



Bishop Perowne

Church of England College



<https://bishopperowne.co.uk>

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Dear Candidate,

Thank you for your interest in the role of Site Team Member at Bishop Perowne Church of England College. This is an exciting opportunity for a motivated and aspirational person to join our team.

We are based in Worcester City in Worcestershire which is a beautiful area of the country and provides good access to Birmingham. The area we serve is diverse, and our catchment and students offer a range of expectations and challenges, therefore being able to drive ambitions is key. Our ambition for our students to have the best chance of success is central to our drive and vision. This is best evidenced by our improving results in the summer exams of 2023 and 2024.

The school is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

We are a school that is continuing to grow, recently undergoing a PAN increase from 210 to 240 per year group and we are full across all year groups, being over PAN in KS3.

We strive to be an inclusive and diverse employer, and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and discuss our Workload and Well-being charter annually with staff. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve.

Bishop Perowne

Church of England College

To get a feel of life at Bishop Perowne, please feel free to contact us to arrange a visit. We will always make time to show potential candidates around the school in order for them to see our provision and meet key people.

Bishop Perowne is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure. The school website, Facebook and Instagram pages provide a clear picture of our aspirations and our vision; however, please do not hesitate to contact Karen Wigley, Headteachers PA and HR on kwi@bishopperowne.co.uk to seek further information or book a visit. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



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JOB OUTLINE:-

REASON JOB EXISTS:

- The Site Team is to be jointly responsible for all matters relating to the maintenance and satisfactory operation of the school's building and equipment. Ensuring regular checks/inspections (routinely and scheduled of the buildings, fixtures and fittings to include plumbing systems, heating/gas systems etc).

DUTIES:

- Act as one of the designated key holder to the whole school site.
- Ensure that the school buildings are well maintained and gates are secure. Carrying out regular security and maintenance surveys as per the Site pro forma.
- Working in conjunction with the Operations Manager to ensure the school's building maintenance programme (buildings) is followed and any issues reported to the Operations Manager.
- Attending callouts and supervising access to the site outside normal working hours as and when required as part of a rota system.
- In conjunction with the Operations Manager assist with the operating and monitoring of heating, plumbing and electrical systems in accordance with instructions and current safety legislation and ensure that the most cost effective use is made of such systems.
- To ensure the immediate clear up any hazards to students, visitors and staff (ie spilt chemicals, broken glass etc).
- As part of the Site Team ensure the setting out and clearing away of chairs/desks in the Theatre, Sports Hall and Gymnasium as and when required.
- To undertake portage duties as required within the school and to assist in the unloading of deliveries to the school and loading of deliveries from the school.
- In conjunction with the Operations Manager monitor the standards of work undertaken by external contractors.
- Help create and maintain a high level of customer care to all school users including students, staff and visitors
- To undertake training as necessary
- To ensure the safe use, maintenance and secure storage of plant and equipment based at the school.

Bishop Perowne

Church of England College

EQUALITIES:

- In accordance with school policies and procedures be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop

HEALTH AND SAFETY:

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to the Operations Manager.

CRIMINAL RECORDS BUREAU:

- This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Criminal Records Bureau as part of College's pre-employment checks.

ADDITIONAL INFORMATION:

- All school staff are required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, appraisal and development as required by the school's policies and procedures
- Post holders are expected to accept any reasonable alterations that may from time to time be necessary under direction of the Headteacher.

SUPERVISION:

- The post holder is managed by the Operations Manager and is a member of the school's Site Team.

Bishop Perowne

Church of England College

JOB CONTEXT:

- The post holder, in conjunction with the Operations Manager and the other member of the Site Team ensure the smooth running of the premises. The school site is used extensively, both for extended curriculum activities and for community purposes by external hirers. The school is available for approved activities throughout the year (7 days a week, 52 weeks a year).
- The post holder needs to be prepared to work the required shift pattern, within the limits of a 37 hour working week. Hours for the member of the team working evenings or weekends will differ to cover a business need.
- The post holder is a designated key holder of the school for emergency access to the site

CONTACTS:

- Governors and the Headteacher/Headteacher's P.A./HR Manager
- Chief Finance Officer
- Operations Manager
- Teaching and support staff
- Building trades contractors and suppliers
- Hirers of the school's premises for the member of staff who covers either holiday periods, evening or weekend lettings.

KNOWLEDGE, EXPERIENCE AND TRAINING:

- Knowledge and experience of building and grounds maintenance including minor routine maintenance in respect of plumbing, electrical work and general building work in accordance with instructions and currently safety legislation
- Knowledge of the main requirements of health and safety legislation and good practice relevant to the post is essential
- Flexibility and sensitivity to the needs of a wide range of users is essential
- Evidence of a strong commitment to the school as the centre of its community is essential

Bishop Perowne

Church of England College

7. PHYSICAL EFFORT

- Some lifting of heavy loads is, subject to appropriate manual handling requirements, required

OTHER DUTIES

- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.

NOTES

- The College reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner, which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the College's Equal Opportunities Policy.

SIGNATURES

- The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Bishop Perowne

Church of England College

Bishop Perowne Employee Benefits:

Bishop Perowne recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Clear and transparent calculation of 1265 working hours (with no roles reaching the maximum figure)
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to the Bishop Perowne Golden Ticket and Club Card Scheme
- Cycle to Work scheme
- Health Assured Programme
- Free eye tests



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Church of England College

JOB TITLE:

Site Team Member

SALARY RANGE:

£24,790 per annum/full year

LINE MANAGEMENT:

Operations & Estate Manager

RECRUITMENT INFORMATION



Bishop Perowne

Church of England College

Person Specification:

Education, Qualification & Training:	Essential	Desirable
English and Maths GCSE grade 5 or above	X	
Knowledge & Experience:	Essential	Desirable
Previous experience maintaining a commercial building, building services, equipment, etc	X	
Experience managing and maintaining health & safety in a commercial environment	X	
Experience managing small building projects and supervising external contractors	X	
Previous experience working in schools as a Caretaker/Site Maintenance		X

Bishop Perowne

Church of England College

Skills & Abilities	Essential	Desirable
Ability to build and form good relationships with colleagues and other professionals	X	
Ability to work constructively as part of a team and using own initiative	X	
Able to work flexibly to meet deadlines and respond to unplanned situations	X	
Good verbal and written communication skills appropriate to the need to communicate effectively	X	
Physical ability to carry out manual tasks i.e. heavy lifting, moving items	X	
Recognition of personal responsibility for Health and Safety	X	
Commitment to self-development and willingness to undertake further training	X	

Bishop Perowne

Church of England College

Personal Qualities:	Essential	Desirable
Enthusiasm and drive for working in a school	X	
Driver with a full driving licence	X	
Ability to work independently and collaboratively as a member of a team	X	
Reliability, confidentiality and integrity Ability to promote the positive image of the school	X	
Excellent health and attendance record	X	
A positive and flexible attitude to work Willingness to undertake further training/development opportunities	X	
Fully supports the Christian ethos of the school	X	