



# Southwark Park Primary School

Headteacher: Mr Carl Vernalls

Deputy Headteacher: Mr Andrew Sinko

## JOB DESCRIPTION

<b>Position:</b>	Premises Officer
<b>Contract:</b>	36 hours per week, All Year Round
<b>Start Date:</b>	1 September 2024
<b>NJC Pay Grade:</b>	Grade 4 (Spine point 4 -9)
<b>Salary:</b>	£29,703 - £31,884

## Job Overview

Responsible to the SBM for the efficient performance of their duties in relation to the maintenance of a safe, secure and clean site.

Ensuring that all school sites are maintained in a safe, clean and secure condition as required, and undertaking such tasks as may be necessary for effective site management.

Carrying out health and safety checks and ensuring that health and safety and maintenance records are kept up to date.

## Principle Accountabilities:

### 1. Ensuring all school buildings and grounds are cleaned to agreed standards and specifications, including:

- Supervision of the school cleaning staff, establishing cleaning schedules, instructing and monitoring in appropriate cleaning methods including safe use of equipment/ machinery/cleaning agents whilst ensuring cleaners are aware of and comply with associated health and safety requirements.
- Personally undertaking agreed cleaning tasks not included in the school's cleaning specification
- Assisting in the maintenance of a litter free environment in accordance with the Code of Practice
- Arranging for emergency cleaning and removal of graffiti

### 2. Ensuring the maintenance of all school buildings, grounds and utilities and ensuring that any repairs are properly and promptly carried out, including:

- Operating an agreed programme of planned preventative maintenance
- Personally undertaking minor repairs and maintenance tasks, some painting and decorating and small DIY projects which are within the postholder's competence and identified as such within the maintenance specification. Arranging for other repairs to be carried out under the building maintenance contracts and organising emergency response to vandalism damage
- In liaison with the Premises Manger, reporting on, arranging an overseeing any alterations, redecoration, building and maintenance works and specialised repair work



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020 7394 4000

office@southwarkpark.southwark.sch.uk

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- Ensuring maintenance of the heating systems, ensuring adequate fuel levels are maintained and that frost protection system is operating as required for efficient maintenance of adequate heating and hot water provision
- Checking that the premises are at the correct temperature at designated times and that adequate hot water is available, monitoring and taking appropriate action where necessary
- Replacing fluorescent tubes, starters, diffusers, lightbulbs and shades
- Maintaining a location plan of all turn valves or switches for utilities, ensuring clear access and good working order
- Ensuring drains and gullies are free flowing and clean
- Removing snow and other obstructions from main entrances, steps, paths etc maintaining adequate stocks of salt and sand
- Preventing unauthorised/unsafe parking on the school site

### 3. Keeping all grounds and buildings secure, including:

- Acting as a key-holder and controlling site keys, routine and non-routine opening and closing of the school including after occasional evening meetings
- Liaising with security officers, external keyholders and alarm monitoring companies
- Reporting as appropriate any breaches of security and ensuring that any resultant damage is remedied properly and promptly
- Locking and unlocking internal and external doors as required, activating, deactivating and testing automated alarm and bell systems.

### 4. Undertaking various portering, administrative and letting duties, including:

- Undertaking/arranging for the safe storing and moving of items of furniture, equipment and provisions as required.
- Receiving and directing as appropriate all deliveries for the school, assisting in the reception and vetting of visitors, dealing with or referring enquiries as appropriate
- Maintaining stocks of materials, protective clothing and equipment as required
- Keeping up-to-date records, inventories and forms as required
- Assisting in the agreed procedures relating to lettings/functions on school premises
- Transporting monies to and from the bank, and delivering and collecting small items in the locality of the school

### 5. Ensuring compliance with all health and safety regulations in respect of matters affecting cleanliness, security and maintenance of all school buildings and grounds, including:

- Ensuring compliance by periodic inspection of all areas
- Ensuring that appropriate signs and notices have been displayed
- Ensuring that hazards are removed
- Ensuring that fire exits are accessible and that firefighting equipment is correctly positioned and serviced
- Ensuring that first aid equipment and supplies are correctly maintained and readily available
- Ensuring that other staff at the school are aware of their responsibilities as appropriate



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- Notifying appropriate agencies via the line manager where there is a pest or vermin problem and dealing with the problem as directed
  - May undertake the annual testing of electrical equipment in the school after appropriate training.

