

Holy Cross Catholic Multi Academy Company (MAC)



Achieving together in faith

Site Service Officer

Application Pack



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Holy Cross Catholic
Multi Academy Company
Achieving Together in Faith

February 2025

Dear Candidate

On behalf of the Board of Directors for Holy Cross Catholic MAC, we would like to thank you for your interest in the post of **Site Service Officer** at Bishop Ullathorne Catholic School within our Multi Academy Company. The school is one of the seven Catholic schools (2 secondary and 5 Primary) that are part of the Holy Cross Catholic Multi Academy Company (HCCMAC) which opened on 1 September 2019.

This letter is intended to help you complete the online application form on My New Term. If you have any difficulties, please contact the school. The application form is your opportunity to provide all the information we will require to help us understand how you meet the requirements of the post advertised. Similarly, it plays an important part in the selection process allowing us to short-list candidates for interview and helping as a basis for the interview itself. To ensure fairness to all applicants, short-listing decisions are based solely on the information you supply on your application form. Even if we already know you as a current or previous employee, it is important that you complete the form in full.

All vacancies are accompanied by a job description and a person specification setting out the main duties and responsibilities of the post in the job description, and the knowledge, skills and experience we are looking for in the person specification.

Please read this information carefully as you will not be short-listed for interview unless you meet the essential criteria described in the Person Specification.

Depending on the number and quality of applications, it may not be possible to shortlist for interview all candidates who meet the Essential Criteria. We are unable to accept CVs so please do not send us your CV.

The 'Relevant skills & experience' section of the online form is your opportunity to tell us specifically why you wish to apply and what makes you a suitable applicant. You should include

anything you feel would be useful in support of your application telling us as much as possible about yourself in relation to all the items listed in the job description.

Please remember that those involved in the selection process cannot make assumptions about you. - tell us everything relevant to your application and complete all the sections on the form.

The closing date for receipt of applications is by 12.00 noon on Friday 28 February 2025.

DATA PROTECTION

Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purposes of the recruitment process, equal opportunities monitoring and your personnel record if you are the successful candidate. Holy Cross MAC Academy reserve the right to check the validity and accuracy of your application if successful.

EQUAL OPPORTUNITIES

Information provided by you on the Equal Opportunities Monitoring Form will be used to monitor our equal opportunities policy and practices. This part of the form will be detached from the main body of the application form and will not form any part of the selection process.

WORK PERMITS

Under the Asylum and Immigration Act, we are required to check that anyone taking up employment with us has the legal right to work in the UK. Shortlisted applicants will be asked to provide us with documentary evidence to support their entitlement to work in the UK prior to any offer of employment being made.

DBS CHECKS

In line with our safeguarding and child protection policy, all employees and volunteers working in specific roles at the Academy will be subject to satisfactory clearance being obtained from the Disclosure and Barring Service. The check will be undertaken as part of the appointment process with the successful candidates. If you are invited to interview, you will be asked to bring this information with you.

PLEASE NOTE We will take up references for all shortlisted candidates prior to interview and reserve the right to validate all information entered on the application form. Please ensure that any person who is asked to act as a Referee knows this information and is available to give a reference during this time. We expect all our staff and employees to be in sympathy with our Catholic values and help us to achieve the vision that we have set ourselves to work towards.

Yours faithfully

A handwritten signature in black ink that reads "Boyle." The signature is written in a cursive style with a period at the end.

Mrs Sarah Boyle
Headteacher
Bishop Ullathorne Catholic School



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Introduction

We wish to appoint an enthusiastic and dedicated full time Site Service Officer. The successful candidate will assist in the efficient maintenance, repair and security of our school premises and site, ensuring a safe and welcoming environment for staff, students and visitors alike.

The successful candidate will:

- have a background in maintenance/ repairs
- be capable of maintaining a school site to a high standard
- be conscientious, hardworking, reliable and able to work on their own initiative
- be flexible in their working pattern.

Job Description – Site Service Officer

Grade 4

£25,183 (scale point 6) to £28,624 (scale point 14) plus a 10% shift premium.

Full time position

Hours of work: 37 hours per week, working all year round, Monday to Friday with occasional weekend work. Split shifts are required to accommodate locking and unlocking the school.

Line Manager: Business Manager/ Premises Manager

Job Summary: Under the direction of the Premises Manager ensure that the premises and grounds are maintained to a high standard in order to provide a clean, safe, secure, attractive and purposeful working environment.

Maintenance and Development of Site

- Ensure the school site and buildings are maintained to a satisfactory standard.
- Ensure all electrical equipment is safe and lights are turned off.
- Regularly assist with litter picking the site and emptying bins.
- Ensure that the site is free of fallen leaves, snow and ice and that the grounds are covered with salt and grit, as and when needed.
- As and when required, undertake hygiene tasks.
- Carry out janitorial duties including setting up and clearing away for assemblies, masses, meetings etc.

- Monitor site supplies e.g. toilet tissue, paper towels, cleaning products and general repairs material.
- Monitor external works and arrange for follow up works, as necessary.
- Monitor the cleaning and grounds external contractors, to ensure the level of service specified in their contracts is maintained.
- Ensure maintenance work is carried out satisfactorily at appropriate times, to meet relevant health and safety legislation.
- Take delivery of materials and equipment, ensuring the correct distribution and storage within the school.
- Monitor that the premises are heated to the required standard.
- Keep accurate records of health and safety tests such as fire alarms, emergency lighting, water checks etc., as well as meter readings.

