

JOB INFORMATION –ESTATES ASSISTANTS

Department	Estates
Main purpose of role	<p>We are recruiting Estates Assistants to work on a permanent basis, for the Estates team, providing support services to all of the Foundation schools - Princethorpe College, The Crescent in Rugby and Crackley Hall School in Kenilworth.</p> <p>The duties will primarily involve maintenance work, internal and external events, security, portage and some cleaning. Applicants with some carpentry, plumbing or decorating skills would be most welcome. This is a 'hands-on' role facilitating the proper functioning of the schools to ensure a safe and satisfactory working, learning and recreational environment.</p> <p>The successful applicant will need to be able to provide a high quality service to staff, pupils and visitors and be enthusiastic as well as honest, trustworthy and reliable, able to lift and to work on their own as well as part of a team. Applicants should preferably have a clean full driving licence. The successful applicant will need to undertake various Health and Safety courses before the commencement of work.</p> <p>This is a 'hands-on' role facilitating the proper functioning of the schools to ensure a safe and satisfactory working, learning and recreational environment.</p> <p>Interested candidates should be able to show flexibility and sensitivity to the needs of a wide range of users of the school.</p>
Reporting to	Facilities Manager
Key duties and responsibilities	<ul style="list-style-type: none"> ● Key point of contact for both internal events and external lets including outside school hours. Setting up for college events and setting down after. ● Ensuring the school/building premises are presented in the best possible manner at all times ● Completion of any records required as a consequence of School/building, procedures or statutory provisions ● Receiving delivery of goods/materials <p>Maintenance duties</p> <ul style="list-style-type: none"> ● Carry out maintenance and repair work requiring non-specialist skills to foundation premises. ● Carry out planned preventative maintenance and record keeping for the site ● Report repairs and maintenance around the site. ● Carry out portage duties around the site as required. ● Ensuring that the areas used for weekend sports fixtures, such as the dining rooms and changing rooms, are cleaned and ready for School on Monday. <p>Sports Lettings</p> <ul style="list-style-type: none"> ● Assist others with outside groups hiring College sporting facilities and up-keep of on-line Astro and Sports Hall Diaries. ● Contractors, including contract cleaning. ● In conjunction with Estates Administrator liaise with visiting contractors: who need access out of hours. ● Check quality of contract cleaning and make sure they maintain standards.

	<p>Security</p> <ul style="list-style-type: none"> • Ensure that the school is secure each day including later afternoon locks and the final lock and alarm at 9:30pm. • Ensure that windows are closed, all external and internal doors (as required) are adequately secured, alarms correctly set and gates secure as required. • Reporting any security concerns as appropriate. <p>Other duties</p> <ul style="list-style-type: none"> • Comply with all health and safety procedures and attend all training courses so as to assist the management in creating a safe working environment as part of the Foundation's endeavour to promote a good health and safety culture. • Maybe required to be a named driver on all Foundation vehicles including transporting pupils and/or equipment • There is a responsibility to protect the good name of the Foundation at all times • Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post • Ensure the campus is litter-free and tidy; empty litter bins around the school at all sites • Gritting, salt spreading and snow clearing around all schools • Carry out car parking duties as required • Assisting the Grounds Team as required
<p>Safeguarding children</p>	<p>The posts holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.</p> <p>If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare or children in the school she/he must report any concerns to the Deputy Head (Pastoral) or the Headmaster.</p>
<p>Mandatory training</p>	<ul style="list-style-type: none"> • Safeguarding training • Health & Safety induction
<p>Hours and place of work</p>	<p>We have a number of different working patterns available for the right candidate from days, afternoons, evenings or weekends. We are happy to discuss this further at interview.</p>
<p>Salary</p>	<p>The salary for this role is based on band D7 – D11 of the Princethorpe Foundation support staff scale, currently £20,714.11 - £21,775.28 per annum, full-time equivalent (£10.62 - £11.17 per hour) depending on qualifications and relevant experience</p> <p>The Princethorpe Foundation salary scale is associated with but some way above national scales.</p>
<p>General</p>	<p>The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.</p>
<p>Safeguarding</p>	<p>The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>

	<p>The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent', must be declared.</p> <p>During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.</p> <p>The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.</p> <p>Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.</p> <p>The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk</p>
<p>Recruitment</p>	<p>The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.</p> <p>The Foundation is an equal-opportunities employer.</p>

PERSON SPECIFICATION		Essential	Desirable
Experience/ knowledge	Able to carry out minor maintenance and repairs as necessary	Y	
	Able to assess a job, obtain materials and carry out the work to a high standard of workmanship	Y	
	Be able to use a range of tools, as required by the job (training provided by the school)	Y	
	Awareness of the main requirements of health and safety legislation and good practice relevant to the duties of the post	Y	
Technical job related skills	Be able to use a wide range of non-specialist building skills including minor decorating to problem solving	Y	
	Climbing ladders and working at height	Y	
	PAT testing and visual checks to electrical fittings and equipment		Y
	Reporting, both written and verbal, of faults requiring specialist skills	Y	
	Minibus driving		Y
	A good understanding of heating, fire and burglar alarm systems		Y
	Carpentry, plumbing or decorating skills		Y
Personal job- related skills	Able to work unsupervised as well as part of a team in a clean and tidy manner	Y	
	Honest, trustworthy and reliable	Y	
	Flexibility and sensitivity to the needs of a wide range of users of the school	Y	
	Must never work under the influence of alcohol or drugs	Y	
	Security conscious at all times	Y	
	Able to work around other people including pupils at all times	Y	
	High standard of personal presentation	Y	
	Enthusiastic and self-motivated	Y	
Qualifications	English and Mathematics GCSE (Grade C minimum) City and Guilds or equivalent qualification	Y	Y
	Full, clean driving licence – willingness to undertake minibus driver training	Y	
Other requirements	A commitment to the safeguarding and welfare of all students	Y	
	Participate in an on-call rota	Y	

Princethorpe College reserves the right to amend this job description from time to time according to business needs.

HOW TO APPLY

Application form	<p>Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.</p> <p>Please address your application to Mr Eddie Tolcher, Foundation Bursar</p> <p>Completed applications should be sent by email to Recruitment@princethorpe.co.uk or by post to: Recruitment Co-ordinator, Princethorpe College, Princethorpe, Rugby, CV23 9PX</p>
Closing date	<p>The closing date for applications is Monday 19 July 2021, at 9.00am.</p> <p>Early applications are welcome as applications will be reviewed as they are received, and the closing date may be brought forward.</p>
Invitation to Interview	<p>If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children.</p> <p>All candidates invited to interview must bring with them:</p>
Proof of ID and Right to Work in the UK	<ul style="list-style-type: none">• Current UK passport showing you are a British Citizen OR• Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland OR• Full birth or adoption certificate issued in the UK, dated within 12 months of birth. <p>And where possible</p> <ul style="list-style-type: none">• An official document giving your permanent National Insurance Number.• If applicable, your Marriage Certificate or official documentation showing a change of name. See Qualifications below• If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced. <p><i>At least one document must be photographic proof of ID.</i></p>
Educational/ professional qualifications	<p>Qualification Certificates as listed on your application form.</p> <p>If the certificate is in your maiden name then a marriage certificate must be produced.</p> <p>If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.</p>
Proof of current address	<p>Utility bill or financial statement showing your current name and address, dated within last three months.</p>