## 6. Child protection

- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Southwark Safeguarding Children's Board and the school's safeguarding policy.
- Ensure that visiting contractors are vetted and DBS checked in accordance with the school policies

## 7. Training

- To undertake appropriate training to ensure up to date knowledge of current health & safety legislation, fire regulations and new initiatives, and any other training necessary or relevant to the role.

## General Information

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- Participate in the performance and development review process and take personal responsibility for identifying training needs and opportunities in consultation with the Senior Leadership Team.
- Carry out all duties in accordance with due regard to the school policies such as Child Protection, Health and Safety, Equal Opportunities and Data Protection.

### Special Conditions of Service:

- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.
- Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

*The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.*

***The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.***



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Person Specification	Essential	Desirable	Method of Assessment*
<b>Knowledge / Qualifications</b>			
Basic training in one or more of the following; plumbing, general and ground maintenance, electrical/building maintenance, heating systems (or sound experience of same).	✓		A
ONC, OND, Ordinary City & Guilds or equivalent qualifications in relevant areas, recognised time served in building trade or apprenticeship or appropriate experience		✓	A
Knowledge of Health and Safety regulations in relation to the post	✓		A
Knowledge of the operation of heating, ventilating systems and common causes of malfunctions.		✓	A
Knowledge of maintenance and security systems and procedures	✓		A/I
Knowledge and understanding of appropriate cleaning methods and standards	✓		A/I
Knowledge of the organisation and administration, aims and objectives of the school.		✓	A/I
Knowledge of energy conservation measures		✓	A/I
Basic understanding of school budgeting		✓	A/I
<b>Experience</b>			
Considerable DIY experience at the level of minor maintenance	✓		A
Experience of overseeing other works i.e. contractors, cleaners etc. experience of undertaking responsibility for the care and maintenance of premises	✓		A/I
Considerable relevant experience preferably in a school environment.		✓	A/I
Experience in the building industry.		✓	A/I
Experience of administrative tasks and record keeping		✓	A/I
<b>Personal Attributes</b>			
Motivated to work with children & young people	✓		I
Reliability, punctuality, flexibility, a positive approach and the ability to prioritise workload	✓		I
An understanding of the principles of Keeping Children Safe in Education, a commitment to ensuring the health, safety and wellbeing of all children and implementing equality and confidentiality within the school.	✓		I
Willingness to work outside of normal school hours occasionally, with due notice	✓		I

Willingness to undertake training and CPD, including First Aid and Health and Safety	✓		A/I
<b>Skills and Abilities</b>			
Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard or willingness to learn	✓		A/I
Ability for some heavy lifting, physical fitness appropriate to tasks required	✓		A/I
Ability to monitor and report on structural faults/repairs.	✓		A/I
Ability to monitor and order stocks of materials	✓		A/I
Ability to manage the premises budget	✓		A/I
Ability to communicate and liaise effectively with persons at all levels and deal on a credible level with contractors	✓		A/I
Ability to manage staff and programmes of work and ability to organise one's own tasks with minimum supervision and to set and work to agreed targets	✓		A/I
Ability to drive, having own transport	✓		A/I
Ability to undertake annual testing of electrical equipment with training		✓	A/I

\* I - Interview

A - Application Form

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful applicant.*



## **Candidate Information Sheet for posts within Southwark Schools**

### **DATA PROTECTION STATEMENT**

The information that you provide on this form and that obtained from other relevant sources will be used to process your application for employment with Southwark Education. The personal information that you give us will also be used in a confidential manner to help us monitor our recruitment process. A copy of the Privacy Notice for job candidates can be found on the school website.

If you succeed in your application and take up employment with the School, the information will be used in the administration of your employment with us and to provide you with information about the School or third party via your payslip. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process.

We may check the information collected, with third parties or with other information held by us. We may also use or pass to certain third parties information to prevent or detect crime, to protect public funds, or in other ways as permitted by law.

By signing the application form it will be assumed by the School that you agree to the processing of sensitive personal data, (as described above), in accordance with the School's registration with the Data Protection Commissioner.

### **GUIDANCE NOTES FOR JOB APPLICANTS**

Thank you for showing an interest in the vacancy we advertised. Before you fill in your application form please read the following notes. We hope you find them helpful.

Your application form plays an essential part in the selection process and determines whether or not you will be shortlisted for an interview. Please do not send us a CV (career summary) as we will not be able to consider it. When filling in the application form, type or write clearly in **BLACK** ink. This helps us with photocopying.

When we choose our new employees we use:

- A job description
- A person specification
- An application form

### **JOB DESCRIPTION**

This tells you the main responsibilities of the job for which you are applying.



## **PERSON SPECIFICATION**

This is the most important document which explains what we are looking for. It tells you what knowledge, experience and skills you need to do the job. We call these the 'criteria' which we use to make appointments.

'Essential Criteria' are those which you must have to successfully carry out the responsibilities of the job. The person specification shows you which criteria we will use to shortlist for the interview process.

'Desirable Criteria' may be included. These are extra requirements which we may use if we receive too many forms which meet our 'essential criteria'

## **APPLICATION FORM**

If you want to apply for more than one job, please fill in a separate application form for each job. It is a good idea to make a rough draft first. Check through your draft to make sure that it is clear and that it covers all the criteria, before you fill in the form. Please give all the information you think we may need, as we cannot guess or assume anything about you.

You may find it easier to complete the sections on 'employment' and 'relevant knowledge, experience and skills' by using a computer and then attaching the printed sheets to the form.

## **RELEVANT KNOWLEDGE, EXPERIENCE AND SKILLS**

Please tell us anything you think is relevant to the job you are applying for. You will need to give us enough information so that we can judge whether you are suitable for the job.

For example if the job requires experience of report writing, tell us about the type of reports you have written, the main contents and who the reports were for.

You may have relevant experience from activities outside work. This may show the things we are looking for just as much as any work experience. For example, you may have skills and experience from running a club or voluntary group.

## **EQUAL OPPORTUNITIES**

Please fill in the 'tear-off' slip on the application form. We will treat this as confidential information which will not be shown to the shortlisting panel.

We will use this information to make sure we are acting fairly when we employ people.



## **IF YOU HAVE A DISABILITY**

The Disability Discrimination Act defines 'disability' as follows:

*'... a mental or physical condition which has a substantial and long-term adverse affect on the employee's ability to carry out normal day-to-day activities. Long-term means that the condition must last, or be likely to last, for more than 12 months'*

If you need help in filling in the application form or need information in a different format (for example in Braille or on tape) please let us know.

We will offer you an interview as long as you meet the essential requirements of the job and we are also happy to meet any special requirements for people with disabilities who are asked to attend for occupational assessment or an interview. Please contact the named person on the correspondence sent to you so that we can make suitable arrangements.

## **REFERENCES**

You should give the names of two people who can act as referees. One of these people must be your present or most recent employer. We will contact your previous employers or other appropriate organisations for references and will do this for all applicants who are shortlisted prior to interview. If you are not currently working with children but have worked with children in the past, a reference will be sought from your previous employer.

If you are a recent school or college leaver one of your references must be from a teacher or lecturer.

Please note that we do not accept references from friends, relatives, or open references addressed 'to whom it may concern'.

