



Transforming Lives
EDUCATIONAL TRUST

Site Service Officer
Henry Hinde Infant
School &
Henry Hinde Junior
School

Recruitment Pack June 2022

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 part-time role with a split shift 27 hours per week, permanent position based at Henry Hinde Junior School and Henry Hinde Infant School.

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:	NJC07 £20,444.00 – NJC11 £22,129.00 FTE
Job role:	Part time, permanent
Hours:	27 hours per week
Location:	Central Services based at Henry Hinde Junior School
Working pattern:	Monday to Friday, 52 Weeks per year



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.

Recruitment Timeline*	
Friday 17 June 2022	Position advertised
Friday 1 July 2022	Closing date for applications (9am)
Friday 1 July 2022	Final Shortlisting and contact with candidates References will be requested at this stage
Monday 4 July 2022	Final Panel Process

Job Description

Location:	Transforming Lives Educational Trust – Central Services based at Henry Hinde Junior School & Henry Hinde Infant School
Job Title:	Site Service Officer
Salary:	NJC07 – NJC011 £20,444.00 – £22,129.00 FTE Actual Salary: £14,918.59 – £16,148.18
Hours	Monday – 7-9.30am/3-6.30pm Tuesday-Friday – 7.15am-9am/2-5.30pm 27 hours per week 52 Weeks per year
Contract:	Support Staff Terms and Conditions
Start date:	ASAP
Responsible to:	Principal/Business Operations and Estates Manager
Job purpose:	To act as an integral part of the Trusts Site Service Team supporting two small schools within our Trust. Carrying out minor maintenance duties, liaising with contractors and ensuring our schools are fit for purpose, safe and compliant for those that access them.

MAIN ROLE AND RESPONSIBILITIES:

Security:

- To be the main key holder
- Open and close the school site
- Carry out daily walk rounds to ensure the site is safe and secure before opening hours
- Unsetting and setting of alarms
- Responding to out of hours call outs

Maintenance and site management:

- Minor building repairs and maintenance work, including;
 - Carpentry – fitting white board and notice boards, replacing door and window furniture. Repair 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.
- Carry out project works during school closures as directed by the Principal and the Business Operations and Estates Manager
- 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)

- Report any site emergencies, equipment faults or maintenance issues to the Business Operations and Estates Manager
- Flexible to allow for the covering of school events

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
- To be on hand for school lettings and events outside of the school day

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
- Manage the school cleaning team and assist them in carrying out their duties
- Tidying of rooms and emptying of bins following after school activities and lettings
- Emptying of external bins
- Regular litter picking to maintain a tidy and presentable school site
- Remove spillages and resultant stains from floors and other surfaces
- Any other cleaning as and when required

General duties:

- Checking the quality of contractors work and signing contractor visit reports
- 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
- To set out rooms to school requirements
- 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:	Site Service Officer
Reports to:	Principal/Business Operations and Estates Manager

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	Maths & English GCSE (or equivalent) grade 4 or above	Health and safety training Experience of working in school
Experience	Keeping work records Ability to carry out minor repairs or maintenance works	A background in industry e.g. carpentry, plumbing or a similar maintenance role Key holder experience Carrying out compliance testing e.g. fire alarms, emergency lighting etc
Knowledge/Skills (Ability to)	Communicate effectively Good attention to detail Use of initiative Ability to work independently and as part of a team To work at the instructions of others	An understating of Health & Safety Regulations, including COSHH
Personal Qualities	Trustworthy Flexible Reliable Confident Willingness to participate in further training and development opportunities	

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).