



## **SITE MAINTENANCE OFFICER – AAAE 5303**

**Required as soon as possible**

**Hours: 37 hours; full year**  
**Monday – Friday**  
**Early shift: 06:00 to 14:00 (13:30 on Fridays)**  
**Mid shift: 08:00 to 16:00 (15:30 on Fridays)**  
**Late shift: 11:30 to 19:30 (19:00 on Fridays)**  
**Holiday periods: Shift patterns to suit the needs of the business,**  
**based on contractor activity.**

**Grade 5, scp 6-11: £19,698 to £21,748 p.a.**

**Responsible to: Assistant Estates Manager**

Thank you for your enquiry about the above post. This is a full time, permanent position. There is a requirement to work across the MAT with Alsager Highfields Community Primary, Alsager School and Weston Village Primary Schools.

Maintenance Officers are responsible for the security of the premises and its contents (including the operation of the fire and burglar alarms), repairs and decoration. This includes being a registered key holder. The team ensure that lighting and heating systems are in good working condition. The whole team takes great pride in maintaining the MAT buildings to a very high standard, providing a clean and comfortable environment for the pupils and staff to work in.

### **About the Schools:**

There are currently three schools in Alsager Multi Academy Trust comprising of Alsager School, Weston Village Primary School, located near to Crewe, who joined in April 2018, and most recent Alsager Highfields Community Primary School, who joined in September 2020.

Alsager School is a large 11-18 mixed school with 1587 pupils on roll, including approximately 306 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff. Alsager School is a fantastic place to work with motivated and well behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Children of all abilities make impressive progress throughout the key stages. Alsager School is one of the highest performing schools in Cheshire East, and their last Ofsted in February 2016 graded the school as Outstanding in all areas.

Weston Village Primary School is located on the outskirts of Crewe. They are fortunate to have spacious grounds with a good sized playing field, 2 playgrounds, climbing wall, a quiet area and trim trails for both Key Stage 1 and 2.

The school was built in 2002 and features a main hall, 9 classrooms, a library and a small cookery room. Early Years have an outside learning environment and an additional classroom to form part of a varied and stimulating Early Years environment.

Alsager Highfields Community Primary School opened in October 1988 and integrates general teaching, practical and home-bay areas, a library and a computer suite. An extra classroom and new offices were added in September 2012, which has allowed the old office area to be used for small teaching groups. Situated alongside the Main School is an Annexe building of traditional design which contains four Infant classes. A double mobile classroom housing the Hoppers playgroup was opened in 2005. The school grounds include a sports field, AstroTurf, an outdoor classroom, play areas, a pond and a woodland area. In September 2020, Alsager Highfields Primary joined Alsager Multi Academy Trust (AMAT).

Further details about the Schools and the MAT are available from our websites:

[www.alsagerschool.org](http://www.alsagerschool.org) or [www.alsagerhighfields.com](http://www.alsagerhighfields.com) or [www.weston.cheshire.sch.uk](http://www.weston.cheshire.sch.uk)

#### **Principal Responsibilities:**

1. Maintain the school building, including effecting minor/ major repairs and improvements and decorate interior and exterior to a high standard in order to fulfil the school's specific responsibilities.
2. Monitor and operate the engineering systems (i.e. heating etc.) and advise management of any faults in order to ensure the most economical use of fuel and water.
3. Discuss with, and monitor, the work of contractors engaged by the Schools to ensure specific standards are achieved.
4. Monitor, operate and maintain appropriate site security systems, including opening and closing buildings at the beginning and end of the school day, lettings outside school hours and responding to call-outs as necessary, in order to provide satisfactory security arrangements.
5. Maintain and monitor health and safety standards, reporting any failures to comply with the School's statutory obligations in this area, ensuring that contractors' work meets Health & Safety Regulations. Check the fire alarms and keep up to date records as required for inspections.
6. Carry out portering and cleaning duties as may be required, (including the moving of heavy furniture) and removal of graffiti, which will secure the most efficient use of resources. Keep all equipment in a clean working condition.
7. Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8. Carry out banking duties as required by the schools.
9. To carry out general grounds maintenance duties in and around the school including:- grass cutting using tractor or sit-on mower; maintenance of school lawned areas, planted beds and shrubbery; line marking on the school sports pitches; maintain the school site free of litter and debris at all times. Maintain clear pathways in snowy / frosty conditions for access to the schools, clear pathways in snow/frosty conditions so that pupils and staff have ready access to the school.
10. Any other duties including to support to facilitate the smooth running of the Estates team.

