



Kingswood Parks

PRIMARY SCHOOL



Site Facility Officer

Vacancy Information



HumberEducationTrust

Where everybody counts, every moment matters.

We are Humber Education Trust.

Humber Education Trust's vision is to develop a high performing Multi Academy Trust that delivers the very best educational experience for all children and young people.

We will grow, develop, support and improve our schools across the Trust, with a clear focus on raising standards, encouraging innovation and strengthening the ethos of the Trust to ensure that we have a positive impact on all of the children and young people within the Trust.

As a partnership, our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. As a trust, we will drive these aims further and faster for the benefit of our pupils and our communities.

Humber Education Trust is also recognised by the DfE as an Academy Sponsor. This means that through the Trust, we are held accountable for sponsored schools who may join us, to ensure improvement in outcomes and taking responsibility for their performance and financial arrangements.

Humber Education Trust is supported by a strong Trust Board who provide effective support and the challenge required to ensure that we build on our track record of excellence to provide strategic partnerships to improve quality, share best practice and operate effectively and efficiently. We believe passionately that every penny that comes into a school should be spent on the development and provision of a first-class standard of education for all.

Humber Education Trust is a growing multi-academy trust for both primary, secondary and alternative provision schools.

Humber Education Trust is committed to:

- Work ethically and with mutual respect and collaboration.
- Prioritise our time and resources on the things that have the biggest positive impact on children's outcomes. Children are at the heart of everything we do.

- Provide a caring and safe environment where responsible, tolerant and principled global citizens can grow.
- Develop creative, enquiring and resilient learners with a thirst for knowledge.
- Provide an environment where success is recognised, celebrated and built upon.
- Provide a vibrant, challenging and enriching curriculum by encouraging fresh thoughts and outward-looking ideas.
- Ensure all staff have outstanding continual professional development, attracting and retaining a highly skilled, highly motivated workforce who feel appreciated and supported.
- Embrace technology, improve methods of communication, and collaborate through IT to reduce teacher workloads, reflecting the changing needs of our world.
- Provide support for all families within our diverse community, enabling our children and young people to embrace the challenge of life within in the wider world and succeed in reaching their full potential.
- Working together, freeing resources, to drive financial efficiencies saving money and reinvesting within our classrooms.

Thank you for showing an interest in working within our Trust. I wish you well with your application.



Rachel Wilkes
Chief Executive Officer



KINGSWOOD PARKS PRIMARY SCHOOL SITE FACILITY OFFICER

Grade & Scale point:	5, SCP 8-13
Salary:	£20,852 - £23,023
Hours of work:	37 hours per week
Contract:	Permanent, All year
Start date:	ASAP following pre-employment checks

Kingswood Parks Primary School is an Ofsted rated 'good' school, continually striving to further improve. The school is oversubscribed and has the capacity to cater for 630 pupils with an additional 52 place Foundation 1 unit.

We are looking for a Site Facility Officer who will work under the direction of the Business Manager to perform supervisory site management coordinating the operational, safety, security aspects required to ensure the school is fit for receiving staff and pupils. Effectively conducting systems checks in accordance with established schedules, recording and monitoring results to ensure compliance with mandatory requirements.

You will be expected to contribute to the school community, consulting and communicating effectively with stakeholders in the school including children, relevant colleagues, line manager, parents and Governors

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
- Monitor, operate and organise the service and maintenance of all site services. 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.
- To respond to call outs and undertake the necessary activities to ensure the site is safe and secure.

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.

This is a demanding and physical role with a significant amount of time spent actively walking around the site, cleaning and decorating along with lifting and moving furniture.

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. Please contact the school office on Tel: 01482 427870.

Closing date for completed applications: 8am, Friday 9 September 2022

If you have any queries regarding the role or application process, please contact: Wendy Crombleholme via sbm@kingswoodparks.het.academy or Tel: 01482 427870.

HOW TO APPLY:

Please download an application form from our website, complete and email to Wendy Crombleholme at Kingswood Parks Primary School on sbm@kingswoodparks.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.

