



Being the best we can be

MAINTENANCE OFFICER

RICHMOND SCHOOL

Application Pack



Richmond School & Sixth Form College

Being the best we can be

July 2021

Dear Colleague

Thank you for your interest in joining our team at Richmond School and Sixth Form College. This is an exciting time in terms of our development and a fantastic opportunity for a keen and talented Maintenance Officer to help shape our future.

Richmond School and Sixth Form College is an exciting, forward-thinking, inclusive and caring place to work and study.

On visiting, there's an immediate sense that it is more than just a school, it is a community within a community and students, visitors, parents and staff often comment on the special 'buzz' they feel when they are here. It's hard to pinpoint, but it's a combination of many factors that unite to make this such a special place. Dedicated teachers, fabulous facilities, a wonderful heritage, a sense of belonging and incredible students all combine to make the school the exceptional place that it is. Our broad, rich curriculum and extra-curricular provision mean there is a genuine culture of constant improvement and going over and above for the students we teach and anybody appointed to this role would need to be of a similar mind-set.

Students work hard to demonstrate and develop the school's six values - Creativity, Excellence, Independence, Resilience, Respect and Teamwork. Our values are integral to each child's education, both academically and in extra-curricular activities and they underpin everything we do. We encourage our students to apply these values every day. As a result of a positive culture and the rigorous application of our policies, students learn well and behave well. There is a calm atmosphere in the school and students tell us they feel safe and well supported.

I do hope the above inspires you to apply for the post being advertised.

I look forward to reading your application and to welcoming a creative and dynamic colleague to Richmond School. If you would like to know more about the school, please visit our website richmondschool.net and our short video <https://www.richmondschool.net/about-us/transition/> which will give you a flavour of the school. If you have any questions about the role then please contact admin@richmondschool.net and they will guide your query to the most appropriate person.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Potter'.

Jenna Potter
Headteacher

Job Description

Job Description - Maintenance Officer

Contract: Permanent, full time, 37 hours per week

Salary: Grade C (Point 2-4) £18,198 - £18,933

Responsible to: Site Manager

Aims:

1. To meet the needs and aspirations of all learners through your contribution to the learning environment.

To work in conjunction with the Site Manager to maintain security, safety, cleanliness and general upkeep of the site. You will play a full part in the effective and efficient maintenance of the site during daytime, evening and weekend use.

2. To be committed to self-evaluation and personal/professional development, and to take responsibility for a level of leadership appropriate to your post and area of work.

As well as possessing the necessary skills, it is essential that the Maintenance Officer has the ability to deal with a wide range of people in a patient, caring and supportive manner – it is not just the effective undertaking of necessary tasks but the manner in which these duties are undertaken which is very important. You will be expected to:

- have good communication skills (verbal and written)
- be IT literate or prepared to undertake appropriate training.
- be able to work effectively with other people (both young people and adults)
- be able to liaise with contractors and members of the public
- be able to work independently, show initiative and be attentive to detail
- be aware of and understand Health and Safety regulations and issues
- possess the necessary manual skills and dexterity to carry out a range of maintenance tasks
- be able to plan and manage own time effectively
- be able to keep accurate written and numerical records
- be enthusiastic and energetic
- be honest and reliable
- take care in maintaining security and be able to respond quickly to emergency call-outs.

3. To use best practice in the tasks you do

Duties may vary from time to time without changing their general character or level of responsibility, but the following gives a broad indication of the duties of the post:

- Site security – locking/unlocking doors, closing windows, turning off lights, maintaining lights, operating alarm system(s)
- Respond to emergencies, including call-outs (evenings/weekends) by the alarm company and liaising with staff and Police, as appropriate
- Maintenance work (internal and external) including repairs, re-fixing loose carpets, bleeding radiators, unblocking sinks/toilets/drains, painting small areas, minor joinery works (e.g. erecting shelves) etc. (This could include some working at heights)
- Observe and report any faults, and deal with faults as appropriate before they become serious (be proactive in your approach)
- Operation and efficient working of the heating systems/boiler houses

