

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Site Maintenance Operative

Do you have experience of building maintenance including plumbing or associated trade, thrive on variety and challenge?

Are you enthusiastic, flexible and reliable?

Then this will be the job for you.

We are seeking a hard-working and dedicated Site Maintenance Operative to join our busy Site Team. You will work individually or as part of a team, throughout the school to maintain the school site to a high standard.

We are proud to be Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025.

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

SALARY SCP 7-11 £25,584 - £27,269

TERM/HOURS 6.30am to 3.00pm Monday to Thursday, 6.30am to 2.30pm Friday - during term-time.

37 hours per week Working pattern to be confirmed during non-term time.

23 days annual leave (April-March) (increasing to 28 days annual leave after 5 years' service) + 10 Bank Holidays.

BENEFITS Pension Plan with Local Government Pension Scheme
Cycle to Work Scheme
Free On Site Parking
Free Flu Vaccinations

CLOSING DATE 9am Monday 30 June 2025



HECKMONDWIKE
GRAMMAR SCHOOL

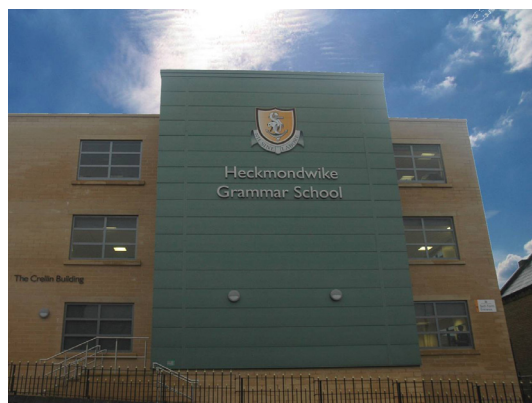
THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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Site Maintenance Operative



About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

The Role:

We are looking for a Site Maintenance Operative who will maintain the school site to a high standard and assist the rest of the site staff in the smooth running of the school.

This is an important role in a high achieving grammar school; the post holder must be extremely reliable, flexible, efficient and effective.

The post holder will be responsible for the opening up of the school sites, ensuring the buildings are ready for the school day, and for the day-to-day maintenance of the school site ensuring a high standard throughout.

Experience of working independently and in a team is an essential part of the role; as is working in adverse weather conditions.

The Site Maintenance Operative will work with-in a dynamic and proactive team with other site operatives under the guidance of the Site Manager.

The right candidate for this post is one who thrives on variety and challenge. On a typical day, the post holder may be setting up events or exams, refurbishing classrooms or other site related duties.

As such, experience of working in a school setting is desirable, but not essential.

Responsibilities:

Specific responsibilities are set out in a detailed job description.

What will you bring to the role?

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children



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Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality. We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go.

Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

In return, we offer a competitive salary and membership to a Local Government pension scheme

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



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JOB DESCRIPTION

| | |
|------------------------|--|
| JOB TITLE: | Site Maintenance Operative |
| RESPONSIBLE TO: | Site Manager |
| HOURS OF WORK: | 37 hours per week 6.30am to 3.00pm Monday to Thursday 6.30am to 2.30pm on a Friday, during term-time Working pattern to be confirmed during non-term time 23 days annual leave (April-March) +10 Bank Holidays |
| SALARY GRADE: | SCP 7-11 (£25,584 - £27,269) |

Responsibilities:

The Site Maintenance Operative will be responsible for the opening of the school sites and for assisting the Site Manager in ensuring the safety and security of the school buildings, including call out to alarms as and when needed, repairs and maintenance, deliveries and movement of stock, furniture and equipment.

1. Building Operation

- 1.1 Opening and closing premises, facilities and grounds to meet the routine and non-routine requirements of the building's occupants.
- 1.2 To attend to heating and domestic hot water boilers to ensure that they and the ancillary equipment are working correctly.
- 1.3 To assist the Site Manager in checking the premises are up to the correct temperature and there is adequate hot water by the required time and to take appropriate action if this is not so.
- 1.4 Ensure that adequate frost protection is provided when required.
- 1.5 Clean out drains, gullies, toilet and sink outlets and ensure they remain free flowing and clean.
- 1.6 Undertake health and safety cleaning tasks on a routine basis,
e.g. art/pottery areas including sink traps,
kitchen grease traps
internal roof gutters,
- 1.7 Removal of internal and external graffiti, chewing gum etc, where this cannot be removed during normal cleaning.

- 1.8 Clean heaters and convectors, non-electrical parts and filters.
- 1.9 Relief cleaning as required.
- 1.10 Testing and checking – showers, pressure vessels, fire doors etc.
- 1.11 Basic plumbing duties.

2. Security

- 2.1 Carry out security procedures, as determined by the Site Manager or Senior Leadership Team, for buildings and grounds, together with the contents, so as to ensure maximum security and prevent loss or damage to the School's buildings and property.
- 2.2 Lock/unlock internal and external doors as required;
- 2.3 Activate/de-activate automated alarm equipment;
- 2.4 Ensure that no person remains in the building without authorisation prior to final locking up.
- 2.5 Be alert to the possibility of unauthorised persons loitering in or around the building or grounds of the premises and take action in accordance with School procedures.
- 2.6 Be familiar with, and carry out procedures in the event of fire, flood, breaking and entering, accident, major damage or incident reporting details to Site Manager or Senior Leadership Team.
- 2.7 Report any unusual occurrence to the Site Manager or other member of the Senior Leadership Team as appropriate.

3. Grounds/Waste/Pest Control

- 3.1 Ensure that all footpaths are free from weeds (without the use of chemicals) advising the Site Manager of any areas that need professional grounds maintenance attention.
- 3.2 Report all evidence of vermin/pests immediately to the Site Manager.
- 3.3 Ensure that the whole site is litter free, as far as is reasonably practicable, using the appropriate equipment subject to relevant training.
- 3.4 Ensure that steps, entrances, hand railings and building fascias are clear of debris, bird droppings and other deposits that may be unsightly or injurious to health.
- 3.5 In the event of snow, frost or minor flooding or similar emergency situations assist the Site Manager in ensuring access to at least one entrance to every building and entrance to the kitchen is provided.
- 3.6 Being first point of contact in adverse weather conditions.

4. Access

- 4.1 Ensure that access to and egress from the premises is without hazard and that fire doors can be opened freely.
- 4.2 Where fire doors are locked overnight for security purposes, ensure they are unlocked each morning before the occupation of the building by staff and pupils and maintain the necessary records.
- 4.3 Provide safe access to buildings in the event of snow, frost, minor flooding or similar emergency situations. Grit footpaths as necessary.

- 4.4 Ensure that access to First Aid facilities, fire equipment and the accident book and forms is available in accordance with the requirements of the Health and Safety at Work Act 1974.

5. Portering

- 5.1 Take delivery of stock, materials, furniture etc and convey to the appropriate area of the premises.
- 5.2 Move furniture, materials, equipment from one area of the premises to another as required.
- 5.3 To organise and assist in the movement of furniture and fittings to enable periodic cleaning routines, or individually specified activities to take place during normal building hours as specified by the Site Manager or Senior Leadership Team.

6. Lettings/Out Of Hours Activities – Additional Payment

- 6.1 On a rota basis dealing with lettings of the premises as required; opening of premises, preparing rooms for use and cleaning and securing premises at the end of the lettings.

7. General

- 7.1 Deal with enquiries from Governors, staff, authorised contractors and members of the public, giving assistance as required.
- 7.2 Inspect work of contractors where there is a requirement to sign a satisfaction note or when requested by the Site Manager.
- 7.3 To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Site Manager or SLT from time to time.
- 7.4 Take reasonable care of the health and safety of self, other persons and resources whilst at work. Co-operate with management as far as is necessary to enable the responsibilities placed upon the School under the Health and Safety at Work Act to be performed, e.g. operate safe working practices.
- 7.5 To assist in maintaining records as and when required by the Site Manager or SLT.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



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Heckmondwike Grammar School Person Specification: Site Maintenance Operative

E = Essential D = Desirable

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|-----|--|---|---------|
| 1.1 | To take initiative and work independently | E | A, I, R |
| 1.2 | To have the ability to work successfully with a team of others | E | A, I, R |
| 1.3 | To communicate effectively | E | A, I, R |
| 1.4 | Good organisational skills and the ability to work to deadlines | E | A, I, R |
| 1.5 | To be able to remain calm under pressure | E | A, I, R |
| 1.6 | To possess a high level of commitment to maintaining a safe and secure environment for users of the site | E | A, I, R |
| 1.7 | The ability to alert the school to unsafe practices | E | A, I, R |
| 1.8 | Open, honest and approachable | E | A, I, R |
| 1.9 | Willingness to be flexible in order to meet the needs of the school | E | I, R |
| 2.0 | Self-motivated and hard working | E | A, I, R |
| 2.1 | Professional approach | E | A, I, R |
| 2.2 | High levels of integrity and the ability to respect confidentiality | E | A, I, R |
| 2.3 | Previous cleaning experience | D | A, I |
| 2.4 | Experience of working within an educational setting | D | A, I |
| 2.5 | Knowledge of Health and Safety issues relevant to the post | D | A, I |
| 2.6 | Suitable to work with children | E | DBS |

A = Application Form I = Interview R= References
DBS - Disclosure and Barring Service check



HECKMONDWIKE GRAMMAR SCHOOL

Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



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STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- There are numerous ad-hoc social events throughout the year.