

Our ref: PHS/SMO

Date: March 23



Dear Applicant

Thank you for expressing an interest in the position of **Site Maintenance Officer** within our school. I hope that you find the enclosed information useful in forming your views of our exceptional school and community at Poynton High School.

This is an exciting position for a suitably qualified candidate and you will be part of a forward thinking, dynamic and highly successful departmental team. Our school has a great history with our community and longevity of success. Please find enclosed the following information to help you formulate your application:

- Copy of advertisement
- Head Teacher's Welcome
- Person Specification
- Job description

If you are interested in applying for the post, please complete the support staff application form which is available on the school website and submit a full letter of application of no more than 2 sides of A4, font 11, by 10am on Monday 17th April 2023 either via e-mail to recruitment@truelearning.org.uk or by post addressed to Trust Hr Team, c/o Poynton High School, Yew Tree Lane, Poynton, Cheshire SK12 1PU. Interviews will take place soon after this date.

I hope that your research leads you to the conclusion that you wish to be a part of our team and therefore I look forward to receiving your letter of application. If you have any questions or queries about our school, or the application process within it, please do not hesitate to e-mail recruitment@truelearning.org.uk.

Poynton High School is a true learning community who passionately believes in empowering its staff in order to empower its students. We have truly outstanding students whose behaviour and thirst for learning is second to none. Our strongest resource is our staff and therefore we require passionate, rigorous and dedicated professionals to ensure continued excellence.

We look forward to receiving your application and working alongside you through this recruitment process.

Yours faithfully

Matthew Dean
Head Teacher



POYNTON HIGH SCHOOL
GENERAL INFORMATION FOR APPLICANTS
FROM
THE HEAD TEACHER



Thank you for your interest in working at our school. Poynton High is a great school, full of inspirational young people and exceptionally talented staff. As Head Teacher I am proud to have such a supportive, expert and engaged staff team and I hope that you will wish to move forward on your application and look to join us in due course.

Our school has served the families of Poynton, Disley, Adlington and surrounding areas since 1972 and we lie at the heart of this community's learning needs. We pride ourselves on our vision as a school which serves our whole community and which works in partnership with our colleagues in other schools. We have approximately 1450 students in Years 7 to 13 and offer a wide range of A levels in our successful Sixth Form. We are very proud of our academic success and the significant progress that students make from the time they join us.

Our staff support our students in an extra-ordinary range of ways and at the heart of this lies our House System. Every member of staff and every student is in one of our four Houses and we have an extensive programme of House Activities on offer; from House Water Polo to House Fishing, from House General Knowledge to House Dragons Den; as well as the traditional football, rugby, lacrosse, athletics, basketball, etc.

The school motto is INSPIRE ACHIEVE CELEBRATE and we apply that to every element of school life. Our role as staff is to ensure that we inspire every student to achieve the best they possibly can in everything they do, whether that be academic, sporting, cultural or spiritual and at the heart of our culture is a celebration of that achievement. We hope that as a prospective member of staff you will share our mission to "...inspire and empower all within our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society".

Our students and our staff are our greatest resource and we were very pleased that Ofsted formally recognised this in our most recent inspection saying that our "...teachers know their pupils well. This allows them to use their subject expertise to question pupils very effectively to extend their learning and check understanding, knowledge and skill development."

Poynton High School is a very calm and purposeful learning environment and our students are exceptionally engaged in their learning and the life of their school. "...most pupils demonstrate very positive attitudes to learning by their interest and enthusiasm in class and their participation in a wide range of enrichment activities. Pupils are generally confident and feel well cared for. They are proud of their school (Ofsted Dec 2015)."

I would encourage you to visit our website (www.phs.cheshire.sch.uk) to get a better understanding of life here at Poynton High and if you have any questions that you would like to ask please do not hesitate to contact me directly on mdean@phs.cheshire.sch.uk. I very much hope that you want to join our team and I look forward to receiving an application from you in due course.

Matthew Dean
Head Teacher



POYNTON HIGH SCHOOL

Yew Tree Lane, Poynton
Cheshire SK12 1PU
01625 871811 Fax 01625 874541
e mail: info@phs.cheshire.sch.uk
Head Teacher: Mr Matthew Dean
11-18, number on roll 1452

Poynton High School and Performing Arts College is a highly successful school. Our mission statement is:

'We will inspire and empower all in our learning community to fulfil their individual potential and ambitions so that all are able to be active and successful citizens in our global society'

Site Maintenance Officer

Grade 5 points 7-11 (£22,369 – £24,054)

Full time – 37 hours per week

Full year, 26 days holiday which rises to 31 days after 5 years' service

We require a talented individual to assist in the efficient management of the buildings and site. Experience of work in an educational environment, a trade or DIY skills and/or ground keeping will be advantageous. The post holder will be part of a team of five who presently form a very efficient Site Team. There will be a full induction programme into the post with full training.

A standard working week will be 5 days between Monday – Saturday and there is flexibility in the day off that is taken.

