

THE POST: SITE MAINTENANCE OFFICER

INFORMATION ABOUT THE POST

The Fallibroome Academy is a successful 11-18 mixed comprehensive school looking for a Site Maintenance Officer to keep the premises secure, clean and in good repair, ensuring that the school is maintained to a high standard. The successful candidate will be proactive, positive and energetic.

The successful candidate will have responsibility for opening up and closing the buildings (on a weekly rotating shift pattern). During term time the building is opened at 6.30am, locking up is more variable depending on planned school activities, such as parents' evenings and productions. During school holidays, the building is usually opened slightly later and closed earlier. Some flexibility is required and living locally will be an advantage.

The successful applicant will be required to work 37 hours per week on a shift pattern between the hours of 6.30 am and 8.30 pm, Monday to Friday during term time. There will be occasions when the late shift will finish later for school activities – advance notice for this will be given wherever possible. During school holiday periods, shift times will usually start later and finish earlier than the term time hours. The Academy is closed on all bank holidays.

No previous school experience is required, and training will be given to the successful candidate. Some general caretaking duties including portering, moving furniture and occasional cleaning are also required. You must be willing to undertake additional training as required to support your own professional development and the needs of the academy.

The successful applicant will need to demonstrate a flexible attitude to their work, making small adjustments when necessary to cover the requirements of the Academy's operations. There is a requirement for occasional cover for weekend events. Overtime is payable for these events, which are planned in advance.

On a daily basis, the premises will need to be fully opened with the power, heating and water on and working efficiently before the arrival of staff and students and rooms prepared for meetings, assemblies and lessons. All areas of the school need to be constantly monitored for security, cleanliness, safety and efficiency. The post holder will be responsible for securing the site at the end of the day. There is also a requirement to carry out regular compliance servicing and inspection tasks including fire safety inspections.

In addition, Site Maintenance Officer contact numbers are held by our alarm company and the local police and in the event of an alarm activation, the post-holder could be expected to attend to secure the premises and offer assistance as necessary. Overtime would be paid on any such incidents, which are not regular.

The annual leave entitlement for this post is 26 days per year plus statutory bank holidays, rising to 31 days after five years' employment. Other benefits include eligibility to join the Local Government Pension Scheme, Cycle to Work Scheme and access to a programme of training and development.

The Site Manager is responsible for the day to day management of the team and he reports to the Academy Business Manager.

The Fallibroome Academy is a highly successful and popular school. Flexibility, the ability to work well under pressure and under your own initiative, with a commitment to high standards are essential for this position. You must also be a good team worker, with excellent communication skills and the ability to remain calm under pressure.

If you require any additional information, or wish to have an informal discussion about the position, please contact Bryan Brown, Site Manager, on brn@fallibroome.org.uk.