respecting the differing world view of others.

Our school is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with local churches. We joined LDST in December 2018 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our 2015 OFSTED where we were rated as Good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children reach their full potential.

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including; our garden area, playground equipment, and wonderful field. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

# Job Description

<b>SCHOOL</b>	Glazebury CE Primary School
<b>JOB TITLE</b>	Site Maintenance Officer
<b>SALARY GRADE</b>	Grade 5 Scale Point 8 to 14 Part – Time 25 hours per week Split Shift 7:15am–9:15am & 3:00pm–6:00pm
<b>RESPONSIBLE TO</b>	Headteacher / School Business Manager

## **MAIN PURPOSE OF THE JOB**

To undertake the efficient maintenance and security of the building and school site, including certain technical and administrative duties to ensure their most effective use. To ensure that the whole school environment and services are maintained to a high and safe standard.

## **Main Responsibilities**

Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day. To ensure the adequate security and health and safety of school buildings at all times.

Organise and carry out some cleaning duties during term time and carry out cleaning operations during school closure periods. School has a cleaner daily in school. Housekeeping to be maintained to the highest standard.

To ensure all areas of the school premises are maintained and clear of hazards, and appropriate measures are taken to ensure safety in inclement weather. Take precautions against frost damage to internal and external water systems.

Ensure that all relevant Health & Safety regulations and records are adhered to. Maintain and monitor Health and Safety standards, keeping all records and paperwork up to date. Report any failures to comply with the school's statutory Health & Safety obligations and ensure that contractor's work meets Health and Safety Regulations. Maintain COSHH records and keep stored safely.

To ensure all recommendations arising from health and safety audits, water risk assessments and regular maintenance inspections are acted upon. Show attention to detail and identify repairs and hazards and be pro-active carrying out maintenance repairs.

To act as main Fire Warden and assist with regular school fire-drills and recommend improvements to safety where necessary (termly). Weekly test fire alarms systems as required.

To manage and maintain Legionella Management plan and act as tap turner.

To have an outline understanding of Health and Safety, Asbestos Management, Legionella Management, Fire and Bomb Management, working at height, lone working, COSHH and RIDDOR.

To adhere to the school's Safeguarding Policy which safeguards and promotes the welfare of all children.

To update and uphold all H&S policies, procedures and risk assessments to ensure the safety of the children and all visitors to site is the utmost importance.

Be aware and comply with all policies and procedures including H&S, Security, confidentiality, data protection etc. and report all concerns to appropriate personnel.

To carry out various diy / maintenance duties to ensure the general upkeep and maintenance of the premises. This will include undertaking repairs and improvements (joinery, plumbing, decorating, general diy) in order to fulfil the school's specific responsibilities as necessary.

Carry out a preventative, planned maintenance programme and undertake routine inspections of the buildings, fixtures, fittings, premises and grounds to assess for minor works or repairs required. Report any defects/issues to the School Business Manager / Head Teacher.

To be proactive to plan repairs and maintenance to ensure the school and site are maintained to the highest standard.

To ensure all necessary routine inspections are carried out in a timely manner following guidelines and legislation.

Manage all contractors to school ensuring they adhere to schools safeguarding, health and safety and emergency procedures. Inspect, monitor and record work performance.

Complete various daily and weekly safety checks and maintain efficient records.

Manage DIY resources – ordering from suppliers ensuring best value is maintained at all times via the school business manager.

Willing to show wholehearted commitment to the school and all its activities being flexible with hours when required. Holidays to be taken in agreement and in best interests of school. Working Hours during school holidays are by negotiation to fit the needs of the school.

Contribute to the overall ethos/work aims of the school.

Carry out other duties as may be necessary from time to time in accordance with the reasonable requirements of the Headteacher / School Business Manager.

To undertake training as required in order to fulfil role.



**Person Specification: Maintenance Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Basic awareness of Health &amp; Safety</li> <li>• Knowledge of cleaning standards</li> <li>• Building security</li> <li>• Supervision of cleaning and maintenance contractors</li> <li>• General maintenance/diy and repair skills</li> <li>• Able to carry out joinery, plumbing, decorating, repairs and maintenance</li> <li>• Able to work on own initiative</li> </ul>	Previous school experience Caretaking experience Experience of ordering supplies/stocks Electrician Plumber Joiner Glazier Engineer Gardener
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• No formal qualifications essential but evidence of appropriate levels of literacy and numeracy required</li> <li>• Evidence of sufficient technical skills to carry out the responsibilities of the post</li> <li>• Willingness to attend training courses</li> </ul>	Maintenance or building trades related qualification  Ability to understand and apply regulations such as health & safety, manual handling, COSHH, Legionella etc.
<b>Special Aptitudes</b>	<ul style="list-style-type: none"> <li>• Able to carry out duties detailed in Job Description</li> <li>• Ability to perform the physical tasks required by the post including lifting, carrying and pushing</li> <li>• various equipment to undertake the duties of the post</li> <li>• Willingness to learn</li> <li>• Literate - able to maintain a log; write clear instructions; orders and maintenance reports; Working</li> <li>• knowledge of IT systems</li> <li>• Able to create a report for Governors.</li> <li>• Able to work as part of team and on own</li> <li>• Sets high standards of cleanliness and hygiene</li> <li>• Commitment to the establishment of a pleasant, clean work environment in the school</li> </ul>	
<b>Interpersonal Skills</b>	<ul style="list-style-type: none"> <li>• Good communicator</li> <li>• Courtesy</li> <li>• Able to relate to people of all ages, particularly children</li> <li>• Pleasant and positive personality</li> <li>• Reliability</li> <li>• Awareness of Safeguarding and Child Protection</li> </ul>	
<b>Special Circumstances</b>	<ul style="list-style-type: none"> <li>• Willing and able to attend for agreed work pattern of split shift</li> <li>• Willing to work evening/weekend overtime</li> <li>• Flexibility re working hours and the changing responsibilities of the post</li> <li>• Adaptable</li> <li>• The position is subject to enhanced DBS clearance (Disclosure and Barring Service) (previously known as CRB- Criminal Records Bureau)</li> </ul>	Access to transport

