**ST. JOHN’S C.E. PRIMARY SCHOOL**



**CANDIDATE INFORMATION PACK**

**Premises Officer**

**Closing Date: Wednesday 17 April 2024**

**Interview Date: Friday 3 May 2024**

**Required: as soon as possible**



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Letter from the Headteacher

Dear Candidate

The governors seek to appoint a Premises Officer to join our talented and dedicated team at our 'highly effective Church school' (SIAMS 2023).

Thank you for your interest in applying for the position of Premises Officer. This is a permanent position, subject to a successful probationary period.

 At St. John's C.E. Primary School, we ensure that all members of our school can develop and experience' life in all its fullness' (John 10:10) and realise their true potential. The Premises Officer's role is integral to the smooth running of our ambitious and aspirational school.

Following the retirement of our experienced Premises Officer, we seek to appoint a self-motivated, trustworthy, and conscientious member of our Premises Team to assist with the high standards of maintenance, cleaning, health and safety, and security of our inviting, single-storey premises and grounds.

The Premises Officer will be integral to the upkeep and appropriate repairs of the school site and grounds. Will ensure that all maintenance and repairs are carried out to the highest standard and that the school's facilities and environment are safe and comfortable for the children, staff, and visitors.

The Premises Officer assists in monitoring and testing the building systems, such as fire alarms and emergency lighting, to ensure the school meets its legal obligations under statutory compliance.

The newly appointed Premises Officer will receive a comprehensive induction programme to support a confident transition into the role and continued professional development and training.

If you are confident that you have the qualities, skills, and drive we are looking for, we want to hear from you and look forward to receiving your application.

Yours sincerely

Mrs. Cheryl McManus

Headteacher



About St. John’s C.E. Primary School

St. John’s Church of England Primary School has a Christian vision for education rooted in wisdom, hope, community and dignity. It is a community where all are welcome and nurtured in a spirit of Christian love, compassion and encouragement.

It is a place which enables everyone in the school community to develop and experience ‘life in all its fullness’ knowing they are unique and special in God’s eyes.

The Christian vision strives for all to realise true potential through an excellent, broad education where Christian hope, aspirationand building resilience for the future are central to the learning experience.

The school’s vision is rooted in Christian love which is the foundation of our Christian values:

* Friendship
* Courage
* Trust
* Respect
* Compassion
* Perseverance

**School aims:**

* To provide a caring, safe and happy environment where the whole school community can flourish knowing that they are unique and special in the eyes of God
* To build confidence and self-esteem to enable children to develop resilience and become successful, independent life-long learners
* To enable all children to achieve their full potential
* To develop the teamwork and leadership skills and qualities in all our children so that they can be responsible citizens of the future
* To be fully committed to equality of opportunity
* To create a stimulating environment in which Christian attitudes of positive relationships, mutual respect, responsibility, forgiveness and understanding are fostered at all times
* To foster strong links between communities: home, school, church, the local community and the Liverpool Diocese.
* To enable staff to develop their own talents and expertise so that they too can thrive
* To promote high standards and expectations of behaviour towards one another, as Jesus said, ‘Love your neighbour as yourself’ Luke10:27
* To be committed to providing opportunities for spiritual growth through RE and collective worship as well as a wealth of stimulating experiences and extra-curricular activities
* To promote children’s cultural experiences and opportunities to help develop a positive understanding of their place in a diverse world.

Job Vacancy: Premises Officer

Salary: **Grade D** (**£21 575 pro rata)**

Hours: **Part time 22.50 hours over five days**

 **6:30 am - 11:00 am**

 **Or a split shift 7:30 – 9:00 am & 3:00 – 6:00 pm**

Contract: **Permanent**

DBS Check: **Enhanced**

Accountable to: **Headteacher**

Location: **St. John’s C.E. Primary School, Denmark Street, Waterloo, Liverpool. L22 9RG**

**Please visit the school’s website for further information about the school:**

[**https://www.stjohnsceprimarywaterloo.co.uk/**](https://www.stjohnsceprimarywaterloo.co.uk/)

Completed application forms are to be returned via email, marked for the attention of the Mrs M Holbrook (Office Manager): recruitment.sjw@schools.sefton.gov.uk

**Safeguarding**

**The recruitment process for this post will be underpinned by rigorous safer recruitment assessment to ensure that children are protected.**

As an employee of St. John’s C.E Primary School, you will have a responsibility for and must be committed to safeguarding and promoting the welfare of children and young people and for ensuring that they are protected from harm.

