

# St. John Vianney R.C. School



## Job Application Pack

Estates Assistant

Steps to Independence & Education for Life



Required ASAP

# Estates Assistant

Full Time

St John Vianney RC School

Rye Bank Rd,

Firswood,

Stretford

M16 0EX

Tel: 0161 881 7843

Headteacher: Mr A Moloney



## St John Vianney RC School

### Estates Assistant

*Full Time (including during school closure periods)*

*36.25 hours per week (shift pattern between 6:30am and 6:30pm)*

*25/30 days holiday per year (depending on length of continuous service)*

**Salary:** NJC Points 5-6 Band 3: £19,312 - £19698.

The governors of this Roman Catholic day school for pupils with autism, learning difficulties and complex needs are seeking to appoint an experienced, pro-active and dedicated Estates Assistant who will join the school estates team on the next stage of its journey. This is a fantastic opportunity for a suitably experienced Estates Assistant with a proven record of success.

#### School Mission Statement

*At St John Vianney School we celebrate the uniqueness of every child and the God given gifts they bring each day to our learning community.*

*Inspired by the example of Jesus Christ we are a school where every child and young person is highly valued and encouraged to give of their best.*

*Building on our Roman Catholic foundations we aim to foster an engaging, nurturing and safe environment, within which our children thrive and achieve their full potential.*

*Our St John Vianney family is dedicated to fostering independence and educating resilient, lifelong learners, who are empowered to enrich their own lives and those of others.*

**Closing date for applications is 12:00pm (noon) on Monday 15<sup>th</sup> November 2021**

Download the documents in the [Application Process](#) page below to complete your application.  
Please send completed applications to Lorna Hamilton via email: [L.Hamilton@stjohnvianneyschool.co.uk](mailto:L.Hamilton@stjohnvianneyschool.co.uk)

*St John Vianney School and The Diocese of Salford is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to enhanced DBS checks and Disqualification Declaration.*



DIocese of SALFORD

**Job Title: Estates Assistant**

**Post Grade: Band 3 £19 312- £19 698 (NJC Points 5-6)**

- 36.25 hours per week (shift pattern between the hours of 6.30am and 6.30pm).
- Full time including during school closure periods.
- 25/30 day's holiday per year (depending on length of continuous service).

**School Mission Statement:**

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To support the Mission Statement, the post holder will be required to;

**Job purpose;** To undertake the delivery of the estates and facilities management support service consisting of; security, mechanical and electrical, cleaning, grounds maintenance, planned maintenance, new and reactive building maintenance, portorage and estate operative duties and to provide an efficient support service to the site users. This role will report to the Site Manager.

**Special Conditions of Service:**

- Key holding duties apply.
- Where a uniform and identification is provided, this must be worn.
- Protective clothing including where needed rubber gloves, must be worn at all times to comply with Health and Safety Regulations.

**Security**

- Checking and operating security, alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures.
- Monitoring fire-fighting and alarm equipment and undertaking procedures relating to this responsibility.
- Responding, as an approved key holder, to emergencies outside school hours.
- Changing locks and getting keys cut.
- Monitoring school property.

**Cleaning**

- To support the plan and organisation of the deep clean of the premises during school closures.
- Cleaning of the premises and site, including litter and graffiti removal.
- Ordering appropriate housekeeping materials and equipment within the school's budget.
- Supporting the stocktaking of materials and equipment.