Notwithstanding the detail in this outline, in accordance with the School's flexibility policy the Job-holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

**In conclusion:**

Alsager MAT is a challenging, but rewarding, place to work. Staff and pupils work hard together to achieve results well above national averages. Alsager MAT is an equal opportunities employer and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. The Governing Body and Leadership Group constantly embrace new challenges and staff work in teams enjoying the support of their managers and colleagues.

**How do I apply?**

If having read this information, you find the post and Alsager MAT appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Rehabilitation of Offenders Statement and Equal Opportunities Questionnaire.

It is important that your supporting statement should give comprehensive information about your skills and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **12 noon on Tuesday, 9<sup>th</sup> November 2021**. Interviews are likely to be held during the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

If you complete an application electronically, you can return your application via email to Mrs Owen at [recruitment@alsagermat.org](mailto:recruitment@alsagermat.org)

*NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.* All electronically submitted applications will be acknowledged.

**Completed application forms should be returned to: Mrs Ashley Owen**



H.R. Manager  
Alsager School  
Alsager ST7 2HR

It is the School's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you soon.

Yours sincerely,

Ashley Owen  
H.R. Manager

BPi/ Site Maintenance Officer/Oct 2021

Further details about the School are available from our website: [www.alsagerschool.org](http://www.alsagerschool.org)

## PERSON SPECIFICATION



**Job Title:** Site Maintenance Officer

**Grade:** Grade 5

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>Working with the minimum of supervision.</p> <p>Taking the initiative.</p> <p>Knowledge of cleaning and hygiene standards.</p>	<p>Previous caretaking/security/cleaning experience.</p> <p>Experience of educational environment.</p>
<b>Qualifications/ Knowledge</b>	Maintenance or building trades related qualifications.	NVQ (or equivalent) in a relevant discipline.
<b>Job related Knowledge</b>	<p>Heating &amp; security systems.</p> <p>Able to read, write and have basic mathematical ability.</p> <p>DIY skills including plumbing, joinery and electrical.</p> <p>Test, set and disarm alarms.</p> <p>Basic and specialist cleaning processes.</p> <p>Working knowledge of all current Health &amp; Safety legislation.</p>	<p>Understanding of educational environment.</p> <p>Knowledge of contractors and Service level agreements.</p>
<b>Personal attributes/Skills</b>	<p>Current full driving licence, with use of your own vehicle with business insurance as you will need to work across all sites in AMAT.</p> <p>Self-motivated.</p> <p>Energetic &amp; adaptable.</p> <p>Reliable.</p> <p>Good, effective communication and interpersonal skills.</p> <p>Ability to work positively with others in a team setting.</p> <p>Able to relate well to children and members of the public.</p> <p>Able to climb a stepladder and lift, carry tools and other equipment.</p> <p>Enjoy a challenge.</p> <p>Commitment to safeguard &amp; promote the welfare of children.</p>	Willingness to learn.
<b>Other requirements</b>	Pleasant manner.	<p>Self-confidence.</p> <p>Maturity of outlook.</p>

## APPOINTMENT OF: Site Maintenance Officer



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### TERMS & CONDITIONS OF SERVICE (NJC)

#### Negotiating Body

The appointment is subject to the Scheme of Conditions of Service of the National Joint Council for Local Government Services.

#### Hours of Work

The standard working week for full time employees is 37 hours worked over five days.

#### Salary

For employees newly appointed to the school, progression through the salary scale will be by annual increment on the anniversary of your appointment each year until the maximum point of the scale is reached.

Salary is paid in 12 equal monthly payments on the 15th day of each month, unless that falls at a weekend or Bank Holiday, in which case it will be paid on the first banking day thereafter. Payment will be directly into a Bank/Building Society account.

#### Leave Entitlement

The entitlement for full-time, full-year employees is 25 working days, with an extra 5 days being granted after 5 years' continuous service. Additionally, 8 Bank Holidays are currently granted each year. NB: Pro rata entitlements are applicable for staff working less than full-time hours or part-year.

#### Probationary period

New entrants to the School are subject to a probationary period of 25 working weeks during which you are expected to establish your suitability to the post.

