



## Alsager School

Hassall Road, Alsager, ST7 2HR

Headteacher: Andrea O'Neill

**Required ASAP for immediate start:**

### **SITE MAINTENANCE OFFICER**

**Permanent**

**Responsible to:** Hub 1 Site Maintenance Supervisor

**37 Hours, Full year:** Two weeks of early shifts 6am - 2pm finish at 1.30pm on Fridays and one week of lates 11.30am - 7.30pm finish at 7pm on Fridays

**Grade 5: scp 07 £24,294 p.a.**

#### **About the role:**

Thank you for your enquiry about the above post. This is a full time, permanent position primarily based here at Alsager school. However, there is a requirement to work across the trust within Hub 1 which is at Alsager Highfields Community Primary school and Weston Village Primary School.

Maintenance Officers are responsible for the security of the premises and its contents (including the operation of the fire and burglar alarms), repairs and decoration. This includes being a registered key holder. The team ensure that lighting and heating systems are in good working condition. The whole team takes great pride in maintaining TCT buildings to a very high standard, providing a clean and comfortable environment for the pupils and staff to work in.

#### **About the School:**

In September 2022 our school, along with 4 other local schools combined to become The Cornovii Trust; Alsager Highfields Primary, Alsager school, Audlem St. James CofE Primary, Brine Leas School and Weston Village Primary. We are a local trust providing support for local schools, children and families.

Alsager School is a large mixed school with 1530 pupils on roll, including approximately 270 students in the Sixth Form and is the only secondary school in the town. We currently employ in excess of 100 teaching and 75 support staff.

Alsager School is a fantastic place to work with motivated and well-behaved students, a committed and experienced governing body, dedicated staff and supportive parents. Visitors to the school often comment about the calm and caring environment. Children of all abilities make impressive progress throughout the key stages. We are one of the

highest performing schools in Cheshire East, and our last Ofsted in January 2023 graded the school as Good in all areas.

Approximately 75% of our students are drawn from the town itself and its adjacent villages. The remainder come from towns in neighbouring Staffordshire and Cheshire, sent to us by parental choice. The school's reputation and popularity mean that it has been largely unaffected by the demographic dip currently affecting most schools and is always over-subscribed.

Weston Village Primary School is located on the outskirts of Crewe. They are fortunate to have spacious grounds with a good sized playing field, 2 playgrounds, climbing wall, a quiet area and trim trails for both Key Stage 1 and 2.

The school was built in 2002 and features a main hall, 9 classrooms, a library and a small cookery room. Early Years have an outside learning environment and an additional classroom to form part of a varied and stimulating Early Years environment.

Alsager Highfields Community Primary School opened in October 1988 and integrates general teaching, practical and home-bay areas, a library and a computer suite. An extra classroom and new offices were added in September 2012, which has allowed the old office area to be used for small teaching groups. Situated alongside the Main School is an Annexe building of traditional design which contains four Infant classes. A double mobile classroom housing the Hoppers playgroup was opened in 2005. The school grounds include a sports field, AstroTurf, an outdoor classroom, play areas, a pond and a woodland area.

**Principal Responsibilities:**

1. Maintain the school building, including effecting minor/ major repairs and improvements and decorate interior and exterior to a high standard in order to fulfil the school's specific responsibilities.
2. Monitor and operate the engineering systems (i.e. heating etc.) and advise management of any faults in order to ensure the most economical use of fuel and water.
3. Discuss with, and monitor, the work of contractors engaged by the Schools to ensure specific standards are achieved.
4. Monitor, operate and maintain appropriate site security systems, including opening and closing buildings at the beginning and end of the school day, lettings outside school hours and responding to call-outs as necessary, in order to provide satisfactory security arrangements.
5. Maintain and monitor health and safety standards, reporting any failures to comply with the School's statutory obligations in this area, ensuring that contractors' work meets Health & Safety Regulations. Check the fire alarms and keep up to date records as required for inspections.
6. Carry out portering and cleaning duties as may be required, (including the moving of heavy furniture) and removal of graffiti, which will secure the most efficient use of resources. Keep all equipment in a clean working condition.
7. Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
8. Carry out banking duties as required by the schools.

9. To carry out general grounds maintenance duties in and around the school including:- grass cutting using tractor or sit-on mower; maintenance of school lawned areas, planted beds and shrubbery; line marking on the school sports pitches; maintain the school site free of litter and debris at all times. Maintain clear pathways in snowy / frosty conditions for access to the schools, clear pathways In snow/frosty conditions so that pupils and staff have ready access to the school.
10. Any other duties including to support to facilitate the smooth running of the Estates team.
11. Ability to undertake Portable Appliance Testing or the commitment to undertake training to enable the candidate to perform this function.