- Operational maintenance of clocks, time clocks and bells
- Monitor and liaise with contractors on site
- Monitor Health and Safety, anticipate issues and take remedial action. Take responsibility for own health and safety by ensuring awareness and compliance with health and safety regulations and guidelines
- Report and respond to any health and safety issues (e.g. removal of hazards where appropriate)
- Safe storage of hazardous substances
- Maintain cleanliness of site, especially areas not covered by the cleaning contractor, including picking up litter, emptying litter bins, clearing out, disinfecting drains, leaf clearance and winter clearance and treatment of paths, driveways and steps
- Receive deliveries, distribute goods and undertake general portering duties
- Set up rooms as required, which will include movement and arrangement of furniture and equipment
- Deputise for the Site Officer, as appropriate.
- Be trained in First Aid at Work and be responsible for administering first aid when on duty
- Any other duties required from time to time in accordance with the grade of the post
- Actively support compliance with School parking restrictions through monitoring and intervention as necessary

4. Additional technical duties and tasks

- Provide a professional and organised PAT (Portable Appliance Tester) testing service in school ensuring that all electrical items are safe and fully-functioning
- Working at heights maintenance work (e.g. gutter clearing – using ‘cherry picker machinery etc, where appropriate)
- Take swift and appropriate remedial actions with regard to Health and Safety hazards
- Respond appropriately to requests from teaching departments for alterations or modifications to equipment, e.g. staging and display areas, sports hall equipment
- Assist IT team to install IT network cabling and hanging computer cradles when required
- Assist IT team to fit Interactive Boards and associated cabling, as well as construction and adjustment of support frameworks for ceiling mounted projectors when required
- Manage hazardous materials to COSHH standards
- Painting and decorating around the site
- Understand and operate effectively the fire alarms and security alarm systems
- Use adequate plumbing knowledge for maintenance and repair of sinks, SC’s, water fountains, etc.

5. Other

- Participate in the departmental and whole school meetings and training sessions, as required.
- Participate in the School’ Performance Management Scheme.

All staff are required to comply with school policies and those which apply to all Arete Learning Trust academies, including with regard to confidentiality, Health & Safety, Data Protection safeguarding and Health and Safety

This job description may be amended at any time following discussion between the post-holder and the line manager and/or Headteacher. The above list is indicative and not exhaustive.

Person Specification

Maintenance Officer

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|-----------------------|------------------|
| Qualifications & Training 5 GCSE's or equivalent at Grade C or above Working Safely at Heights Certificate Health and Safety Relevant trade qualification (plumbing, joinery etc) | | X X X X |
| Experience Working in a role that includes caretaking, maintenance or similar duties | | X |
| Skills & Knowledge Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, children, young people, their families, carers, visitors and other users of the school's facilities Good ICT skills | X X | |
| Personal Qualities Demonstrable interpersonal skills. Ability to work successfully in a team. Ability to conform to confidentiality requirements | X X X | |
| Other Requirements To be committed to the school's policies and ethos. To be committed to Continuing Professional Development Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours and attitudes | X X X X X | |
| Equal opportunities To assist in ensuring that Trust's equalities policies are considered within the school's working practices in terms of both employment and service delivery | X | |

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is 9.00am on Friday 13th August 2021

APPLICATION FOR POST OF: MAINTENANCE OFFICER AT RICHMOND SCHOOL

Please write in black ink or type. Do not include a CV.