#### Medical approval

An offer of appointment is subject to the successful candidate submitting an acceptable statement of medical history and present state of health, and, if required by the Medical Adviser, undergoing a medical examination.

#### Notice to Terminate

This appointment is subject to one month's notice by the employee. The school's notice varies according to the employee's length of service.

#### Pension Arrangements

The person appointed will have the choice to:

- become a member of the Local Government Pensions Scheme; or
- be a member of a personal pension scheme; or
- rely on the State Earnings Related Pension Scheme (SERPS).

#### Sickness Leave & Pay

The post is subject to the provisions of the School's occupational sickness scheme which entitles employees to one month's full pay and (after 4 months' employment) 2 months' half pay during their first year of employment, rising to 6 months' full pay and 6 months' half pay after 5 years' employment.

#### No Smoking

Governors have approved a "No Smoking" policy for the School. Employees joining the School do so in the knowledge that they will be required to comply with these arrangements. They will be entitled to avail themselves of medical advice on cessation planning from the Occupational Health Unit.

#### Relatives within the School/Council

Applicants must disclose on their application form details of any relative who is a School employee. If applicants do not give details of a relationship they are liable to be disqualified for the job or if appointed, liable to be dismissed. This will also be the case if the applicant or someone else uses improper influence to attempt to get them the job (but this does not prevent a School employee giving a written reference about the applicant).

### Equal Opportunities Policy

The School is committed to the promotion of equality of opportunity and the elimination of discrimination; all applicants should note that they will be considered on the basis of suitability regardless of disability, gender, race, religion, age, sexual orientation and marital status or any other discrimination which is unfair or unreasonable.

### Asylum and Immigration Act

All successful applicants will be asked to confirm, in advance of taking up the appointment, that they are eligible to work in the United Kingdom. In order to establish this the successful applicant will be asked to provide documentation showing their National Insurance Number or provide copies of Tax Forms P45 or P60, or if this is not possible, other evidence of your entitlement to work.

### Standards of Conduct

The School's Code of Conduct, and associated guidance, sets out the standards which are expected of employees.

Any attempt by a candidate to influence the selection process improperly will result in disqualification and, if appointed, may render the employee liable to dismissal without notice.

### Safeguarding Children

Alsager School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### Employing people with a criminal record

The School aims, as part of its approach to Valuing Diversity, to promote equality of opportunity for all and has an open-minded recruitment policy in relation to employing people with past convictions. At the same time children must be protected and a safe working environment provided for all employees.

The Rehabilitation of Offenders Act allows for a person who has been convicted of a criminal offence involving a sentence of not more than 2½ years imprisonment and who has since lived trouble free for a specified period of time (related to the severity of the offence) to be treated as if the offence, conviction or sentence had never occurred. This is known as a spent conviction.\*

However, this job is one of those to which the provisions of the above Act in relation to spent convictions\*, **do not apply**. Applicants **must therefore disclose** whether they have any previous convictions\*, whether or not they are spent.

Should an applicant have a criminal conviction\*, this will be discussed in confidence at interview. However only convictions\* that are relevant to the job in question will be taken into account. Failure to disclose any conviction could lead to an application being rejected, or, if appointed, may lead later to dismissal.

Certain spent convictions\* are 'protected' and are not subject to disclosure to employers, and cannot be taken into account by a recruitment manager. Guidance and criteria on the filtering of these convictions\* can be found at the following link:

[http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi\\_20131198\\_en.pdf](http://www.legislation.gov.uk/ukxi/2013/1198/pdfs/ukxi_20131198_en.pdf)

\*including cautions, reprimands or warnings.

People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Any information that you give will be kept in strict confidence and will be used only in respect of your application for the job.

### Disclosure & Barring Service (DBS)

Successful applicants will be asked to apply for an Enhanced Criminal Record Check (Disclosure) from the Disclosure and Barring service.

A copy of the Disclosure and Barring Service Code of Practice is available on request.

Further information about the Disclosure scheme can be found at  
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>

#### References

The appointment will be offered subject to our receiving satisfactory references.

One referee should be the applicant's current or most recent employer. Where an applicant is not currently working with children but has done so in the past, they should provide a referee from that employer.

NB: References will not be accepted from relatives or from people writing solely in the capacity of friends.

Bpi/Site Maintenance Officer/Oct 2021