

# Weekend Site service officer

We are looking to recruit a reliable, efficient and pro-active Weekend Site Service Officer to join our Central Facilities team.

This is a part time 8 hour per week, permanent position.

In this role you will provide a service to Houlton School which will involve minor maintenance duties, cleaning, meeting lettings groups, liaising with contractors and contributing to the smooth operation of the site teams function within Transforming Lives Educational Trust, ensuring our schools is fit for purpose, safe and compliant for those that access it.

## Job specifics:

**Salary:** £4,072.70  
**Job role:** Part time, permanent  
**Location:** Central Services based at Houlton School  
**Working pattern:** Saturday 8am-4pm

**Closing date:** 15<sup>th</sup> October 2021

**Interview date:** 21<sup>st</sup> October 2021

## How to apply

Please read the information in this pack. If you are interested in this job opportunity, please apply today by completing a TLET application form. You can download from our website <https://www.tlet.org.uk/join-us/> or request from [hr@telt.org.uk](mailto:hr@telt.org.uk). You will need to return your completed application to [hr@tlet.org.uk](mailto:hr@tlet.org.uk) or TLET HR, Ashlawn School, Ashlawn Road, Hillmorton, Rugby, Warwickshire, CV22 5ET.

## We look forward to hearing from you!

If you have any questions about the role, please contact Crystal Barry, HR Officer at [hr@tlet.org.uk](mailto:hr@tlet.org.uk) or 01788 532831.

**Any offer of appointment will be conditional upon a variety of pre-employment checks including enhanced DBS disclosure and satisfactory references.**

**Transforming Lives Educational Trust and its academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **About Transforming Lives Educational Trust**

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high quality school places. The Trust currently comprises of a secondary academy, Ashlawn and an infant academy, Henry Hinde, with the addition of an established Teaching School Alliance, a sponsored junior academy, Henry Hinde Juniors and a secondary free school (Houlton School) due to open in Rugby in 2021. Currently we are responsible for approximately 2000 children and young people, 350 employees and £12m of public money.

### **Our Vision**

#### **Learning Today for the World of Tomorrow**

The Transforming Lives Educational Trust believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential. We want our family of academies to provide a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

### **Our Principles**

Ensuring the Quality of Teaching and Learning - *we shall do this through:*

- implementation of best practice and proactively raising standards
- collective accountability for pupil/student progress, attainment and enrichment
- currency of occupational competence and professional development
- child centred funding enabled learning NOT funding driven enabled learning

Ensuring an Inspiring Learning Environment - *we shall do this through:*

- establishing a culture based on openness, respect, integrity, and inclusivity
- application of innovative systems of learning and pedagogy
- resourcing according to learning and educational demand
- utilisation of best fit learning environments within and across the Trust

Ensuring Financial Viability - *we shall do this through:*

- driving efficiency through funding leverage and economies of scale

- operating shared central and/or distributed services
- managing through approved and monitored call down budgets
- setting financial KPIs and efficiency metrics

## **Our Values**

To help us fulfil our vision, we have a number of core values that drive all that we do. These serve as our guiding principles and should be nurtured for their own sake. We believe that our values stand the test of time and allow us to stay true to our purpose.

Our values are built around five key beliefs that we believe make us trustworthy by everyone within, or considering joining, the TLET. We believe that trusted relationships should underpin all that we do and achieve, and we place no high importance than that on our values. Put simply, we aim for others to have trust in the Trust.

**T**end the team – *listening to, sharing with and learning from others so that we nurture the potential of all (loyalty)*

**R**each for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

**U**talise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

**S**eize success – *holding onto our mission and building on our achievements (tenacity)*

**T**hank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

TRUST therefore helps us ensure that the organisational behaviours across our family of academies are consistent and of the highest standard. We expect all our academies to abide by these values, especially when making difficult decisions – indeed, no value is more or less important than another, and all need to be upheld in our day-to-day behaviours and actions.

TRUST helps us to do just that – to provide all staff and learners, especially those new to the TLET, guidance on how we do things. It is our moral compass and guides us, helping us to realise success in being the best we can be.

## **Our Strategic Aims:**

Below are listed the core objectives for the Trust. It is the responsibility of all employed and associated with the organisation to work towards the furtherance of these objectives:

- Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
- Others within and beyond the education sector hold our academies, and the Trust, in the highest regard.
- Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.

- Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
- Our Trust has at least seven operational academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phases.

In addition, we are also proud to have the Ashlawn Teaching School as the professional development centre for schools, academies and trusts in the Midlands. Our purpose is to provide high quality training, support and induction for the teaching profession.

### Job Description

<b>Name:</b>	Weekend Site Service Officer
<b>Hours:</b>	8 hours per week
<b>Days:</b>	Saturday 8-4pm
<b>Working weeks:</b>	52
<b>Salary:</b>	£4,072.70
<b>Academy/College:</b>	Transforming Lives Educational Trust – Central Services based at Houlton School
<b>Contract</b>	Support Staff terms and conditions
<b>Responsible to:</b>	Senior Site Service Officer
<b>Job purpose:</b>	In this role you will provide a service to Houlton School which will involve minor maintenance duties, cleaning, meeting lettings groups, liaising with contractors and contributing to the smooth operation of the site teams function within Transforming Lives Educational Trust, ensuring our schools is fit for purpose, safe and compliant for those that access it.

#### Main Role and Responsibilities:

##### Security:

- To be the one of the main key holders for the school site
- 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
- Make changes to and monitor access control systems throughout site

##### Lettings:

- To be the first point of contact for lettings on site
- To set up and put away equipment as required
- To clean and clear away in spaces used by lettings groups

##### 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.
- 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 Senior Site Service Officer
- Flexible to allow for the covering of shifts in time of staff absence or 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 clean areas as directed by the Senior Site Service Officer
- To dispose of waste material in a safe, hygienic manner ensuring that it is available for collection as required
- Tidying of rooms and emptying of bins following after school activities and lettings
- Emptying of external bins, collection of recycling, removal of graffiti
- Remove spillages and resultant stains from floors and other surfaces

#### **General duties:**

- 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 postholder may occasionally be asked to work in another department within the school site at times of excessive workload or staff shortages.

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**

<b>Job Title:</b>	Weekend Site Service Officer
<b>Reports to:</b>	Senior Site Service Officer

**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.**

<b>Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications/ Training</b>	Maths & English GCSE (or equivalent) grade 4 or above	Health and safety training
<b>Experience</b>	Keeping work records  A role with emphasis on interacting with members of the public	A background in industry e.g. carpentry, plumbing or a similar maintenance role  DIY/Repairs and maintenance/Cleaning
<b>Knowledge/Skills (Ability to)</b>	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	Ability to carry out minor repairs or maintenance works  An understating of Health & Safety Regulations, including COSHH
<b>Personal Qualities</b>	Trustworthy  Flexible  Reliable  Confident  Willingness to participate in further training and development opportunities	