This application form has been designed to exclude information that might lead to discrimination.

| SECTION 1 - PERSONAL DETAILS | | | |
|------------------------------|--|--|--|
| Title: | | First forename: | |
| Other forename: | | Surname: | |
| Former Surname: | | Other names: | |
| Address line: | | | |
| Town: | | County: | |
| Postcode: | | Country: | |
| Home Phone No: | | Resident at this address since (Date): | |
| Mobile Number: | | Work Number: | |
| Email Address: | | | |

Please note correspondence regarding your application may be sent to your e-mail and/or postal address. If you have not heard from us within 21 days of the closing date, please assume your application has not been shortlisted. You are welcome to ring the school to ask for feedback to assist you in any future applications.

| SECTION 2 - PERSONAL DETAILS CONTINUED | |
|---|--|
| Are there any restrictions to your residence in the UK which might affect your right to take up employment in the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please provide details: | |
| If you are successful in your application would you require a work permit prior to taking up employment? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please specify dates: | Date (MM/YY) From: <input type="text"/> Date (MM/YY) To: <input type="text"/> |
| Have you ever lived and/or worked outside of the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If Yes, please provide details: | |
| Do you hold a Certificate of Good Conduct for your time spent abroad? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please provide the date of issue. | Date: <input type="text"/> |

| Organising Body | Nature/Title of Course | Dates |
|-----------------|------------------------|-------|
| | | |
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| | | |
| | | |

SECTION 7 – MEMBERSHIP OF PROFESSIONAL BODIES

| Institute | Grade of Membership, Membership Number | Enrolment date | Examination date | Expiry date |
|-----------|--|----------------|------------------|-------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SECTION 8 – REGISTERED COUNCILS

| | |
|---|--|
| Are you registered with the Institute for Learning? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you have answered Yes, please provide your Registration number: | |

Teaching Roles only:

| | |
|---|--|
| Teacher Reference Number: | |
| Current salary point: | |
| Date QTS awarded: | |
| Induction period completed? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you have answered Yes, please confirm the date: | |
| If you have answered No, please select the appropriate option: | Not yet started <input type="checkbox"/> Stage 1 completed <input type="checkbox"/> Stage 2 completed <input type="checkbox"/> |

SECTION 9 – PRESENT OR MOST RECENT EMPLOYMENT

| | |
|---|--|
| Name of Employer: | |
| Local Education Authority: | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | Grade: |
| Number on roll (<i>teaching roles only</i>): | Age Range (<i>teaching roles only</i>) |
| Date of appointment (Month/YYYY): | Salary: |
| Notice Required () Weeks: | Telephone number: |
| Leave date (if applicable- Month/YYYY): | Reason for leaving (if applicable): |
| Summary of current job role; duties and responsibilities: | |

| |
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SECTION 10 – PREVIOUS EMPLOYMENT

List all your previous jobs (most recent first). Identify and account for any gaps in employment.

| | |
|---------------------------|------------------------------------|
| Name of Employer : | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY): | Reason for leaving (if applicable) |

| | |
|--------------------------|-----------------------------------|
| Name of Employer: | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | |
| Job Role Summary: | |
| Grade / Salary: | Date from (Month/YYYY): |
| Date to (Month/YYYY) | Reason of leaving (if applicable) |

| | |
|-------------------------|----------|
| Name of Employer | |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Post held: | |
| Job Role Summary: | |

| | | | |
|-------------------------|--|-------------------------------------|--|
| Grade / Salary: | | Date from (Month/YYYY): | |
| Date to (Month/YYYY): | | Reason for leaving (if applicable): | |
| Name of Employer | | | |
| Address line: | | | |
| Town: | | County: | |
| Postcode: | | Country: | |
| Post held: | | | |
| Job Role Summary: | | | |
| Grade / Salary: | | Date from (Month/YYYY): | |
| Date to (Month/YYYY): | | Reason for leaving (if applicable): | |

Please provide details for any gaps in your employment history when you have not been in education, training or employment.

Please list dates and the reason (i.e. Travel, Parental leave etc)

Gaps in employment (including dates)

SECTION 11 – REFERENCES

Please give the name and addresses of two referees (not relatives) one of whom should be your present employer (or last employer if not currently employed). If you are in, or have just completed, full time education, one referee should be from your College/University.

| | |
|---|--|
| Title: | First forename: |
| Other forename: | Surname: |
| Address line: | |
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: | Relationship to you? |
| Do you give permission for referees to be contacted prior to an offer of employment being made? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Please note your second referee should ideally be a previous line manager or someone in a position of authority.

