



BOURNEMOUTH SCHOOL
FOR GIRLS

INFORMATION PACK FOR POST OF PART TIME PREMISES ASSISTANT

Hours: Part time (2) 20 hours and 17 hours

We have two part time positions within our busy Premises Department to undertake maintenance and facilities support.

These two posts can be combined to be full time for the right applicant.

The posts will require someone to be practical, fit and willing to assist wherever needed. Due to the work involved we will seek to appoint staff who can offer some flexibility when they work.

This post follows the promotion to Premises Manager of one of our existing team of 4.

Work undertaken by the team includes day to day facilities support, such as room preparation, helping curriculum departments when needed, deliveries, locking and unlocking of the premises and evening or weekend duties in addition to specific responsibility areas of electrics, security, cleaning and cleaning supervision.

We would be interested hearing from anyone who has any experience in any of the following property improvement areas:

- Decorating
- Plumbing
- Carpentry
- PAT testing and or electrician
- Gardening
- General Property Maintenance

It may be that you already have skills in one or more of these areas but would wish to develop in which case this post gives the opportunity to further enhance your skill base within your career. For those with less experience the post provides many avenues to develop your skills.

The school is open all year including some evenings and weekends. We undertake some lettings but the majority of evening events are school based information evenings. Much of the property maintenance and improvements are undertaken in house during the school holiday periods. We are a very busy school and the successful post holder will need to be able to work flexible hours depending on the termly schedule we have.

This information pack contains all the details on the post, terms and conditions, and school, so, if you feel the job role is for you please complete and return the enclosed application form by mail to Mrs J Ford, by email to jford@bsg.bournemouth.sch.uk. The application form and full details can be found on our vacancies page of our website www.bsg.bournemouth.sch.uk.

The closing date is Thursday 12 April 2018

Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.



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FOR GIRLS**

JOB DESCRIPTION

Job Title

Premises/Facilities Assistant

Main job purpose

To undertake a range of duties to contribute to the security and day-to-day maintenance of school premises.

Main responsibilities and duties

- To contribute to the general tidiness and safety of site areas.
- To set and check the operation of the school's heating systems, carry out any necessary meter readings and ensure the availability of adequate fuel supplies.
- To take delivery of fuel and other goods and arrange safe storage or distribution, as required.
- To set out/put away furniture for school events, school lettings as required, and to undertake portage duties, as needed.
- To ensure that staff and pupil cloakroom and toilet facilities are in working order.
- To escort contractors and other persons to sites of repair and maintenance and, where appropriate, monitoring the safety of their working practices and/or quality of work.
- To undertake a range of handyperson duties as directed by the Bursar to contribute to the maintenance of the school premises, and its furnishings, e.g. remedial painting and decorating (within the height of 3.35 metres); repairs to fittings and small scale improvements, fitting shelves or notice boards.
- To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- To be the responsible person during school lettings as required.

Knowledge & skills

No formal qualification requirements but some experience in one or more of the following would be desirable: property maintenance, security, plumbing, electrical, decorating, health and safety.

Supervision and management

The postholder will often be required to work without direct supervision due to the times of work and/or nature of the duties.

Problem solving and creativity

Identifying and responding to any problems arising from machinery and equipment breakdowns, or other incidents occurring out of school hours.

Identification of health and safety hazards throughout the school premises.

Key contacts and relationships

Daily contact with the Premises Manager, Premises staff. General contact with other school staff and contractors/suppliers.

Decision making

Making appropriate arrangements for repairs to be carried out, as authorised by the Premises manager responding in line with agreed school policies and procedures.

Resources

Cleaning equipment (eg buffing machine) and chemicals will be used on a regular basis.

Training and appropriate personal protective equipment will be provided, as necessary.

Working Environment

Supervision of cleaning staff if relevant. There will be no staff or budget responsibilities.

Cleaning and maintenance duties may involve dealing with blocked drains and toilets, including clearance of vomit or excrement. In addition, some lifting is required including the movement and handling of cleaning equipment, machinery and school furniture.

Some outdoors work in adverse weather conditions may be required, including the provision of safe access to school buildings when snow or ice problems occur.

Progression in Post (if applicable)

Date:

May 2017

Terms and Conditions

Hours per week:	<p>There are two posts available: 20 hours 17 hours</p> <p>The posts can be combined to be one full time member of staff for the right applicant</p>
Weeks per year	52.14 weeks.
Holidays:	Initially 5 weeks, rising to 5.6 weeks after 5 years service.
Salary scale/point:	<p>Grade 5 - SCP 13 – 17 current FTE £16,491 - £17,772</p> <p>20 hours equates to £7,577 15 hours equates to £8,914</p> <p>Rates quoted above are at 21 and over.</p> <p>The hourly rate is £8.5477 to £9.2117.</p> <p>A pay award is pending which will take into account NLW requirements.</p>
Contract	<p>These posts are offered as permanent.</p> <p>We would be prepared to consider an apprenticeship for the right candidate subject to finding the right training programme.</p>
Condition of Post	<p>The appointment is subject to satisfactory references, police and medical clearance.</p> <p>The appointment is subject to the satisfactory completion of a six-month probationary period.</p>

Recruitment Programme

Closing Date

12 April 2018