JOB DESCRIPTION

SCHOOL: Kingswood Parks Academy **GRADE:** 5
JOB TITLE: Site Facilities Officer **JE NUMBER:** HET10
EVALUATION DATE: 28 June 2017

DIGNITY AT WORK: To show, at all times, a personal commitment to Looked after Children and treating all customers and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Schools Equal Opportunities in Employment Policy.

PURPOSE: To provide supervisory site management coordinating the operational, safety, security aspects required to ensure the school is fit for receiving staff and pupils. Effectively conducting operational procedures and systems checks in accordance with established schedules, recording and monitoring results to ensure compliance with mandatory requirements. Provide effective communication to the School Business Manager/SLT/Headteacher as appropriate, by reporting incidents, accidents and any other issues. To provide reports regarding any issues encountered whilst on shift including security, safety or poor performance from contractors or cleaners.

PRINCIPAL ACCOUNTABILITIES:

1.	To promote and safeguard the welfare of children and young people.
2.	Opening and closing the building; escalate, record and inform line management of any serious incidents.
3.	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. Oversees the delivery of any activity/events ensuring the safety of the public, staff and other users of the facility.
4.	Support and contribute to the review and updating of risk assessments, COSHH Assessments and monthly reports (Health and Safety). Carry out responsibilities allocated through the School Business Manager/Headteacher.
5.	To be responsible for the safe set up of activities ensuring equipment is assembled and dismantled safely; and activities/events are run in a safe and timely manner.
6.	To ensure that the site is maintained in a clean and tidy manner at all times, and property maintenance issues are reported through the correct channels promptly.
7.	Recording and reporting daily, weekly, monthly and annual checks in line with national legislation and local policies.
8.	To test electrical equipment annually to ensure all are in a good condition for use in school.
9.	Respond to the needs and requirements of teaching staff to maintain facility operations, passing on issues that cannot be dealt with to the School Business Manager or Headteacher.
10.	To undertake routine porter duties, i.e. moving furniture.
11.	Monitors, operates and organises the service and maintenance of site services, e.g. heating, water, electricity, gates, fire and intruder alarms.

JOB DESCRIPTION

12.	Undertakes emergency cleaning, basic maintenance and repair to maintain the fabric of the building and site services.
13.	To ensure that the site and premises are physically secured on completion of school-related activities.
14.	To set alarms and security devices.
15.	To respond to call outs and undertake the necessary activities to ensure the site is safe and secure.
16.	To undertake routine grounds maintenance.
17.	Monitor the provision of external contractor services and intervene over areas of concern to ensure compliance.
18.	To assist in the management of allocated support staff to ensure that school policies are complied with and objectives and deadlines are achieved and appropriate conditions of service are adhered to.
19.	To assist in determining priorities, plans and the allocation and monitoring of work.
20.	The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.
<p>GENERAL: The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the school are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the school.</p>	

DIMENSIONS:

1. Responsibility for Staff:

Responsible for the line management of allocated support staff

2. Responsibility for Customers/Clients:

Responsible for ensuring contractors on site, work to appropriate safety standards and are signed in accordingly.

3. Responsibility for Budgets:

None

4. Responsibility for Physical Resources:

Site security, opening and closing.
Fixed and portable equipment.

JOB DESCRIPTION

WORKING RELATIONSHIPS:

1. Within Service Area/Section:

Maintain collaborative working relationships with all school staff, in particular cleaning staff.

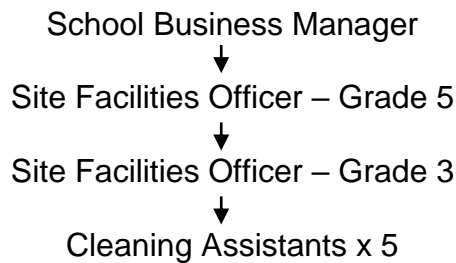
2. With Any Other School Areas

Maintain collaborative working relationships with Local Authority staff/NPS

3. With External Bodies to the School

Maintain good working relationships with other school facilities staff and local companies and suppliers.