SECTION 12 – REFERENCE

| | |
|-----------------|-----------------|
| Title: | First forename: |
| Other forename: | Surname: |
| Address line: | |

| | |
|---|--|
| Town: | County: |
| Postcode: | Country: |
| Telephone number: | Email address: |
| Occupation: | Relationship to you? |
| Do you give permission for referees to be contacted prior to an offer of employment being made? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| SECTION 13 – DECLARATIONS AND CONSENTS | |
| Do you consider yourself to have a disability: | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, please detail any reasonable adjustments that you would require if you were selected to attend an interview/assessment event. | |
| Are you related to any member or employee of Areté Learning Trust? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If you answered Yes, please provide details. | |
| I understand that canvassing of any staff members, governors or directors of Areté Learning Trust in connection with this appointment will disqualify me. | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Has any previous employer expressed concerns and/or taken any action, whether informal/formal (including suspension from duty) on the following, including any investigations or actions taken by your professional body:

| | |
|---|--|
| Capability/Performance | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please provide details: | |
| Disciplinary | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please provide details: | |
| Are there any dates when you would not be available for interview in the near future? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please provide details | |

| | |
|--|--|
| Please state the date on which you could take up duty if appointed. | |
| I declare that the information contained in this application form is correct and understand that the trust will request to see proof of qualifications at the time of interview. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| I consent to Areté Learning Trust recording and processing the information detailed in this application. The trust will comply with their obligation under the Data Protection Act 2018. | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you ever been convicted of a criminal offence/received a caution, reprimand or warning? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Under the Safeguarding Vulnerable Groups Act 2006, it is a criminal offence for a barred person to knowingly work, or apply to work in regulated activity with vulnerable groups. As you are applying for a post which requires a DBS clearance, under the Rehabilitation of Offenders Act 1974, you are required to disclose full details of any ‘spent’ and ‘unspent’ convictions. If you answered Yes to this question, please provide details below.

| | |
|---|------------|
| | |
| What was the date of the conviction(s)? | (DD/MM/YY) |
| | |

SECTION 14 – SUPPORTING EVIDENCE WHICH SHOULD INCLUDE RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS

| |
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I confirm that the information that I have provided in support of this application is complete and true and understand that knowingly to make a false statement for this purpose may be a criminal offence.

Signature: Date:

SECTION 15 – EQUAL OPPORTUNITIES MONITORING

Areté Learning Trust is committed to equality in employment. The trust’s aim is to ensure equality for all existing and prospective employees. In line with this, the Trust is required to publish work force data.

In order to assist the trust with this aim please provide the information below in monitoring recruitment procedures for which your co-operation would be appreciated.

The information will not form part of our short listing, and will be separated from your application form upon receipt. The information provided will be used for statistical and monitoring purposes and to help us to develop our policies and practice and will be treated confidentially and be subject to the provisions under the current Equality Legislation and Data Protection Act.

| | | |
|-------------------------|--|--|
| Gender | Male <input type="checkbox"/> Female <input type="checkbox"/> Prefer not to disclose <input type="checkbox"/> | |
| Ethnic group | White British <input type="checkbox"/> White Irish <input type="checkbox"/> White Other <input type="checkbox"/> White and Black <input type="checkbox"/> Mixed: Mixed: White and Black African <input type="checkbox"/> Mixed: White and Asian <input type="checkbox"/> Asian or Asian British <input type="checkbox"/> Asian or Asian British: Indian <input type="checkbox"/> | Asian or Asian British: Pakistani <input type="checkbox"/> Asian or Asian British: Bangladeshi <input type="checkbox"/> Asian or Asian British: Other Asian <input type="checkbox"/> Black or Black British: Caribbean <input type="checkbox"/> Black or Black British: African <input type="checkbox"/> Black or Black British: Other Black <input type="checkbox"/> Chinese or Other Ethnic Group <input type="checkbox"/> Other <input type="checkbox"/> |
| If Other please specify | | |