



St Mary's Catholic Primary School

Job Application Pack

**Premises Assistant**



## Welcome from the Executive Headteacher

St Mary's is a happy, inclusive Catholic school where children develop as well-rounded individuals with a strong sense of self and a commitment to being an involved participant in our community. Our children are viewed as unique individuals with value and worth created in the image of God.

St Mary's Catholic Primary School is part of a partnership of Catholic Schools. In collaboration with Holy Family Xavier Catholic Primary and St Francis Xavier Catholic Primary, we aim to create a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At St Mary's, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning, and exceptional personal support in an inclusive, faith based environment.

Every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from staff who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our staff to make a difference, makes me proud to be Executive Headteacher of this diverse and dynamic family of schools.

I look forward to receiving your application

**Bernadette Nesbit**  
**Executive Headteacher, NLE**

*"The Catholic Life of the school is outstanding because a strong sense of Catholic identity has been established, enabling all staff and pupils to be united in living its mission" Section 48 inspection December 2022*

*"Pupils' behaviour and attitudes to learning are exceptional. They show tremendous respect for, and kindness towards, each other. Pupils' behaviour does not get in the way of learning. In fact, it is quite the opposite. Girls and boys work and play together in harmony. Leaders' hard work to improve attendance and punctuality has paid off. Pupils come to school regularly and on time." Ofsted, 2021*

Our mission statement at St Mary's Catholic Primary School is embedded by the statement of ethos:

**'Dream it, Believe it, Achieve it'**

**'At St Mary's, we walk together with Christ, to achieve our potential, helping one another to love, care, smile and learn. Let your light shine'**

## About the Partnership of Catholic Schools

Our aim as a partnership is to deliver an innovative approach to inclusive, enriching and balanced cross curricular teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth and strength of the partnership is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

### St Mary's Catholic Primary School

St Mary's Catholic Primary School is situated close to Doncaster town centre with close links with the A1 and other major motorway routes.

### St Francis Xavier Catholic Primary School

St Francis Xavier Primary School is situated close to Doncaster City centre with close links with the A1 and other major motorway routes. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

### Holy Family Catholic Primary School

Holy Family Primary School is a Catholic Voluntary Academy located in the east of Doncaster. It is a vibrant and aspirational school with a proud and visible Catholic ethos underpinning a positive approach to both learning and behaviour.

## Safeguarding Children & Young People

The Governing Body is fully committed to safeguarding and to promoting the welfare of children and applicants will undergo child protection screening appropriate to the post, including checks with past employers. The role is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates will be subject to an enhanced DBS certificate, the role is engaged in regulated activity and will therefore require a children's barred list check. Shortlisted Applicants will be required to complete a self-disclosure.

Please read the following policies, which are available on the 'Policies' tab on the school website:

- **Safeguarding Policy**
- **Child Protection Policy**
- **Safe Recruitment Policy**

## The Vacancy

St Mary's consists of a committed and professional team led by experienced passionate practitioners supported by a strong Senior Leadership Team (SLT) who have experience within and beyond the partnership.

The SLT will take a proactive approach, sharing experiences and good practices between colleagues to develop our teaching and learning and own professional developments. We are keen that students have an opportunity to extend their interest and enthusiasm by taking part in a range of extra-curricular activities such as clubs, visits and competitions. We would welcome any contribution you could make to these activities at the school. Above all, we wish to appoint imaginative and enthusiastic Premises Assistant, who will be keen to work alongside a team determined to create an excellent school.

You will primarily be based at St Mary's. However, as part of your professional development, there is also the potential to support and be supported by the staff at St Francis Xavier Primary School, Balby and Holy Family Catholic Primary School, Stainforth.

## Applications

For more information about St Mary's Catholic Primary School, please visit [www.St-Marys-pri.doncaster.sch.uk](http://www.St-Marys-pri.doncaster.sch.uk).

To apply for the role please download the 'CES Teacher Application Form' and supporting documents from the 'Vacancies' tab on our website. Your completed form, along with all supporting documents are to be submitted to [sarah.cashmore@francisxavier.co.uk](mailto:sarah.cashmore@francisxavier.co.uk) clearly demonstrating your suitability for the role.

**Closing Date: 11am, Monday 25<sup>th</sup> November 2024**

**Interview Date: Monday 2<sup>nd</sup> December 2024**

If you have any queries, wish to discuss the role informally or undertake a visit to the school, please do not hesitate to contact us via email [sarah.cashmore@francisxavier.co.uk](mailto:sarah.cashmore@francisxavier.co.uk) or telephone 01709 863280

## Job Description

**Post Title:** Premises Assistant

**Grade:** Grade 6.6

### Main Purpose:

- To support the Site Supervisor in the maintenance of both St Mary's and St Francis Xavier
- To provide cover as main key holder for the site and respond to emergency call outs when required
- To assist in all aspects of site management including a wide range of duties and responsibilities connected with the fabric and grounds of the school. This includes security, cleanliness/cleaning, portage, routine maintenance and refurbishment, minor repairs, advising the Site Supervisor on suggested improvements to the general school environment, to improve the productivity of site management and assist in any pre-planned maintenance programmes.

