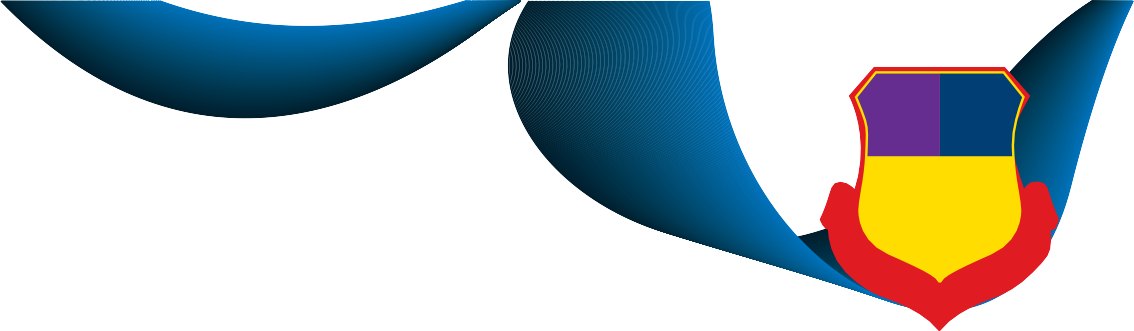
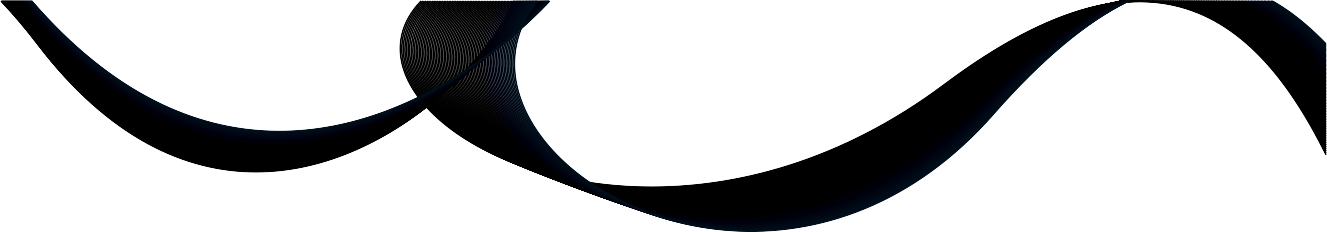
WALTON-LE-DALE



HIGH SCHOOL

SCHOOL

Brindle Road I Bamber Bridge I Nr. Preston I PR5 6RN

TEL **01772 335726**

[**head@waltonledale.lancs.sch.uk**](mailto:head@waltonledale.lancs.sch.uk)

Friday, May 27, 2022 Required From: As soon as possible

Closing Date: 10th June 2022

Completed application form to: [vacancies@waltonledale.lancs.sch.uk](mailto:vacancies@waltonledale.lancs.sch.uk)

Inside this pack:

* Context of the role
* Person specification
* Grade profile
* School information
* How to apply

Facilities and Lettings supervisor

Facilities and Lettings Supervisor

minimum of 16 hours per week

Grade 4 points 4- 6

Required from as soon as possible

**Context of the Role**

**16 hours per week (flexibility dependent on lettings bookings) all year round – 25 days holiday per year.**

**Hours – Between 9am and 6pm (Saturday and Sunday) 1 hour for lunch/break**

**Actual Salary - £8580 - £8927**

We are looking for an individual with the practical and organisational skills to provide support to the letting of Walton le Dale High School premises and sports facilities. This role will sit within our site supervision team and will contribute to the wider resource management and maintenance of the school whilst also offering excellent customer care for those who hire our facilities.

The successful candidate will be employed for a minimum of 16 hours per week, although this may increase depending on the facility use, primarily working weekends. Likely evening shifts will be 5.30pm – 8.30pm, to cover when required, however these may vary according to bookings so a flexible approach to working hours is essential. The position is a permanent contract.

The successful candidate will work alongside our cleaning team whilst working to support the wider site team which comprises of two site supervisors. Flexibility is required as school will need support for various school events i.e. setting up and clearing up. The work is a mix of planned daily activities, such as responding to lettings queries both via email and face to face, undertaking regular maintenance of the Multi use games area (MUGA) pitch as well as supporting the school in preparing for events. The overriding priority is to ensure the health and safety of our school community and customers.

Above all, we are looking for an organised and highly motivated team player with a can-do attitude and the ability to work independently. Previous experience is not necessary but an ability to provide excellent customer care is essential.

The closing date is Friday 10th June 2022.