Repairs and Maintenance Duties

- Undertake minor repairs and maintenance work including:
- Carpentry – refitting whiteboards and pin boards, replacing door and window furniture and easing doors, etc.
- Painting – liaising with the Premises Manager regarding a set programme for the internal and external decoration of the school etc.
- Plumbing – repairing leaking taps, refitting toilet seats, renewing ball valve washers and floats. Clearing blocked toilets, ensuring drain channels and grease traps are kept clear etc.
- Electrical – basic electrical repairs (not including mains circuitry), e.g. fitting plugs to equipment, replacing fuses, fitting light bulbs, tubes and starters etc.
- General – minor plastering repairs, minor repairs to floor coverings, touch-up paintwork, removal of graffiti, replacing fixtures and fittings, e.g. toilet roll holders, brackets, shelves, cupboards, plus minor repairs to fencing, paths, driveways and minor glazing repairs etc.

Health and Safety

- Under supervision ensure that the school adheres to Health and Safety regulations.
- Undertake first aid training and thereafter provide first aid as required.

Site Security and Emergencies

- To be responsible for the security of the building and grounds, including routine and non-routine opening and closing of the premises and setting of alarms.
- Ensure access at designated times, key holder responsibility (including emergency call-outs).
- Liaise with emergency services and police, when required.
- Ensure fire safety measures are in place and carry out fire alarm checks.

- Have a hands-on approach to emergency repairs.

Lettings duties

- To unlock and lock the school site for lettings and school based activities on weekends.
- Liaise with students, community users, parents and other visitors to provide information and assistance and to bring to the attention of the School Business Manager any letting issues.
- On occasions provide relief cover for lettings on other days of the week.

Particular Note: This job description reflects the duties and tasks appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibility.

You will be required to work some weekends to support lettings. This would be paid on an overtime basis.

Person Specification

Skills and abilities

- To support the distinctive ethos of this Catholic school.
- Liaise and communicate effectively with other staff in respect of duties to be performed and deadlines to be met.
- Liaise and communicate effectively with students/site users/parents in a friendly manner.
- To prioritise own workload and meet deadlines/targets as necessary.
- To undertake improvements and repairs to the site, in order to meet the changing needs of the school.
- Able to undertake general tasks not requiring skilled trade qualifications, e.g. plumbing, basic electric, building, plastering, painting, gardening, carpentry and glazing.
- To undertake janitorial duties as required e.g. lifting and carrying etc.

Experience

- Background in a trade/ industry or school environment, which covers being a craftsperson, machinist, labourer or similar level.

Knowledge

- An understanding of relevant legislation in relation to the post, such as health and safety and premises related legislation.
- An understanding of janitorial requirements of a school site.

Experience

- Previous site experience.
- Health and safety requirements.

Essential

- Basic literacy, numeracy and ICT ability.
- Driving licence.

Special requirements

- Must be willing to be flexible.
- Must be willing to become involved in the life of the school.
- Must be willing to attend on alarm call outs.
- Must be willing to lift/ move objects or undertake hygiene tasks such as cleaning.
- Ability to drive the school minibus.

Our school

Bishop Ullathorne Catholic school is a voluntary-aided school situated in a pleasant residential area and extensive grounds about three miles south of the city centre, on the border of Coventry and Kenilworth.

The school was established in 1953, initially as three separate schools. Bishop Ullathorne Catholic school was eventually merged into one comprehensive school with the motto *Soli Deo – For God Alone*.

The school is named after Bishop William Bernard Ullathorne who became the first Roman Catholic Bishop of the Diocese of Birmingham in 1842. During his nearly four decades of tenure, 67 new churches, 32 convents and nearly 200 mission schools were built, including the nearby parish of St Osburgs. In 1888 he retired and received from Pope Leo XIII the honorary title of Archbishop of Cabasa. Our school is committed to Bishop Ullathorne's legacy of placing the education of the whole child and the development of our spiritual self at the heart of all that we do.

Bishop Ullathorne serves a wide area of Coventry including the most advantaged and disadvantaged in the city. This helps to create our vibrant and diverse community. We believe that happy and secure children are best placed to meet their full potential; we therefore place warm, friendly relationships, alongside excellent teaching, at the centre of our ethos .

Our mission statement is to be an active Christian community of service and love. It is by placing our thoughts and prayers into actions that we are able to demonstrate our vocation and support our children in striving to be the very best they can be.

We are committed to a process of ongoing improvement and discovery. We are determined to provide the very best Catholic education for all of our young people.

Our vision of education is of educating the whole person to the fullness of life. Our school mission embodies diversity, but goes further in identifying three key themes that crystallise our Catholic education:

- our sense of calling
- living life to the full
- love and service.

We are dedicated to school improvement. Our current strategies for excellence have placed a focus on challenge, collaboration, memory and problem solving. Our ongoing dedication to these areas will see them embedded in all our work inside and outside the classroom and is reflected in our set of values through which we all strive to live and grow:

- to be faith-filled and prophetic
- be grateful
- be attentive
- be compassionate
- be wise and curious
- be eloquent.