

Site Officer

Pay Scale: **SCP 10-15**

Hours: **20 hours per week (ideally Mon-Fri 3.45pm-7.45pm)**

Salary: £26,835 - £29,093 (FTE) **£14,311 - £15,515 (actual) depending on experience**

Deadline: **5pm, Thursday 1st August 2024***

Start date: **As soon as possible**

The Executive Principal is seeking a reliable and enthusiastic candidate with the energy, passion and creativity to work as a Site Officer in our thriving All-Through school. The role will be 20 hours per week, across five days. This will preferably be from 3.45pm till 7.45pm each day, but there may be flexibility in discussion with the successful candidate. We encourage early applications, as we reserve the right to interview before the closing date.

CFS is a happy, collaborative and forward thinking school for 4-16 year olds, where the personal development of our pupils is just as important as the academic curriculum. In our recent Ofsted, inspectors observed that CFS is a vibrant, ambitious and inclusive school, where our respectful and friendly pupils are thriving and are well prepared for their adult lives. Our values of 'nurture, challenge and inspire' influence everything we do as a school, and genuinely permeate all areas of school life. If you share our values and ideals, we strongly encourage you to find out more about CFS via a visit to the school or through our school website www.chichesterfreeschool.org.uk.

CFS follows national pay scales and the starting point within the range outlined above will be agreed on appointment.

The School

CFS is now entering its second decade and is fully established in our state-of-the-art facilities on the Carmelite Convent Site on the Hunston Road in the south of Chichester. Our PAN is 60 in Primary, and 120 in Secondary; in almost all year groups we are oversubscribed with waiting lists. Due to demand, we have a bulge intake of Year 7 who started in September 2023, with over 150 pupils currently on roll in this year group.

The School joined Sussex Learning Trust in September 2023 – a move that we personally initiated through the desire to collaborate with a like-minded family of schools. The Trust is currently small and based in Haywards Heath; CFS are well placed to launch a new Chichester Hub of the Trust, which is really exciting.

As a Free School, we are the same as any other academy; we are both held and hold ourselves to the same exacting and rigorous standards as all state-funded schools. We follow the national curriculum, and are proud of our ambitious, inclusive and varied curriculum offer. Our pupils engage with SATs and GCSE assessments. In May 2024 we received a very strong full graded Ofsted Inspection – graded at least a strong Good in all areas and Outstanding in Personal Development. As a school we are now striving for excellence in all areas, and to achieve above average outcomes in both phases.

CFS is open to pupils of all abilities. We do not have a catchment area, thus ensuring the School is fair and inclusive. We take part in the West Sussex County Council (WSCC) admissions process. As a school we benefit from longer holidays, specifically at October half term, Christmas and during the summer.

Our Values and Vision



At CFS, we create a safe, inclusive, environment through our **culture of kindness** where we **nurture**, **challenge** and **inspire** all learners.

Our team of passionate educators, working with our **community**, offer a broad range of **opportunities** and **experiences through cultural capital**, alongside **excellent**, evidence based, teaching.

As a result, our young people develop a **love of learning** and are empowered to achieve accelerated **academic progress**, to find personal fulfilment and to become **resilient**, responsible **global citizens**.

The Team

The successful candidate will be joining as a fourth member of a well-established, friendly and committed site team. The current team have a wide and varied skill set with years of experience, so the role will be fitting for either someone who is new to schools and caretaker work, or someone who can bring further experience into the team.

The Role

CFS is looking to appoint site officer who will take ownership of site security in the latter part of the day, and carry out daily maintenance as well as more proactive site projects in discussion with the Site Manager. The successful candidate will also be the key link with our cleaning supervisor and external cleaning team as well as liaising with any on site lettings.

The day to day duties include:

- Carrying out daily maintenance as required.
- Engaging in longer term, proactive, site projects to ensure a safe and inspiring environment for our staff and pupils.

- Ensuring the security of the site in the latter part of the day, supporting the final lock up conducted by the cleaning supervisor later in the evening.
- Setting up the site for lettings, functions, school events etc.
- Helping to maintain a secure and safe environment, carrying out any health and safety checks as appropriate.
- Being the onsite liaison for hirers, dealing with and resolving any urgent issues and ensuring that hirers leave the site in accordance with their hiring agreement.
- Supporting with traffic flow during late afternoon/evening events.
- Other roles as may be required to assist the site team.

Full training will be given where necessary.

The successful candidate will:

- Be flexible and willing to turn their hand to new skills.
- Be able to prioritise workload, deal with situations calmly and efficiently.
- Be able to communicate in a warm and professional manner with others, including (but not limited to) hirers, children, parents and any other visitors.
- Take pride in the school environment.
- Be professional, have integrity and be able to express what duties need to be carried out.
- Promote the positive ethos of the school and adhere to school policies and procedures - including safeguarding and promoting the welfare of young people.
- Possess drive and enthusiasm.

All staff at CFS commit themselves to contribute fully to the ethos and life of the School in and outside the classroom.

CFS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Principal'. The successful applicant must obtain List 99 clearance and DBS clearance at enhanced level.

The Recruitment Process

For further information and informal discussion about this post, please do not hesitate to contact Tony Del Greco on ADelGreco@chichesterfreeschool.org.uk or on 01243 792690.

Candidates should complete an application form and supporting statement addressing the criteria presented in the role description and person specification. Completed applications should be sent to papincipal@chichesterfreeschool.org.uk by 5pm, Thursday 1st August 2024. ****We reserve the right to interview before the closing date. If a suitable applicant is recruited prior to the closing date, the advert will be withdrawn. Candidates are therefore encouraged to apply as early as possible.***

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a Disclosure and Barring Service (DBS, formerly CRB) check.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. Evidence of relevant Professional Development or qualification	Desirable
---	-----------

Experience

a. Previous experience of working in a similar role, either in a school or general premises maintenance	Desirable
b. Good attention to detail	Essential
c. Previous experience in a school setting	Desirable
d. Previous experience of a supervisory or management role	Desirable

Skills Required

a. Teamwork: the ability to work collaboratively with others	Essential
b. Excellent interpersonal and communication skills	Essential
c. Self-management skills: the ability to plan time effectively and organise oneself well	Essential
d. Appreciation of the issues working around young people	Essential
e. Understanding of general Health & Safety and/or COSHH	Desirable

Attitude/approach

a. A deep and passionate commitment to the values and ethos of CFS	Essential
b. Understanding of confidentiality and discretion	Essential
c. Tidy and organised approach with attention to detail	Essential
d. Maintain professional relationships at all times, acting with integrity and in accordance with the values and ethos of Chichester Free School	Essential
e. Ability to work under pressure and multi-task.	Essential
f. Maintain pride in work with high expectations of self and others	Essential
g. Flexibility and willingness to work overtime if required	Essential

Safeguarding

a. Commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential