

HIGHLANDS PRIMARY SCHOOL SITE FACILITY OFFICER

Grade & Scale point:	4, SCP 5-7
Salary:	£19,312 - £20,092
Hours of work:	37 hours per week
Contract:	Permanent, All year
Start date:	March 2022

Highlands Primary School is a large school situated on North Bransholme. We are looking for a Site Facility Officer who will work under the direction of the Business Manager to perform tasks associated with site security, janitorial duties, health and safety and repairs and maintenance. The successful candidate will be a main key holder for the school.

This role will involve using online compliance systems to record checks, readings and observations in order to fulfil the requirements of our health and safety policies.

We are seeking to employ a conscientious and reliable person with good interpersonal skills and an understanding of the importance of service delivery to undertake this role. During school closure periods, communication with contractors in order to allow repairs and maintenance work to be carried out is essential.

A commitment to work at all times within the policies of the Academy Trust and act within Health and Safety guidelines is mandatory.

JOB REQUIREMENTS:

- Undertake emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site services.
- To be responsible for the operational health and safety policies, procedures and tasks, including evacuation procedures, accident reporting; adherence to risk assessments and associated control measures
- Provide health & safety reports to the governing body on a termly basis
- Recording and reporting daily, weekly, monthly and annual checks in line with national legislation and local policies.
- Support and contribute to the review and updating of risk assessments, COSHH assessments and monthly reports
- To line manage cleaning staff to ensure that school policies are complied with and objectives and deadlines are achieved and appropriate conditions of service are adhered to.

THE SUCCESSFUL CANDIDATE WILL HAVE:

- Experience of working in a facility supervisory role
- Experience of managing health & safety
- Manual handling and working at heights skills
- Experience of carrying out basic repairs and maintenance
- Basic ICT skills
- Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.

If you believe in the children in Hull, are passionate about our community and truly want to make a difference then we would love to hear from you.

AS A MEMBER OF HUMBER EDUCATION TRUST, WE OFFER:

- Commitment to securing the very best provision and outcomes for all children.
- A Trust with expertise in every area of the curriculum, both in primary and special settings, through our S2S Support Leaders and Peers network.
- Outstanding individually tailored continual professional development for staff at all levels.
- Staff who feel valued and supported in their roles.
- A caring and safe environment where we recognise the diverse needs of our community, ensuring our young people from all backgrounds thrive.
- Ethical working with mutual respect and collaboration.

Visits to our school are welcome by appointment.

Closing date for completed applications: 8am, Friday 28 January 2022

Interview date: Tuesday, 1 February 2022

If you have any queries regarding the role or application process, please contact: Kirsty Whitely via kwhiteley@highlands.het.academy or Tel: 01482 835609.

HOW TO APPLY:

Please download an application form from our website, complete and email to Kirsty Whitely at Highlands Primary School on kwhiteley@highlands.het.academy

CONDITIONAL OFFER:

Any offer of employment to this post will be subject to receipt of a satisfactory enhanced disclosure from the Disclosure Barring Service, Children's Barred List Check, Section 128 check where applicable, identity checks, medical clearance, proof of qualifications, satisfactory references and eligibility to work in the UK checks.

SAFEGUARDING STATEMENT:

Humber Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

ATTACHMENTS:

Job Description
HET Vision & Values
Recruitment Privacy Notice