<ul style="list-style-type: none"> <li>• Supporting the work of the cleaning staff and undertaking daily cleaning responsibilities.</li> <li>• Support the training of new cleaners in cleaning methods and correct use of equipment.</li> </ul>
<b>Heating and Lighting</b>
<ul style="list-style-type: none"> <li>• Supporting the operation and monitoring of the school's heating system.</li> <li>• Maintaining the lighting facilities in the premises, replacing light bulbs, cleaning shades and similar items as appropriate.</li> </ul>
<b>Maintenance</b>
<ul style="list-style-type: none"> <li>• Regularly monitoring and reporting on the state of repair of the site.</li> <li>• Dealing with outside contractors, when required, and monitoring their work on site for progress and health and safety compliance.</li> <li>• Signing clearance documents, when appropriate.</li> <li>• Ensuring that security and safeguarding procedures for contractor's etc. coming on site are followed.</li> <li>• Carrying out repairs and maintenance work consistent with a trade background i.e. basic plumbing, joinery and painting as required of a handyperson.</li> <li>• Supporting the maintenance of the school site during adverse weather conditions.</li> </ul>
<b>Porterage</b>
<ul style="list-style-type: none"> <li>• Undertaking general porterage, such as moving goods being delivered and items being removed from the premises.</li> <li>• Moving items within the premises as appropriate and as requested by senior managers/site manager.</li> </ul>
<b>Health and Safety</b>
<ul style="list-style-type: none"> <li>• Following health and safety procedures as established by the school and required by legislation e.g. COSHH.</li> <li>• Reporting on problems relating to the safe use of the site and premises and taking emergency action when appropriate.</li> </ul>
<b>Administration</b>
<ul style="list-style-type: none"> <li>• Ensuring that all paperwork associated with the work of the Site team is accurately completed.</li> <li>• Investigate complaints, report and complete appropriate paperwork relating to accidents when required (EVOLVE).</li> <li>• Support the development of the school repairs and maintenance programme.</li> </ul>
<b>Liaison with Contractors – Repair and Maintenance</b>
<ul style="list-style-type: none"> <li>• Effective liaison with the Site Manager/School Business Manager should be maintained, ensuring that the Site Manager/School Business Manager is kept informed of relevant information concerning Health and Safety and Administration.</li> </ul>
<b>First Aid and Fire Marshall Duties</b>
<ul style="list-style-type: none"> <li>• To undertake training as a First Aider and Fire Marshal, if required. If training is required, it will be provided by the School.</li> <li>• To use skills secured in training when required to support First Aid and Fire Evacuation needs.</li> </ul>
<b>General Duties</b>
<ul style="list-style-type: none"> <li>• To impart special skills and knowledge to other colleagues as appropriate.</li> <li>• Maintain close working relationship with Site Manager, other staff and liaise with establishment users as necessary.</li> <li>• To complete the planned preventative maintenance of the estate (in house checks) and update records.</li> <li>• The setting out/put away furniture and equipment for examinations, functions and meetings.</li> <li>• Arrange temporary signs as necessary.</li> <li>• To deliver general grounds maintenance tasks; grass cutting, tending plants &amp; shrubs, remove weeds from paths, steps and playground/yard edges.</li> </ul>

- To undertake the inspection and recording findings of hand tools, electrical and mechanical driven equipment in the maintenance of the grounds, fabric, fittings and decoration of the School site.

### **The Working Week:**

The working week for routine tasks, exclusive of emergencies, is normally one of 36.25 hours on a split shift or an alternating shift dependent on school/establishment requirements. However, it may be necessary to rearrange these hours in individual cases in order to meet the needs of the particular school requirements and this can be done only with the prior approval of the Headteacher or School Business Manager.

Any approved duty for which an additional payment is made must be done outside the 36.25 hours schedule.

Payment at the approved overtime rate, including where appropriate supplement for working during 'unsocial hours' will be made for work required in connection with any use of the premises for educational purposes or for the letting of the premises. This work commences after normal finishing time on weekdays and between normal finishing time on Friday and midnight on Sunday.

With the exception of emergencies, overtime payment will not be made unless the attendance is approved by the Headteacher or School Business Manager.

### **Wider Responsibilities**

- Use initiative in time management to organise own workload in order to meet deadlines.
- To provide cover for other staff where required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.
- To contribute to the overall ethos, work and aims of the School, upholding its distinct Catholic ethos.
- To attend and participate in relevant meetings, as required.
- Help to identify own personal development needs and to participate in training and other learning activities and performance development as required.
- To undertake any reasonable request from the Headteacher, Business Manager or Chair of Governors.

## Person Specification; Estates Assistant

<p><b>Education and qualifications</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to at least GCSE level</li> <li>• Basic IT literacy</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• First aid qualification and AED training</li> <li>• Fire risk assessment training</li> <li>• Portable appliance testing of electrical equipment</li> <li>• Control of legionellosis knowledge</li> <li>• Technically qualified in property related services (painting, joinery and electrician – City &amp; Guilds, EITB CITB)</li> <li>• Health and safety (NEBOSH H&amp;S awareness)</li> <li>• Full UK driving licence</li> </ul>
<p><b>Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Previous experience in a similar or associated estates or facilities role</li> <li>• Team working</li> <li>• Ability to undertake minor repair, maintenance and improvement tasks</li> <li>• Building security and alarms</li> <li>• Cleaning</li> </ul>
<p><b>Skills and abilities</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Ability to organise and prioritise workload, to use one's own initiative to complete tasks for ones' self and others.</li> <li>• An enthusiastic and positive attitude.</li> <li>• Proven ability to contribute to team working and to demonstrate interpersonal skills, sufficient to ensure effective working relationships with both colleagues and a wide range of other contacts, both internal and external to the School.</li> <li>• Flexible approach to working arrangements and hours of work.</li> <li>• Able to interact successfully with pupils, colleagues and visitors.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Able to reach, successfully, resolutions to difficult situations with the use of diplomacy.</li> <li>• A willingness to learn and adapt skills and competencies</li> <li>• The use of planned preventative maintenance systems and log books</li> </ul>



## PERSON SPECIFICATION: TEACHER OF CONSTRUCTION AND D&T

Qualifications, Qualities and Attributes	Essential	Desirable	Evidenced by:
To hold qualified teacher status	✓		Application form and interview
Good Honours degree Construction/DT related Qualifications	✓		Application form and interview
To be committed to the School's Mission Statement and the spiritual development of both staff and pupils	✓		Application form and interview
To be able to teach and assess the educational needs of pupils with moderate learning difficulties and/or complex needs, including those on the autistic spectrum	✓		Application form and interview
To have knowledge and understanding of Special Educational Needs and Disability, including Autism	✓		Application form and interview
To be able to plan individual learning targets, group work and class work that will be carried out personally and by other staff	✓		Application form and interview
To be able to communicate effectively with colleagues, parents, pupils and professionals and work well as part of a team	✓		Application form and interview
To have full knowledge of the National Curriculum and other related curriculum initiatives for Construction/DT	✓		Application form and interview
To have a good level of classroom management skills and the ability to lead and manage a curriculum activity area	✓		Application form and interview Lesson Observation
To have experience in leadership roles and the development of policies relating to curriculum, staff and resources		✓	Application form and interview
To be aware of current education developments, particularly as they relate to Roman Catholic and special schools	✓		Application form and interview
To be committed to pupil/staff spiritual development	✓		Application form and interview
To have the ability to establish successful relationships at all levels	✓		Application form and interview
To have evidence of a commitment to an ongoing process of professional development	✓		Application form and interview
To have a clear and full commitment to Equal Opportunities, Inclusion and Diversity	✓		Application form and interview
To have a sound awareness of Child Protection, safeguarding and health and safety issues in school	✓		Application form and interview
To recognise the role of parents/carers as prime educators	✓		Application form and interview
To use ICT to support teaching and learning and record keeping	✓		Application form and interview
To be a practicing Roman Catholic committed to his/her own faith development (see concluding notes)		✓	Application form and interview
To hold the Catholic Certificate of Religious Studies or equivalent or a commitment to obtaining the Certificate.		✓	Application form and interview

Prospective candidates must understand that the Governors, on behalf of the Diocese of Salford, support the School as a registered charity with a religious ethos, based upon and with the intention of ensuring the legal and canonical obligations of the Bishop and Trustees are met and of advancing Religious Education in Catholic Schools. It is desirable, although not essential, for the successful candidate to be a practicing Catholic. The post holder will be expected to be sympathetic to the aims and the ideals of the Catholic Church and agree to work in accord with the Church's teaching.












# APPLICATION PROCESS

Before applying for this position, please read this application pack in full. It contains key information about the school, Job Description and Person Specification. Please also read our Child Protection & Safeguarding Policy, which is via the following link: [Child Protection & Safeguarding Policy](#)

## APPLICATION DOCUMENTS

Applicants are required to complete and submit the relevant documentation in the table below to Lorna Hamilton at [L.Hamilton@stjohnvianneyschool.co.uk](mailto:L.Hamilton@stjohnvianneyschool.co.uk)

DOCUMENT NAME	DESCRIPTION/PROCESS	DOCUMENT
NOTES TO APPLICANTS	To assist in the completion of the application form and supplementary documents. To be read by all applicants before applying.	 Application_Forms_-_Notes_to_Applicants.c
APPLICATION FORM	To be completed in full and submitted with initial application.	 Model_Application_Form_-_Support_Staff.c
RECRUITMENT MONITORING FORM	To help schools fulfil their duties under the Equality Act. Not obligatory. To be sent with initial application.	 Recruitment Monitoring Form.doc
DISCLOSURE FORM	To ensure certain pre-employment checks are conducted in accordance with statutory requirements. Mandatory. Following a successful application to be brought to interview in a sealed envelope and handed to the Interview Panel.	 Disclosure Form.docx
EQUALITY ACT, REASONABLE ADJUSTMENTS STATEMENT	To enable school to comply with their duties to make reasonable adjustments as prescribed by the Equality Act 2010. To be read by applicants prior to application.	 Equality_Act_2010_-_Reasonable_Adjustme
DISQUALIFICATION POLICY	To be read by applicants prior to application and sent in with initial application.	 Disqualification Policy.docx
REFERENCE CONSENT FORM	To enable school to take up references listed in the application form. Mandatory. To be sent with initial application.	 Reference Consent Form.docx

St. John Vianney



School

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Rye Bank Rd, Stretford. M16 0EX

Tel 0161 881 7843

[www.stjohnvianneyschool.co.uk](http://www.stjohnvianneyschool.co.uk)