Notwithstanding the detail in this outline, in accordance with TCT's flexibility policy the Jobholder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the principal responsibilities of the job.

#### **In conclusion:**

In order to ensure the future successful development of our school, we are keen to appoint only staff of the highest ability or with the greatest promise. Working at Alsager School is demanding but the rewards are commensurate in a school with strong leadership, dedicated staff, supportive parents, and pleasant, friendly, and highly motivated pupils. The school is proud of its supportive ethos and the person appointed can expect much help, guidance and support from colleagues.

Alsager School is an equal opportunities employer, and we are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

#### **How do I apply?**

If having read this information, you find the post and Alsager School appealing, we would like to hear from you. Application is by completion of the School's two part Application Form. CV's will not be accepted. Please also remember to complete the Equal Opportunities Questionnaire section. [Diversity].

It is important that your supporting statement should give comprehensive information about your skills, and it should emphasise your qualities which are relevant to the post. This is your opportunity to introduce yourself and to describe why you believe you are capable of carrying out the duties described.

The closing date is **5pm, Sunday 14<sup>th</sup> April 2024**. Interviews are likely to be held during the following week. In the interests of economy, those applicants who have not received an invitation for interview or any further communication within two weeks of the above date are asked to consider their application unsuccessful on this occasion.

Completed application forms should be returned to: Mrs Ashley Owen



H.R. Manager  
Alsager School  
Alsager ST7 2HR

Your completed application should be received in school no later than **5pm, Sunday 14<sup>th</sup> April 2024**, ideally via email to Mrs Owen at [jobs@thecornoviitrust.org](mailto:jobs@thecornoviitrust.org).

*NB: All candidates submitting an electronic application will be required to sign and date their form if invited to interview.*

All electronically submitted applications will be acknowledged.

It is the school's practice to take up references for all shortlisted candidates. One referee should be from your current or most recent employer. Where you are not presently working with children but have done so in the past, you should provide a referee from that employer.

References will not be accepted from relatives or from people writing solely in the capacity of friends.

If you require any further information or wish to discuss any issues, please do feel free to contact me. In the meantime, good luck with your application. I look forward to reading your response and to possibly meeting you in the near future.

Yours sincerely,

Ashley Owen  
H.R. Manager

BPi/March 2024

Further details about the School are available from our website: [www.thecornoviitrust.org](http://www.thecornoviitrust.org)

## PERSON SPECIFICATION

**Job Title: Site Maintenance Officer**

CRITERIA	ESSENTIAL	DESIRABLE
<b>Experience</b>	<p>Working with the minimum of supervision.</p> <p>Taking the initiative.</p> <p>Experience of operating and maintaining commercial plant.</p> <p>Knowledge of cleaning and hygiene standards.</p>	<p>Previous caretaking/security/cleaning experience.</p> <p>Experience of educational environment.</p>
<b>Qualifications/ Knowledge</b>	Maintenance or building trades related qualifications.	NVQ (or equivalent) in a relevant discipline.
<b>Job related Knowledge</b>	<p>Heating &amp; security systems - commercial</p> <p>Able to read, write and have basic mathematical ability.</p> <p>DIY skills including plumbing, joinery and electrical.</p> <p>Test, set and disarm alarms.</p> <p>Basic and specialist cleaning processes.</p> <p>Working knowledge of all current Health &amp; Safety legislation.</p>	<p>Understanding of educational environment.</p> <p>Knowledge of contractors and Service level agreements.</p>
<b>Personal attributes/Skills</b>	<p>Current full driving licence, with use of your own vehicle with business insurance as you will need to work across all sites in AMAT.</p> <p>Self-motivated.</p> <p>Energetic &amp; adaptable.</p> <p>Reliable.</p> <p>Good, effective communication and interpersonal skills.</p> <p>Ability to work positively with others in a team setting.</p> <p>Able to relate well to children and members of the public.</p> <p>Able to climb a stepladder and lift, carry tools and other equipment.</p> <p>Enjoy a challenge.</p> <p>Commitment to safeguard &amp; promote the welfare of children.</p>	Willingness to learn.
<b>Other requirements</b>	Pleasant manner.	<p>Self-confidence.</p> <p>Maturity of outlook.</p>