The school’s safeguarding and child protection information and policy can be found of the school’s website: <https://www.stjohnsceprimarywaterloo.co.uk/safeguarding/>

Due to the nature of the work, this post is exempt from the Rehabilitation of Offenders Act 1974 and the successful candidate must be able to obtain a satisfactory Enhanced Disclosure (via the Disclosure & Barring Service DBS) in order to be appointed to the post.

It is a criminal offence to apply for a role working with children in regulated activity if you are barred from such work.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records, further information can be found on [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

Shortlisted Candidates will be asked to return their self-disclosure to the school at least one day prior to interview. If the school has not received this, we reserve the right to withdraw the offer of interview.

In line with DfE guidance on [Keeping Children Safe in Education](https://www.gov.uk/government/publications/keeping-children-safe-in-education--2) we may conduct an online searchof publicly available information of shortlisted candidates as part of our due diligenc

**JOB DESCRIPTION – PREMISES OFFICER**

**PRIMARY PURPOSE OF THE JOB:**

Under the instruction/guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school (site) premises

**DIRECTLY RESPONSIBLE TO:** The Headteacher

**MAIN DUTIES**

**Security and Safety**

Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the security force and police as appropriate.

Make premises secure after break-ins.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.

Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to safe working practice.

**Energy Management**

Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.

Ensure lights and other equipment are switched off as appropriate.

**Porterage**

Operate, manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.

Undertake porterage of stock, furniture and equipment as required.

**Maintenance**

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.

Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.

Undertake regular school (site) premises inspections and identify and record repair maintenance requirements.

Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school (site) premises is satisfactory, as per specific schedule for the school (site) premises.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Organise and carry out minor improvement work, e.g. erecting shelves, notice boards, bookshelves etc as agreed with the appropriate senior member of staff.

Monitor the cleanliness of the school, liaising with the cleaning staff on a daily basis

Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.

**Support for the School/Organisation**

Enable access to the school/site for a maximum of 30 hours per annum following the normal closure time of the school/site

Complete all necessary administration, and forward to the appropriate person for processing.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the organisation’s ethos, aims and development / improvement plan.

Work as part of a team appreciating and supporting the role of other people in the team.

Contribute to the maintenance of records, information and data, including the production of analysis and reports as required to Senior Management Team to aid decision making.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Recognise own strengths and areas of expertise and use these to advise and support others.

Assist in the induction of other support staff as required.

**Note** In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

**GENERAL:**

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it’s grading.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work. The postholder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.

School has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

Person Specification

Post: PREMISES OFFICER – LEVEL 2/Grade D

School: ST JOHN’S CE PRIMARY SCHOOL, WATERLOO

|  |  |  |
| --- | --- | --- |
| Personal Attributes Required(considerations) | Essential (E)orDesirable (D) | Method of Assessment(AF) Application From1. Interview process
 |
| **EXPERIENCE/KNOWLEDGE** |  |  |
|  |  |  |
| Demonstrate experience of caretaking/site-keeping in a school (site) or similar environment.Ability to relate appropriately and well to children and adults.Demonstrate an understanding of inclusion Knowledge of health and safety procedures and precautions.Awareness of COSHH regulations.Awareness of health and hygiene procedures.Knowledge of moving and handling procedures.Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff. | DEEDDDDD | AF + IAF + IAF + IAF + IAF + IAF + IAF + IAF + I |

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|  |  |  |
| --- | --- | --- |
| **SKILLS/KNOWLEDGE/APTITUDES** |  |  |
| **Maintenance** Undertake minor/simple repairs as required e.g., minor plumbing, changing light bulbs, redecorating and fixing etc.**Communication and Influence**Communicates in a clear and accurate manner to deliver information to the right person ensuring they understand the message. Provides factual information as requested or re-directs requests to a more appropriate person. | EE | AF + IAF + I |
| **Team working**Acts in a manner consistent with team goals, standards and values. Actively co-operates with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus. | E | AF + I |
| **Organisational Awareness**Demonstrates a broad knowledge of the schools activities. Is able to describe and demonstrates how own job performance contributes to the schools vision and supports the schools overall performance. | E | AF + I |
| **Adaptability**Responds positively to the change process and helps others within the team to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change.  | E | AF + I |
| **Use of Technology**Is able to use information communication technology (ICT) and has the ability to search for and extract information e.g., to complete online training, use email.  | E | AF + I |
| **Professional Values & Practice**Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.Ability to improve your own practice through observations, evaluation and discussion with colleagues. | EEE | AF + IAF + IAF + I |
| **SPECIAL REQUIREMENTS** |  |  |
|  |  |  |
| Requirement to complete Support Staff Induction Programme.Willingness to undertake appropriate first aid training (if appropriate). | EE | II |

