



Transforming Lives

EDUCATIONAL TRUST

**Ashlawn School
Site Service Officer**

Recruitment Pack July 2023

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Our Academies



Our Team

Without exception, everyone is deeply committed to the very highest outcomes, regardless of their role, recognising the strength of collective contribution and effort.

Leaders

Academy leaders, driven by exceptional Principals, focus relentlessly on pupils and their outcomes, with everything else as peripheral. They are restless in their leadership, seeking ever better ways to improve in a culture of success. They do what it takes to make the difference.

Central team leaders, motivated by an inspiring Executive, lead high performing teams who add value to our academies by providing the environment in which others thrive. They unburden academy leaders, enabling them to keep the main thing, the main thing – pupil outcomes.

Governance, for our academies and for the Trust, is robust, rigorous and proportionate, providing professional support and challenge so that leaders strive to the limit of what is possible with a sharp focus on outcomes and excellence.

Our leaders never allow the urgent to distract them from the important, navigating a clear route to long-term success.

Teachers

Our teachers are highly effective in the classroom, both in the uncompromising quality of their teaching and in the perceptive and individualised attention they give to pupils. They are passionate about the subjects they teach and dedicated to the children in their care. Our teachers are carefully recruited and expertly supported to make sure they, like our pupils, are always at the top of their game.

Support Staff

Our support staff are the backbone of our organisation and are specialists in their areas of responsibility. Like our teachers, they are well-trained and highly effective at ensuring the smooth operation of our Trust; day in, day out.

Our Aims

1. Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
2. Others hold our academies, and the Trust, in the highest regard.
3. Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
4. Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
5. Our Trust operates at least seven academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phased academies.

6. The welfare of our children and staff is promoted effectively in a safe environment where they are protected from ha

About the Role

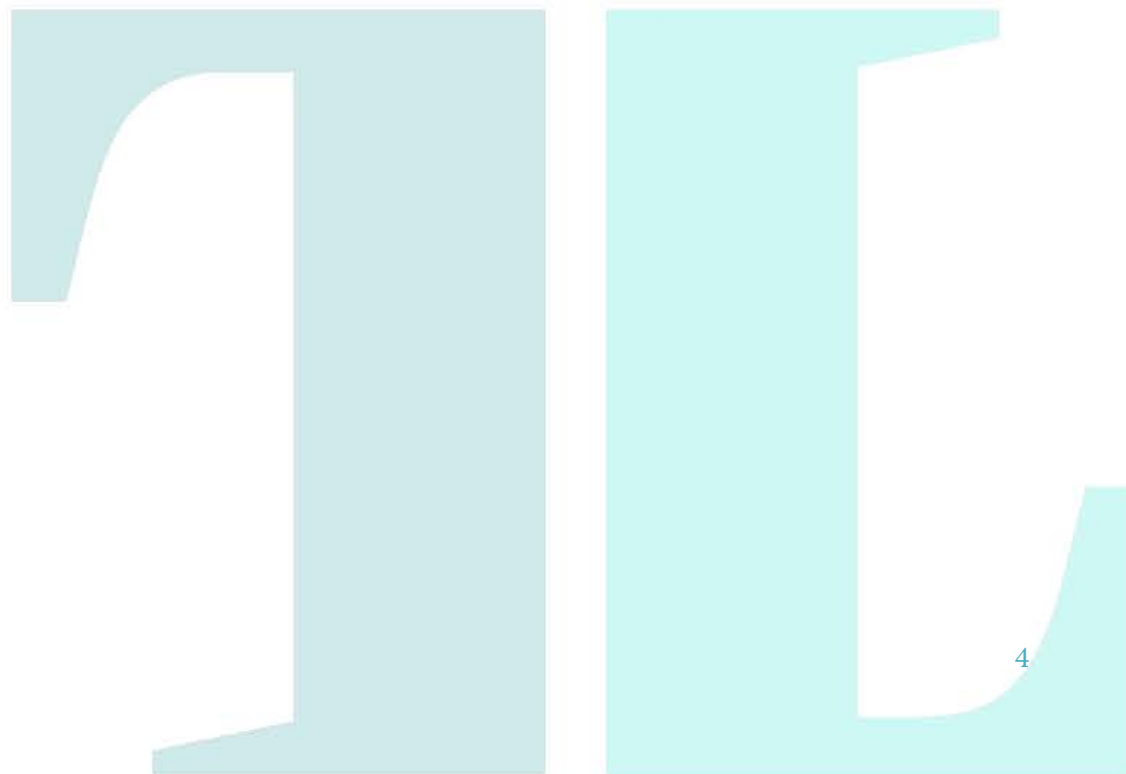
Thank you for your interest in the position of Site Service Officer at Ashlawn School.

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 of 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 to proceed with your application as we aim to make the very best appointment possible.

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 School. 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.



How to Visit & 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 in 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.

**Timeline may be subject to change*

| Recruitment Timeline* | |
|------------------------------|--|
| 28 th July 2023 | Position advertised |
| 21st August 2023 | Closing date for applications (9am) |
| 21st August 2023 | Final Shortlisting and contact with candidates References will be requested at this stage |
| 30 th August 2023 | Final Panel Process |

Job Description

| | |
|------------------------|---|
| Location: | Ashlawn School |
| Job Title: | Site Service Officer |
| Salary: | NJC07 – NJC011 £22,369.00 – £24,054.00 dependent upon experience |
| Hours | Monday to Friday 10am – 6pm |
| Contract: | Permanent, all year round |
| Start date: | ASAP |
| Responsible to: | Senior Site Service Officer |
| Job purpose: | 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. |

MAIN ROLE AND RESPONSIBILITIES:

Security:

- 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

Maintenance and site management:

- 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

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.

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 children and young people.



Person Specification

| | |
|--------------------|-----------------------------|
| Job Title: | Site Service Officer |
| Reports 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 | Maths & English GCSE (or equivalent) grade 4 or above | Health and safety training |
| Experience | Keeping work records | A background in industry e.g. carpentry, plumbing or a similar maintenance role |
| Knowledge/Skills (Ability to) | 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 | Ability to carry out minor repairs or maintenance works An understanding of Health & Safety Regulations, including COSHH |
| Personal Qualities | Trustworthy Flexible Reliable Confident Willingness to participate in further training and development opportunities | |

All posts within TLET are subject to pre-employment and vetting checks, including reference checking and enhanced disclosures checks with the Disclosure and Barring Service (DBS).