



Ashlawn School
Evening Site Service Officer
(with cleaning team responsibility)



ASHLAWN
SCHOOL

Job Description and Person Specification

Welcome from the Principal

As the recently appointed Principal of Ashlawn School, anticipating a new challenge and opportunity is always exciting. It is important to recognise that recruitment is a two-way process.

Our focus, as a Trust, is to provide the right environment for our academies to thrive in. At Ashlawn, our ambitions of nurturing potential, inspiring community, and delivering excellence are deeply rooted in the very core of the school. We are seeking an individual who resonates with our vision, someone dedicated to ensuring that every staff member and student has the opportunities needed to maximise their potential in all aspects.

You are looking for the right school in which to develop and progress, to contribute to the success of others and to receive the support that you need to feel fulfilled in your role. We hope that you agree that Ashlawn is exactly that kind of school. It's an exciting time for us as we strive to build on our successes, and we are on the lookout for an individual who shares the commitment and resilience to support this goal.

We welcome visits to Ashlawn prior to application because we are proud that:

- Our students are motivated and want to succeed
- Behaviour is excellent
- The variety of opportunities both within and out of the classroom provides all students with the opportunity to develop their interests and skills in a wide range of areas

At Ashlawn School, everybody counts. Staff and students will talk about the vibrant culture and support they get from each other – we truly are a community. Our key aim is to give every child the opportunity to flourish and develop into life-long learners, engaged in the world around them and ready to take their place in the world as resilient, caring, disciplined, well-educated and employable adults.

If you want to be part of a dynamic team, contribute to our excellent standards, and have high aspirations for young people, then Ashlawn School is the right school for you!

We look forward to meeting with you, so that you too can appreciate our wonderful school and its vibrant community.

Paul Brockwell
Principal

About the Role

Thank you for your interest in the position of Evening Site Service Officer at Ashlawn School.

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

So, who are we looking for?

Ashlawn School is recruiting an Evening Site Service Officer who will provide a service to Ashlawn School which will involve minor maintenance duties, cleaning, meeting lettings groups, liaising with contractors and contributing to the smooth operation of the site teams functions within Transforming Lives Educational trust, ensuring our school is fit for purpose, safe and compliant for those that access it.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

Why work for Ashlawn?

- A large bi-lateral school committed to supporting all members of the school community to succeed
- You'll be working within a community of passionate, committed colleagues who genuinely support each other
- A staff wellbeing team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits
- Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community
- To be part of an 11-18 provision with opportunities to teach in the sixth form

What next?

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Ashlawn. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

Job Description

Academy/College:	Ashlawn School
Job Title:	Evening Site Service Officer (with cleaning team responsibility)
Salary:	£24,294.00 FTE (£13,131.90 actual)
Contract:	20 Hours – 52 weeks Permanent
Responsible to:	Senior Site Service Officer
Key relationships/Liaison with:	Senior Site Service Officer SLT
Job purpose:	<p>To act as an integral part of the schools site service team. Carrying out minor maintenance duties, liaising with contractors and contributing to the smooth operation of the site teams function within Transforming Lives Educational Trust and their school sites, ensuring the school is fit for purpose, safe and compliant for those that access it.</p> <p>To line manage school cleaning teams, including following HR processes, managing and monitoring work, ensuring teams are set up to carry out their roles.</p>
MAIN ROLE AND RESPONSIBILITIES:	
<p>Security:</p> <ul style="list-style-type: none"> • To be the one of the main key holders for the school site • Unlock and lock the school site • Carry out daily walk rounds to ensure the site is safe and secure • Unsetting and setting of alarms • Responding to out of hours call outs • Make changes to and monitor access control systems throughout site <p>Maintenance and site management:</p> <ul style="list-style-type: none"> • Minor building repairs and maintenance work, including; 	

- Carpentry - fitting white board and notice boards, replacing door and window furniture.
- Repair damaged areas around the school site
- Plumbing – Repair of leaking taps and pipes, fitting of toilet fixtures, clearing of blocked drains, channels and toilets
- General – Minor plaster repairs, minor flooring repairs, painting and decorating, graffiti removal, replacement of fixtures and fittings such as locks, assembly/repair of furniture and shelf fitting, fence and path repairs, temporary glazing repairs
- Minor grounds maintenance – trimming hedges and trees, removing site debris, collecting broken glass and clearing leaves and litter from gullies.
- Carry out project works during school closures as directed by the Senior Site Service Officer and the Business Operations and Estates Manager
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
- To clean light fittings replacing where necessary minor parts such as tubes, bulbs, fuses, starters and diffusers, in accordance with safe working practices.
- To be responsible for ensuring clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g. snow clearing, gritting)
- Report any site emergencies, equipment faults or maintenance issues to the Senior Site Service Officer
- Flexible to allow for the covering of shifts in time of staff absence or school events

Health and Safety:

- Assist with emergency procedures, such as fire evacuation, lock down and first aid emergencies
- Ensure contractors are properly inducted to site
- Ensure working areas are kept tidy and safe
- Carry out weekly testing procedures in line with compliance
- To be on hand for school lettings and events outside of the school day

Cleaning:

- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- Assisting the school cleaning team and cleaning supervisors when necessary with carrying out their duties
- Tidying of rooms and emptying of bins following after school activities and lettings
- Emptying of external bins, collection of recycling, removal of graffiti and cleaning the School minibus
- Regular litter picking to maintain a tidy and presentable school site

- Remove spillages and resultant stains from floors and other surfaces

Cleaning team:

- To line manage the site cleaning team
- Place orders for cleaning products
- Ensure cleaning teams have the stock they need to carry out their duties
- Support arranging area cover when there is cleaner absence
- Ensure cleaners are cleaning to a high standard

General duties:

- Checking the quality of contractors work and signing contractor visit reports
- To provide assistance and be the first point of contact with any letting's groups on the school sites
- Provide assistance with general enquiries relating to the site
- May be required to drive the school minibus/and /or carry out weekly minibus maintenance checks
- To set out rooms to school requirements, including exams and lettings
- Receipt of and checking of deliveries and distribution of deliveries to relevant locations
- Any other site support duties that are in line with the job purpose and grade

To carry out the above functions across all sites within Transforming Lives Educational Trust as and when required.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Person Specification

Job Title: Evening Site Service Officer
Responsible to: Senior Site Service Officer

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Maths & English GCSE (or equivalent) grade 4 or above 	<ul style="list-style-type: none"> • Health and safety training
Experience	<ul style="list-style-type: none"> • Keeping work records 	<ul style="list-style-type: none"> • A background in industry e.g. carpentry, plumbing or a similar maintenance role • Managing others • Placing orders/stock taking
Knowledge/Skills (Ability to)	<ul style="list-style-type: none"> • Communicate effectively • Good attention to detail • Use of initiative • Ability to work independently and as part of a team • To work at the instructions of others 	<ul style="list-style-type: none"> • Ability to carry out minor repairs or maintenance works • An understating of Health & Safety • Regulations, including COSHH
Personal Qualities	<ul style="list-style-type: none"> • Trustworthy • Flexible • Reliable • Confident • Willingness to participate in further training and development opportunities 	

How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website (www.tlet.org.uk).

Completed application forms should be emailed to careers@tlet.org.uk or posted to:

HR Department (Careers)
c/o Houlton School
Signal Drive
Houlton
Rugby
Warwickshire
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing careers@tlet.org.uk or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline

- **Position advertised: 17 October 2024**
- **Closing date: 31 October 2024**
- **Final shortlisting: 01 November 2024**
- **Final panel process: TBC**