



Weaverham High School is a vibrant, thriving and successful school where every member of our community feels valued, safe and supported to ensure they surpass their potential. We celebrate uniqueness and see individuals. We understand that our pupils have hopes and dreams, challenges and barriers and it our privilege to celebrate their worth and their potential. We want every child to enjoy their own journey of discovery, acquire a thirst for knowledge, creativity and imagination and develop a love for their learning. We want pupils to leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and leadership experience they need to thrive in the world.

Our staff work tirelessly to ensure individual barriers are overcome and pupils are challenged and supported in equal measure. We nurture talent, ability and ambition with energy, creativity, determination, relentless kindness and high expectations.

"Be the best version of you"



SITE MAINTENANCE OFFICER (FULL TIME)

The Governors of Weaverham High School are looking to appoint a Site Maintenance Officer to start ASAP. The successful applicant will be reliable, able to work on his or her own initiative as well as being able to work as part of a team.

The post is permanent subject to a satisfactory references and probationary period. The salary range for this post is Grade 5 £23,893 to £25,979 an hour, 37 hours a week, full year.

Total hours: 37 hrs per week, working times can vary but basically involves two week pattern 08:00 – 16:30 for week 1 and 09:30 – 18:00 week 2 including locking down the whole site: Monday to Friday 52 weeks per year although some Saturday or Sunday may be needed in emergency situations

In return we can offer you:

A competitive salary £12.38 – 13.47 an hour. Paid public holidays and 5 weeks paid annual leave (rising to 6 weeks after 5 years continuous service). Paid sick leave in accordance with length of service

Access to the Cheshire Pension Fund (a Local Government Pension Scheme) with a very generous employer's contribution rate

Access to the Working Rewards Scheme which is our employee benefits package which provides a range of benefits including salary sacrifice schemes such as childcare vouchers, bicycles, technology and mobile phones. There are also a wide range of discounts available on shopping, holidays and entertainment. The scheme also features access to Brio Leisure's Workfit scheme which has a range of facilities across the Cheshire West and Chester area.

Access to a free enhanced Employee Assistance Programme

Uniform is provided

How to apply **Closing date 9am Wednesday 26th June 2024** *Applications may close before the deadline, so please apply early to avoid disappointment* For further information email jobs@weaverhamhighschool.com or see school website www.weaverhamhighschool.com

Please complete the school application as fully as possible and explain any gaps in your employment history. Our school places the highest priority on keeping our children safe. Applicants will be subject to stringent vetting processes, including online searches for shortlisted candidate. The successful applicant will require an enhanced Disclosure and Barring Service check.

Headteacher: Clare Morgan Tel: 01606 852120 Fax: 01606 854033 www.weaverhamhighschool.com

CHESHIRE WEST AND CHESTER BOROUGH COUNCIL

JOB DESCRIPTION QUESTIONNAIRE

JOB TITLE	Site Maintenance Officer (with staff) (Secondary School)	JOB REF NO	AAAE5001
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BASIC JOB PURPOSE

To be responsible for the security of the premises and its contents; including being the registered key holder.

To ensure that the lighting and heating systems are in good working condition.

To carry out cleaning of designated areas and monitor the cleaning carried out by Caretaker and Cleaners on a day to day basis.

To undertake minor repairs and portering duties.

MAIN RESPONSIBILITIES

1	Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities.
2	Monitor and operate the engineering system (ie, heating, etc) and advise management of any faults in order to ensure the most economical use of fuel and water.
3	Supervise Caretaker and Cleaning staff, and monitor work being carried out by them.
4	Discuss with and monitor the work of contractors engaged by school and C.B.S. to ensure specified standards are achieved.
5	Monitor, operate and maintain appropriate site security systems, including opening and closing the building 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.
6	Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and Safety Regulations.
7	Organise and carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
8	Order supplies in order to maintain the necessary stock of appropriate resources. Receive delivery of supplies, furniture and parcels and ensure their correct distribution.
9	Carry out banking duties as required by the School.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

Site Maintenance Officer AAAE5001 Grade 5

The Governors of Weaverham High School are looking to appoint a Site Maintenance Officer to join our experienced and hardworking site team

The role is a practical one as part of a team of site staff providing an excellent customer focused service for staff, students and visitors.