**PERSON SPECIFICATION**

|  |  |
| --- | --- |
| Job title: Facilities and Lettings supervisor | Grade: 4 |
| Directorate: Children and Young People |  |

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| --- | --- | --- |
| Requirements  (based on the job description) | Essential (E)  or  desirable (D) | To be identified by: application form (AF), interview (I), test (T), or other (give details) |
| **Qualifications:**  • NVQ Level 2 qualification in Caretaking (or equivalent)  • Full driving licence | D  E | AF  AF |
| **Experience**  • Experience of undertaking manual tasks (e.g. maintenance, DIY etc)  • Experience of security-related duties | D  D | AF/I  AF |
| **Knowledge, skills and abilities**  • Ability to work as part of a team  • Good communication skills  • Flexible attitude to work  • Ability to work in an organised and methodical way  • Basic numeracy and literacy skills  • Attention to detail skills  • Basic DIY/Repair skills  • Ability to use powered tools and equipment relevant to the role (e.g. drill, floor buffer)  • Time management skills  • Ability to manage own workload and prioritise effectively  • Awareness of Health and Safety issues  • Awareness of CoSHH  • Good interpersonal skills  • Positive approach to customer care and service delivery  • Commitment to undertaking relevant training and development  • First aid certificate (or willingness to undertake) | E  E  E  E  E  E  D  E  E  E  E  E  E  E  D  E | AF/I  AF/I  AF/I  AF/I  AF  AF/I  AF/I  AF/I  AF/I  AF/I  AF  AF  AF/I  AF/I  AF/I  AF |
| **Other (including special requirements)**  1. Commitment to safeguarding and protecting the welfare of children and young people  2. Commitment to equality and diversity  3. Commitment to health and safety  4. Willingness to undertake MIDAS training course (where minibus duties are required)  5. Willingness to work occasionally outside of contracted hours (e.g. Parent evenings, lettings)  6. Willingness to respond to emergency callouts | E  E  E  D  E  E | I  I  I  AF  AF/I  AF/I |

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| **Note: We will always consider your references before confirming a job offer in writing.** |

*It is important that this specification is addressed as fully as possible by candidates. The successful candidate will show evidence of some, many or all of these skills depending upon their strengths.*

**GRADE PROFILE:**

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| **POST** **TITLE:** | Facilities and Lettings - Site Supervisor 2(b) |
| **GRADE:** | Grade 4 |
| **CAR USER:** |  |
| **LOCATION:** |  |
| **RESPONSIBLE TO:** | Assistant headteacher (HR and Facilities) |
| **STAFF RESPONSIBLE FOR:** | N/A |
| **JOB PURPOSE: The main objectives to be achieved by the Postholder** | |
| Under the general guidance of the Headteacher, to contribute to the smooth running of the School by carrying out a range of caretaking duties to the agreed quality standards, including security and supervision of the site and related equipment, and other caretaking duties including porterage, cleaning and maintenance. Monitoring of contract cleaning work. The emphasis of this post will focus on either site supervision or Handyperson activities. The balance of duties will be determined by the needs of the school. | |
| **MAIN What the Postholder will actually do**  **ACTIVITIES What prescribed duties the postholder will have** | |
| **In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with the lower graded Site Supervisor posts**  **Security & Contract Monitoring**   * To act as a key holder, carrying out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds. * Booking in lettings and ensuring they are within their allocated booking times. * Undertaking cleaning of allocated area(s), where lettings have taken place. * Litter picking around the site and ensuring that all areas within the site are free from litter * Dealing with enquiries from officers and employees of the Local Education Authority, workers and contractors and, where appropriate, advising the Headteacher of their presence; During the weekend where needed | |

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| **Caretaking and Maintenance**   * Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the line manager. * Using the machinery to brush the carpet on the all-weather pitch (4hrs per week at least) * Spraying Moss and weed killer of the all-weather pitch * General all weather pitch maintenance. * Drawing the attention of the Headteacher to any repairs or maintenance work required at the premises.   + fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;   + Minor gardening duties (including tidying, flower boxes, weeding etc) mowing the grass, excluding application of weed killers. * Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures; * Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate; * Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage. * Planning of own workload * Undertake letting and related duties as appropriate * Preparing the school premises and site for out of school activities and clearing up after these activities * Undertaking training as appropriate * Occasional collection of miscellaneous provisions away from school premises, where reasonable * At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures, including risk assessment * To fully participate in the School’s appraisal scheme where appropriate * The duties may be varied by the headteacher/business manager to meet changing circumstances in a manner compatible with the post held   Walton-le-Dale is committed to the safeguarding of all students. The successful candidate will be required to undertake the Enhanced Disclosure process via the DBS. |

**HOW TO APPLY**

Please apply using the LCC application form which is available on the Lancashire County Council advertisement and can also be obtained from the school website www.waltonledale.lancs.sch.uk. Completed forms may be accompanied by a letter which further supports your ability to fulfil the duties and responsibilities to a high standard. In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position.

Applications should be marked for the attention of Mrs Stacey Eckersley – **vacancies@waltonledale.lancs.sch.uk**. Please ensure you quote the vacancy applied for in the subject line. Applications sent to other email addresses will not be accepted.

It is not our policy to write to the unsuccessful candidates so please assume your application has been unsuccessful if you do not hear from us within two weeks of the closing date. Thank you for your interest.