



Transforming Lives

EDUCATIONAL TRUST

Ashlawn School
Senior Site Service Officer

Recruitment Pack June 2023

Why Work for TLET?

At TLET, we want to be an employer of choice for our employees.

We believe that the children and young people in our care deserve the very best staff who are highly effective at what they do. We want our employees to take great pride and satisfaction in their work. This means that one of our fundamental priorities is to ensure that all of our employees feel valued, knowing that the role they fulfil is vital to transforming the life chances of others. Put simply, we are loyal to our employees and receive their loyalty in return.

Comprehensive Induction

When joining TLET, you will have access to a detailed induction programme which is designed to ensure you feel confident in your new role from your first day with us. This is led by our HR team in partnership with your line manager and focuses on our culture, safeguarding, site orientation, key people and TLET expectations, among other things. We know the importance of a great start for our children and young people when they join one of our academies, so we place just as much importance on the way new employees transition into TLET.

Tailored Training

We believe in giving our children and young people the best daily deal. To this end, all of our employees have access to individualised performance development programmes and tailored training to ensure we are all restless in our pursuit of excellence. We work with respected training providers such as ECM Consultants, Challenge Partners and our own TLET Education Improvement Service, harnessing a blended training platform of virtual and face-to-face sessions.

Tending the Team

At TLET, we recognize that working in schools is extremely rewarding, but we haven't lost sight of the fact that it is often challenging and burdensome. All our employees have access to our TLET wellbeing offer to promote your mental and emotional wellness. This centres around a suite of staff provision such as bitesize online wellbeing training to help maintain work-life balance, free access to professional counselling and even shopping vouchers! In short, we take care to care.

TLET Central Team

As an employee at TLET, you will benefit from our extensive and expert Central Team who are based in Rugby making them highly accessible and responsive. The Central Team deliver leadership, finance, estates, business operations, SEND, HR and IT expertise to our academies with the intention of making it easier for others to do their job. Our Central Team work in partnership with our academy leaders to ensure that support is tailored to the needs of each academy.

Furthermore, we follow the School Teachers' Pay and Conditions Document, the National Joint Council guidelines and recognize continuity of service for all employees joining TLET to ensure that our employees are looked after well compared with others in different settings.

About the Role

We are looking to recruit a reliable, efficient and pro-active Site Service Officer to join our Central Facilities team.

This is a fulltime, 37 hours per week, permanent position.

In this role you will provide a service to our Schools which will involve 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.

Job Specifics:

Salary:	NJC12 £24,496.00 – NJC17 £26,846.00 FTE
Job role:	Full time, permanent
Hours:	37 hours
Location:	Central Services based at Ashlawn School
Working pattern:	Monday to Friday

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 [website \(www.tlet.org.uk\)](http://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.

Job Description

Location:	Ashlawn School
Job Title:	Senior Site Service Officer
Salary:	NJC12 – NJC17 £24,496.00 - £26,845.00 FTE
Hours	Monday - Friday 37 hours per week
Contract:	Support Staff Terms and Conditions
Start date:	ASAP
Responsible to:	Trust Facilities Officer
Job purpose:	The role is to provide caretaking, cleaning, portering, routine building maintenance and security, ensuring high standards of cleanliness, operational effectiveness and compliance with health and safety requirements.

MAIN ROLE AND RESPONSIBILITIES:

MAIN ROLE AND RESPONSIBILITIES:

Security:

- To be the one of the main key holders for the school site
- Unlock and lock the school site, which will include the unsetting and setting of alarms
- Carry out daily walk rounds to ensure the site is safe and secure before opening hours
- Responding to out of hours call outs
- Make changes to and monitor access control systems throughout site

Maintenance and site management:

- To undertake minor building repairs and maintenance work such as;
 - Carpentry - fitting white boards and notice boards, replacing door and window furniture, repairing 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
- 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)
- To organise usage of the school minibus ensuring school minibuses are fuelled up, maintained, clean and safe to drive
- Manage the booking and management of the school's main hall, including organising the setting up for events internally and externally
- Act reactively to any site emergencies, equipment faults or maintenance issues and report them to the Business, Operations and Estates Manager

- To monitor stock levels of consumable items such as grit, light bulbs/tubes, repair materials and tools and arrange to replenish supplies in accordance with current procedures
- Flexible to allow for the covering of shifts in time of staff absence or school events
- Liaise with contractors for quoting and repair purposes, ensuring good end delivery

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 and ensure any faults are actioned
- To be on hand for school lettings and events outside of the school day
- To test alarm systems weekly
- Undertake risk assessments, DSE assessments and COSHH procedures as appropriate and to take an active role in the delivery of good health and safety procedures

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
- Ensure the emptying of external bins, collection of recycling, removal of graffiti and cleaning the school minibus
- Responsibility for replacement of paper towels, toilet rolls and soap in toilets and teaching areas e.g. Technology, Science, and the Art department
- To control the provision of cleaning items including requisition, storage and distribution of such items
- Ensure site is tidy and presentable at all times, this will include
 - Tidying of rooms and emptying of bins following after school activities and lettings
 - Regular litter picking to maintain a tidy and presentable school site
 - Removal of spillages and resultant stains from floors and other surfaces
 - Carrying out regular audits to ensure a high cleaning standard is maintained

People management:

Manage the Ashlawn School cleaning team and the Site Service team, this will include;

- Carrying out performance reviews with staff, identifying training needs and supporting staff development
- Delegate and assign jobs where appropriate, ensuring best quality is delivered and safe working practices are followed
- Enthuse a dynamic and reactive site team
- Manage and update calendars detailing works booked in as well as events in the school calendar to enable site teams to set up spaces where necessary
- Being involved with relevant HR processes such as recruitment, personnel meetings etc
- Establish effective working relationships and communicate with other agencies/professionals on site

General duties:

- 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

- 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:	Senior Site Service Officer
Reports to:	Trust Facilities 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	<p>Maths & English GCSE (or equivalent) grade 4 or above</p> <p>A good working knowledge of computer software packages including Microsoft Word, Excel and Outlook</p>	Health and safety training
Experience	Experience of working in a site security role, maintenance environment or a background in industry e.g. carpentry, plumbing or similar	<p>Experience of managing a team</p> <p>Experience of placing orders and/or some financial responsibility</p>
Knowledge/Skills (Ability to)	<p>Good level of written communication and interpersonal skills</p> <p>Attention to detail</p> <p>Ability to manage and promote good behaviour in others</p>	

	<p>Ability to carry out minor repairs, maintenance works</p> <p>Use of initiative</p> <p>Good time management and ability to prioritise</p> <p>Ability to work independently and as part of a team</p> <p>To establish good working relationships at all levels</p>	
<p>Personal Qualities</p>	<p>Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect</p> <p>Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations</p> <p>Communicates effectively and is approachable</p> <p>Reliable, flexible and trustworthy</p> <p>Is committed to the continuous development of self and others by encouraging new ideas and seeking new opportunities</p>	

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).