**Responsible to:** Site Supervisor

**Relationships with:** Senior Leadership Team, Teachers, Teaching Assistants, support staff, parents and pupils

**Is this a regulated activity:** Yes

### General:

- To ensure that the management and maintenance of the school buildings and outdoor environment are effectively undertaken
- To assist in the health & safety across the site
- To undertake repairs and DIY projects

### Premises:

- To monitor the day to day maintenance, repair and cleaning of the school
- To attend the Governor/Staff/Diary meetings when required
- To advise on a rolling programme of redecoration/refurbishment
- To assist the Site Manager to prepare documentation for tenders or specifications of small to medium projects
- To monitor procedures to ensure that the school is kept clean, safe and in a good state of repair and stocked with all necessary supplies
- To carry out regular checks of the premises, equipment and grounds, keeping accurate manual records where appropriate
- To monitor work requests ensuring that day to day maintenance tasks and requests for minor works are undertaken as expediently as possible and actions recorded in a timely manner
- Ensuring that the school grounds are maintained to a high standard

### Security:

- To be responsible for the security of the premises in the absence of the Site Supervisor, liaising with Police and other emergency services in this respect as necessary
- To be responsible for the unlocking and locking up of the schools.
- To ensure that at the end of the day all doors, windows and gates are locked, gas and electrical appliances are turned off and all security alarms are set and working correctly
- To report and advise the HOS/SBM on all security matters
- To act as main key holder for the school on call-outs in the absence of the Site Supervisor

**General Site Duties:**

- To monitor the schools heating and hot water systems
- To ensure that the school is kept clean and tidy and is conducive to learning e.g. litter picking, collection and disposal of refuse/needles, disinfecting bins, ensuring toilets checked daily for fresh supply of disposables etc.
- To ensure that the main school hall floors are kept clean and polished
- To ensure that all tools and cleaning products are stored correctly and are not accessible by pupils and that hygiene standards and regulations are met.
- Move furniture and equipment as necessary/required in accordance with the principles of manual handling
- Ensure that the entrance to school is always clear and welcoming
- Be able to use machinery such as hedge trimmers, petrol lawnmower and handtools
- To ensure that orders received are delivered to the appropriate area / person as necessary
- To ensure light bulbs, fluorescent tubes and starter switches etc are changed as necessary and fittings and shades are cleaned regularly
- To maintain stage and drama equipment
- To clean any allocated areas
- To ensure that all projector filters are cleaned
- To ensure all indoor and outdoor plants are adequately watered during school closure periods
- To ensure that the milk bins are cleaned
- To undertake window cleaning as required
- To collect and dispose of all waste, refuse and surplus materials
- To clear up bodily fluids after accidents adhering to health & safety procedures
- To carry out emergency cleaning if required
- Ensure a safety sweep of the outdoors before pupils arrive on site (animal faeces, syringes etc)

**Health & Safety:**

- To ensure that all working practices comply with current legislation
- To provide safe access to schools in the event of snow, ice or flooding
- To have knowledge of the location of all water and gas stop cocks and mains electricity power breakers etc
- All duties to be carried out in compliance with the Health & Safety at work Act, Nationally and locally agreed Codes of Practice which are relevant and the School's Health & Safety Policy and Procedures

**Administration:**

- To order repairs and maintenance items in liaison with the Site Supervisor
- To maintain a list of repairs / improvements
- To maintain an audit of all tools and equipment, their state of repair and where they are kept
- To ensure mechanical equipment is inspected prior to each use
- To ensure power tools are inspected before use and are PAT tested as required

**Team working and collaboration:**

- Participate in any relevant meetings/professional development opportunities
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
- Communicate effectively with parents/carers, staff and pupils
- Communicate and co-operate with relevant external bodies
- Make a positive contribution to the wider life and ethos of the school

**Other:**

- To have professional regard for the ethos, policies and practices of the school, and maintain high standards in your own attendance and punctuality

- Perform any reasonable duties as requested by the SBM or SLT.

**Note**

This job description is not your contract of employment or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation.

**Signature of Post Holder:**

**Date:**

*Please sign both copies of the job description. Retain one copy for your own reference and return the remaining copy to the school within 14 days of receipt. If a signed copy is not received within the 14 day timescale, it will be assumed that you have accepted the terms and conditions contained within it.*

## Person Specification

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. **You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.** If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

	Essential	Desirable	MOA
<b>Qualifications</b>			
Appropriate qualifications, knowledge and skills to Level 2 or above		✓	A/C
Other relevant qualifications – e.g. first aid, safeguarding,		✓	A/C
<b>Experience</b>			
1 years' experience working in a similar environment		✓	A/I
Experience of working with heating systems		✓	A/I
Experience of building security duties including alarm setting		✓	A/I
<b>Skills and Abilities</b>			
Ability to communicate effectively both verbally and in writing	✓		A/I
Able to undertake minor repairs and maintenance within the building	✓		A/I
Able to undertake general grounds maintenance	✓		A/I
Driving licence	✓		A/I
Possession of own transport for early starts, call outs	✓		A/I
Willing to be flexible in relation to working hours	✓		A/I
<b>Knowledge</b>			
Good organisational skills in relation to managing own workload and that of team members or contractors	✓		A/I
Understanding of health and safety legislation		✓	A/I
Understanding of heating technology and systems		✓	A/I
Willing to undertake job related training	✓		A/I
<b>Personal Qualities</b>			
Enthusiastic	✓		I
Relates well to pupils and staff	✓		I
Passionate	✓		I
Confident	✓		I
Articulate, clear and concise	✓		I
Professional approach to the interview	✓		I
<b>Safeguarding</b>			
Commitment to the protection and safeguarding of children and young people	✓		A/I
Has an up to date knowledge of relevant legislation and guidance in relation to working with young people		✓	A/I

Key: A = Application, I = Interview and assessment, R = Reference, C = Certificate