ORGANISATION CHART:



	Not applicable	Low	Moderate	High	Very High	Intense	Supporting Information (if applicable)
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).			✓				The postholder is required to carry out health and safety inspections; assemble and dismantle equipment and prepare areas for activity.
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).			✓				The postholder will be required to visit/inspect plant and equipment on a regular basis. Dealing with hazardous chemicals, within noisy, enclosed spaces such as plant room and other out buildings. Handling heavy loads.
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.		✓					

PERSON SPECIFICATION

PERSON SPECIFICATION				
The information listed as essential is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.		Essential	Desirable	How identified
<i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i>				
1.	Qualifications:			
	IOSH Managing Safely	✓		AF/CQ
	Basic Health & Safety Certificate	✓		AF/CQ
	Qualified Tradesperson		✓	AF/CQ
	First Aid at Work		✓	AF/CQ
2.	Relevant Experience:			
	Working in a facility supervisory role or similar	✓		AF
	Managing health and safety policies and procedures	✓		AF
	Experience of undertaking risk assessments	✓		AF/I/R
	Experience of testing electrical equipment	✓		AF/I/R
	Site management experience	✓		AF
3.	Skills (including thinking challenge/mental demands):			
	Motivation to work with children and young people.	✓		I
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	✓		I
	Ability to work on own initiative.	✓		I
	Able to carry out basic repairs and maintenance.	✓		AF/I
	Managing time effectively.	✓		I
	Ability to report works and follow up until completion.	✓		AF/I
	Prepared to take a hands-on approach.	✓		AF/I
	Good ICT skills	✓		AF
	Analytical and problem-solving skills.		✓	I
4.	Knowledge:			
	A knowledge and commitment to safeguarding and promoting the welfare of children and young people.	✓		I
	Sound knowledge of health and safety practices.	✓		I
	Knowledge of contractor obligations for H&S and completion of works	✓		I
	Understanding of building fabric, systems, usage and related operational and security issues	✓		I
	Knowledge of basic plant/electrical operations.		✓	I
5.	Interpersonal/Communication Skills:			
	Verbal Skills			
	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people.	✓		I
	Ability to communicate effectively with school staff with regards to operational issues.	✓		I
	Work constructively as part of a team	✓		AF/I/R
	Able to deal with contractors and specialist skilled workers, with the ability to challenge as necessary	✓		I

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Written Skills				
Ability to prepare incident and accident reports.		✓		I
Computer literate and able to create short reports.		✓		I
Ability to draft and amend risk assessments.		✓		I
The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.				
9.	Disclosure of Criminal Record:			
	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	✓		DBS Disclosure
	If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.	✓		AF (after short listing)

I have read and accept the role of Site Facility Officer.

Signed _____ Date _____

Postholder

Signed _____ Date _____

Headteacher



Vision & Values

We are Humber Education Trust.

Our strength lies in a common purpose: high aspirations, moral values, care and support; yet celebrates our individual uniqueness. This is inclusion in its truest sense. We recognise that as every child needs different things to achieve the same end point, their full potential, so too do the schools that nurture and develop those children.

One size does not fit all.

Our commitment stretches across the breadth of our community with children firmly at the heart of all that we do. We are outward looking, embracing links with other education providers and agencies as we all seek the best outcomes for children.

We believe in innovative staff development opportunities at all levels, so that our teams enable our pupils and families to shine. We are passionate educators, both of ourselves and of others, prioritising resources to have the greatest impact, every minute of every day, on the children we serve.

We welcome challenge as this promotes positive change. Our determination to achieve the best outcomes for every individual means that we are relentless in our pursuit of excellence.

Only the best is good enough.

This is us. Humber Education Trust.



Humber Education Trust
Where everybody counts, every moment matters.



Work for

Humber Education Trust

We value our employees.

The following **benefits** are available to employees within our academies:

Financial

- Competitive Salary
- Teacher's Pension & Local Government Pension Scheme
- Occupational Sick Pay
- Occupational Health Referrals & Counselling

Family Friendly

- Maternity, paternity and adoption leave
- Parental and dependent care leave
- Flexible working
- Childcare vouchers (applicable if already enrolled pre October 2018)

Employee Benefits - Permanent Contracted Employees & Fixed Term

- 20% Discounted Gym Membership - Hull City Council Leisure
- Display Screen User Eye Tests

Professional Development

- Continuous Professional Development for All Staff
- Access to Middle and Senior Leadership Courses
- Supportive staff, committed to improvement, who will work with you to achieve your goals

The opportunity to make a real difference to the lives of our students