## **CONDITIONS OF JOB OFFER**

If you are successful at interview you will be given an offer of appointment. This offer is subject to:

- I. The receipt of two satisfactory references (see above)
- II. Receipt of a satisfactory medical report from the Council's Occupational Health physician of your fitness to undertake the duties of the post
- III. Evidence of any required professional qualifications (i.e. teaching/nursery nurse qualification)
- IV. Enhanced Criminal Records disclosure checks
- V. Evidence that you can be legally employed in this country (i.e. sight of passport and/or visas or work permits).



- VI. A check for teachers that you are registered with the General Teaching Council (GTC).

## **SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE**

As part of Southwark's commitment to safeguarding and promoting the welfare of children and young people, all employees employed within schools are required to complete an enhanced CRB check application form.

## **REHABILITATION OF OFFENDERS ACT 1974**

The work for which you are applying for involves substantial opportunity for access to children. It is therefore exempt from the Rehabilitation of Offenders Act, 1974. You are therefore required to declare any pending prosecutions or convictions you may have, even if they would otherwise be regarded as "spent" under this Act, and also any cautions or bind-overs.

## **EMPLOYMENT OF PEOPLE WITH CONVICTIONS**

If you have a conviction, caution, bind-over or prosecution pending, this will not automatically preclude you from appointment. Every case will be considered on an individual basis, whilst bearing in mind the nature of the offence.

## **CONFIDENTIALITY**

All information is held confidentially and is released on a need to know basis e.g. information about disclosure applications and criminal background checks forms will be discussed between the Head teacher and a representative from the LEA Human resources department.





## **Privacy Notice for Job Applicants**

This privacy notice describes how we collect and use personal information about you during and after your work relationship with us, in accordance with the UK General Data Protection Regulation (UK GDPR).

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner, and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

Successful candidates should refer to our privacy notice for staff for information about how their personal data is stored and collected.

### **Who Collects this Information**

Southwark Park Primary School is a “data controller.” This means that we are responsible for deciding how we hold and use personal information about you.

Under data protection legislation we are required to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies mentioned within this privacy notice. This will assist you with understanding how we process your information and the procedures we take to protect your personal data.

### **Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

### **Categories of Information We Collect, Process, Hold and Share**

We may collect, store, and use the following categories of personal information about you up to the shortlisting stage of the recruitment process:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;

- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;
- Details collected through any pre-employment checks including online searches for data;
- Your racial or ethnic origin, sex, and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time, and attendance from references provided by you.

### **How We Collect this Information**

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies the Home Office and from the DBS.

### **How We Use Your Information**

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter a contract with you, or we may be prevented from complying with our legal obligations.

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose.

### **How We Use Particularly Sensitive Information**

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- Where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

### **Criminal Convictions**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

### **Sharing Data**

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following:

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);
- Referees;
- Other schools;
- DBS; and
- Recruitment and supply agencies.
- Our Local Authority to meet our legal obligations for sharing data with it;

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be

anonymised, but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

### **Retention Periods**

Except as otherwise permitted or required by applicable law or regulation, the school only retains personal data for as long as necessary to fulfil the purposes they collected it for, as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

Once we have finished recruitment for the role you applied for, we will then store your information in accordance with our Retention Policy. This can be found on the school website.

### **Security**

We have put in place measures to protect the security of your information (i.e., against it being accidentally lost, used, or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. Details of these measures are available in our Information Security Policy.

You can find further details of our security procedures within our Data Breach policy and our Information Security policy, which can be found on the school website.

### **Your Rights of Access, Correction, Erasure and Restriction**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law, you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.
- Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.

- Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the School Business Manager in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

### **Right to Withdraw Consent**

In the limited circumstances where you may have provided your consent to the collection, processing, and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the school office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

### **How to Raise a Concern**

We hope that the School Business Manager can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the School Business Manager, then you can contact the DPO on the details below:

Data Protection Officer:	Judicium Consulting Limited
Address:	72 Cannon Street, London, EC4N 6AE
Email:	<a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>
Web:	<a href="http://www.judiciumeducation.co.uk">www.judiciumeducation.co.uk</a>
Lead Contact:	Craig Stilwell

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.