The TRUE Learning Partnership is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, ethnicity, disabled or veteran status, or any other characteristic protected by law. We welcome applications from all individuals regardless of individual background or circumstance.

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of all children and young people and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. All posts are subject to a safer recruitment process, including online checks and the disclosure of criminal records. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children. Employment will also be conditional on the receipt of at least two acceptable references (one of which must be from the current/latest employer) and evidence of the formal qualifications required for the role.

Closing Date: Monday 17th April 2023 at 10am

Interviews will take place soon after the closing date

Application packs including further information and job description are available on our website

www.phs.cheshire.sch.uk

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Site Maintenance Officer (Secondary School)	JOB REF NO	AAAE5001 (a)
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BASIC JOB PURPOSE

To be responsible for the security of the premises and its contents; including being the registered key holder. To ensure that the lighting and heating systems are in good working condition.

To carry out cleaning of designated areas. To undertake minor repairs and portering duties.

MAIN RESPONSIBILITIES

1	Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities.
2	Monitor and operate the engineering system (i.e., heating, etc.) and advise management of any faults in order to ensure the most economical use of fuel and water.
3	Discuss with and monitor the work of contractors engaged by the school to ensure specified standards are achieved.
4	Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
5	Support ongoing project work / building work
5	Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
6	Carry out DIY, portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
7	Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8	Liaise with external contractors to arrange visits or supervise whilst they are working onsite
9	Take a lead on Health and Safety matters, under the direction of the site manager.
10	Carry out general grounds maintenance duties in and around the school including:- <ul style="list-style-type: none"> - grass cutting using tractor or sit-on mower; - maintenance of school lawned areas, planted beds and shrubbery; - line marking on the school sports pitches; maintain the school site free of litter and debris at all times.

Core responsibilities for all employees

1. Health & Safety

All staff within The TRUE Learning Partnership are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, and raise concerns through their line manager, the Director of Business & Operations, the site management team or another member of SLT as appropriate.

2. Equality & Diversity

Staff employed by The TRUE Learning Partnership are expected to promote equality of opportunity for all students and staff, both current and prospective, and to support an environment that values diversity and respect. The TRUE Learning Partnership believes that all individuals are of equal value and we are committed to equal opportunities for all.

3. Data Protection

All staff within The TRUE Learning Partnership have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the organisation, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role in the Trust shall not be kept for longer than is necessary for that purpose or those purposes, in accordance with GDPR 2018.

4. Safeguarding & Child Protection

The TRUE Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the Trust's Safeguarding and Child Protection policy and procedures at all times.

As the position you are applying for gives you privileged access to vulnerable groups, you are required to disclose all spent convictions and cautions under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 unless it is a "protected" conviction/caution under the amendments made to the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 (in 2013) and, therefore, not subject to disclosure.

In line with Keeping Children Safe in Education (KCSIE) 2022, if you are shortlisted we will then complete an online check.

Please ensure you have read the full safeguarding policy for Poynton High School which is on the school website and within the vacancies information.

Notwithstanding the detail in this job description, in accordance with the Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

Poynton High School and Performing Arts College
Person Specification
FOR THE POST OF SITE MAINTENANCE OFFICER

QUALIFICATIONS AND TRAINING	
Essential	Evidence
1. To have basic levels of literacy and numeracy	AF
2. To have excellent communication skills	AF
Desirable	
1. To have experience of working in the secondary sector of education.	AF
PROFESSIONAL SKILLS AND EXPERIENCE	
Essential	
1. To have DIY skills or skills in a specific trade, such as carpentry	AF
2. To be able to work in a demanding environment.	AF
3. To be able to work with a range of staff, students and outside agencies	AF
4. To be able to contribute to the grounds maintenance programme	I
5. To be able to remain calm under pressure	I
Desirable.	
1. To have knowledge of Microsoft Office and other computer packages	I
2. To have knowledge of Health & Safety	I
KNOWLEDGE AND UNDERSTANDING	
Essential	
1. To be able to manage competing demands	I
2. To be aware of the unique demands of working in a school environment.	I
3. To be willing to be flexible and adapt as priorities change throughout the year	I
ABILITIES	
Essential	
1. To display high quality interpersonal and communication skills	I
2. To be able to prioritise, plan and organise workload.	I + R
3. To be able to lead and work as a member of a team	I + R
4. To be able to operate a range of equipment including ICT/CCTV	I
COMMITMENT	
Essential	
1. To display commitment to the protection and safeguarding of children and young people	I + R
2. To be committed to promoting equal opportunities in the widest context.	I
PERSONAL ATTRIBUTES	
Essential	
1. To be adaptable to the needs of the School	I + R
2. To have energy, enthusiasm and determination.	I + R
3. To have commitment, reliability and integrity.	I + R
4. To be sensitive to the demands on other people in school	I
5. To be able to manage time effectively.	I
6. To be aware of the School's position in the wider community and of its wide range of stakeholders	I

Key to evidence source: **AF = Application Form** **L = Letter of application**
 I = Interview **R = Reference**