How to Apply

Application Process

The application process for this role is as follows:

* Application form
* Interview

To be considered for this role you must complete the application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To submit your completed application form, please email recruitment.sjw@schools.sefton.gov.uk

The governors of St. John’s C.E. Primary School reserve the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Guidance Notes for Completing the Application Form**

**Introduction**

The Governing Body of St. John’s CE Primary School are committed to equality in recruitment, selection and during the course of employment and positively welcomes applications from all sectors of the community. The purpose of this Guidance is to give those interested in working for St. John’s CE Primary School, assistance in completing the application form, information on the recruitment, selection and appointment process, and to support fairness in access to work.

**Guidance**

Your application form plays an important part in all stages of the selection process: it is used to determine whether you will be selected for interview and acts as a basis for the interview itself. Some important points to bear in mind before you complete the form:

* Study the Job Description and Person Specification as they list the qualifications, skills, knowledge, and experience required to do the job.
* Review your own skills, knowledge and experience.
* Ask yourself if you possess the essential attributes and whether you can meet the mental and physical demands of the job before investing time and effort in completing the form.
* Make sure your application clearly shows how you meet each item of the Person Specification which is to be assessed from the application form, use examples where you can.
* Please complete the application form in full; do not send a CV instead as it will **not** be accepted.
* Keep a copy of the advertisement for future reference, it provides useful information about the job and other details such as closing date, return address etc.
* Ensure you complete a separate tailored application form for each role you apply for.

**Personal/Contact Details**

The contact details you give on the application form will be used for all correspondence regarding the post/work for which you have applied, therefore it is vital that you give the most up to date information and complete all relevant fields. Our primary method for contacting you will be by email.

**Education, Qualifications and Training**

Specify details of all formal and informal qualifications and training that you have obtained, and that are required or appropriate for the job. Please do not use abbreviations; specify the full title of the qualification.

You should also include training that you have acquired as part of a government employment/training scheme or from activities undertaken outside of work if relevant.

If your application is successful you will be asked to provide documentary evidence of all qualifications and grades listed in this section.

**Employment History** This section covers your work history, present and past. Please also provide explanations for any gaps in your employment history, i.e., unemployment, training, career break, etc. If you have left school, college or a training programme and have not yet had a full-time or permanent job, please give details of any other employment you may have had such as work experience gained on Government training schemes, holiday work and voluntary work.

Please note that you must provide your full employment history, together with an explanation of any gaps in employment on the application form.

**Supporting Information**

This is an important part of your application form. It is your opportunity to demonstrate, using examples, how your skills knowledge and experience meet the requirements of the post as described in the person specification. Include **relevant** aspects and achievements in your career history rather than repeating it all. **Aim to be concise – not exceeding 1300 words.**

You can refer to work experience gained from government employment initiatives and/or draw upon your skills, knowledge and experience gained from other aspects of your life such as community or voluntary work, leisure, school or other responsibilities such as bringing up a family.

**Rehabilitation of Offenders/Criminal Records, Convictions and Cautions**

The School is obliged under certain care/safeguarding legislation and an Exemption Order to the Rehabilitation of Offenders Act 1974 to ensure safe recruitment to posts where working with children, vulnerable adults or other positions of trust is involved. These are referred to as Regulated Posts. ***This post you are applying for is Regulated and falls within this legislation.***

All posts in schools are exempt from the Rehabilitation of Offenders Act and therefore School is legally entitled to ask applicants for details of all convictions, cautions or reprimands, warnings or bind-overs irrespective of whether they are deemed ‘spent’ under the act. With the exception of conditional convictions or cautions.

This means you must disclose information about any spent or unspent convictions when applying for these posts except where they are protected convictions and cautions. **See \*** **below for more information.** All successful applicants to Regulated Posts will be subject to a criminal record check via the Disclosure and Barring Service.

Applicants should be aware that having a conviction or a record of some other type of unacceptable behaviour would notnecessarily bar you from employment in Regulated Posts as any decision to employ will be considered on the individual circumstances of each case.

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain spent convictions and cautions are considered ‘protected’. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [**Ministry of Justice website**](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)**.\***

Nacro can also be contacted for further advice and guidance - [**www.nacro.org.uk**](http://www.nacro.org.uk)

St. John’s CE Primary School will not take account of any convictions and cautions, reprimands and warnings we are not legally entitled to know about.

**Eligibility to Work in the UK**

In order to meet the requirements of the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to produce proof of identity and eligibility to work in the UK as part of the pre-employment check process.

**References**

To support the selection decision a reference is sought for shortlisted applicants. You are asked to provide the name and address of two referees, one of which must be your current or most recent employer (external candidates must not use a member of the interview panel as a referee).

A minimum of two written references should be provided (one must be your latest/current employer). As the post you are applying for requires DBS clearance then you must provide 2 referees which must cover the past 2 years employment. Where such references do not cover **all employment** within the last 2 years, you are asked to provide further references which must cover this period. Any gaps in employment must be clarified.

If you have previously worked with children and do not currently, one reference should be obtained from the most recent employment that involved working with children even if this employment is not covered within the last two years.

If you have never worked you should identify a referee who is able to tell us about your skills, knowledge and abilities, e.g. Headteacher, Voluntary Organiser, etc.

Please ensure that you provide an e-mail address for your referees, and telephone number, as failure to do so may lead to a delay in obtaining a reference.

**Declaration** By completing and submitting the application form you are declaring that the information given on application form is to the best of your knowledge is correct. Also, you understand that canvassing, either directly or indirectly, of any governor of the school, employee of the council or the giving of false or misleading information may lead to disqualification and, if appointed, may lead to your dismissal.

Furthermore, you understand that the information will only be used for recruitment and selection purposes and that it will only be kept on file by the School for 1 year thereafter. If you are appointed to the post then the information that it contains will be used to form part of your personal file for employment purposes (except for disclosure information, if applicable, which will only be kept for 6 months).

**Addressing Equality**

The School is committed to achieving equality and will make reasonable adjustment for those covered by appropriate legislation. In pursuit of this, the School will, during the recruitment and selection process, ensure that such applicants are not disadvantaged, i.e. respect religious or cultural beliefs, support, where legal, the rehabilitation of offenders etc.

It is important that you notify the School if you require any adjustments i.e. have a disability, language difficulty etc. when requesting or submitting your application form. It would also be helpful for you to advise, if you already know, of the type of adjustment/aid you might require for the interview and subsequent employment. If you are invited for interview this will be discussed with you further.

**Equal Opportunities Monitoring Form**

Applicants for posts within Sefton Council are asked to complete the Equal Opportunities Monitoring Form. Although completion of the form is voluntary, the information provided enables the council to see the make-up of the candidates that are attracted to posts and to form future policy. The form is separated from your application on receipt and the information plays no part in the selection process. Your assistance in providing the information is very much appreciated.

**Assessment Methods**

As part of the selection process for posts, the School may choose to use assessment exercises as well as interview candidates. The exercises will be relevant and appropriate to the post in question and all shortlisted candidates for the post will sit the same assessment tasks. The purpose of using additional assessment methods is so that more information can be obtained about the abilities of each candidate. It also offers candidates the opportunity to display their skills in a wider variety of ways than at an interview alone. The range of exercises may include work-related exercises such as a teaching task, presentations, in-tray exercises etc. In these situations, further guidance will be given to all candidates

**Offer of Employment**

If successful, applicants must be advised not to give notice to terminate their current job until confirmation of all satisfactory checks has been given.

Applicants should be aware that if they are successful in gaining employment with the School then the offer of employment will be subject to verification of identity, Disclosure and Barring Service check including barred list check, verification of mental and physical fitness, eligibility to work in the UK, further appropriate checks for applicants that have lived outside of the UK, verification of professional qualifications, checks that those employed to undertake teaching work have not been prohibited from teaching or have any sanctions or restrictions imposed on them by the GTCE, and for those that will be working in Early years settings or wraparound care for children up to 8, that they have not been disqualified from working in these settings under the 2018 Childcare disqualification Regulations. Offers of appointment will also be conditional on the school receiving satisfactory references and satisfactory online check.