The successful applicant will be a reliable, enthusiastic and flexible person who is able to work on their own initiative as well as being committed to working as part of a team and will ensure that the site is maintained to the highest standard.

Duties will include all aspects of site security, being a registered key holder, site maintenance and general caretaking - including receiving deliveries, maintaining supplies and cleaning duties where necessary.

You will need to be physically fit enough to be able to move chairs and heavy items around on a daily basis, and climb step ladders to do tasks. Our main building has three floors and also has a number of satellite buildings.

The site team operate a two weekly working pattern that will involve you locking up the school every other week.

Providing reactive support to any site issues that arise during the School day which will require excellent customer service, problem solving skills and the practical ability to carry out repairs.

The role also includes carrying out planned preventative maintenance tasks and compliance checks to ensure the safe running of the school on a daily basis as directed by the Site Manager. These include water Hygiene checks, PAT testing, access control updates and energy recording as well as others. You will also be required to clean and refuel the School's two mini buses and report any issues to the Site Manager

As a school, we are constantly seeking to improve the building and facilities with small building projects and refurbishments so skills of a trade will be a great advantage.

You will be required to flexible in your weekly hours as there will be occasions when you are required to secure the school building after school events or lettings which may be in the evening and at weekends. This often involves unlocking and then re-locking the school for these users and is seasonal in nature.

The school utilises a security company as first response to out of hour's intruder or fire alarm activations. On an occasional basis you may be called in the event of further action being necessary and you will be required to attend the School site following an emergency call out and this could be at any time. Due to the role as a key holder we are ideally looking for someone who is within a 20 Minute travel time to the School site.

The post is for 37 hours per week; 52 weeks per year. The successful applicant will be required to take their annual leave during the periods that school is closed for school holidays.

This is an exciting opportunity for an outstanding person with the necessary expertise and initiative to deal with the challenges of maintaining the school premises. You will be joining an established Site Team and working together to support the School and community.

Further information regarding this position can be found on the Weaverham High School website: www.weaverhamhighschool.com; or by contacting Mrs Zoe Walker (PA to Headteacher) on 01606 852120 or by emailing Iain.Anderson@weaverhamhighschool.com

Weaverham High School takes safeguarding very seriously and all successful applicants will be subject to an Enhanced DBS check.

Please submit application forms by email to jobs@weaverhamhighschool.com or by post to Mrs Z Walker, PA to Headteacher, Weaverham High School, Lime Avenue, Weaverham, Northwich, Cheshire, CW8 3HT

Weaverham High School

Person Specification: Site Maintenance Officer (AAAE5001)

	Essential	Desirable	How identified
Qualifications and Training	<ul style="list-style-type: none"> • Good standard of general education. • Willingness to undertake appropriate training. • Health and safety, Coshh and other compliance training. • NVQ 3 Building Maintenance & estates service, or equivalent qualification in a relevant discipline. 	<ul style="list-style-type: none"> • First Aid qualification • Maths and English (Graded A-C) <p>Relevant trade qualifications</p>	Application & Certificates
Relevant Experience	<ul style="list-style-type: none"> • Buildings maintenance in the workplace. • Experience of working in a caretaker/maintenance or cleaning environment. • Experience of plumbing /heating, basic joinery and basic understanding of electrical systems. 	<ul style="list-style-type: none"> • Experience within a school context including its internal systems, structure, organisation and layout • Experience of compliance checks and testing 	Application References Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Excellent maintenance skills • Use of power tools • Basic IT skills and the ability to follow both verbal and written instructions. • Ability to organise, lead and motivate other staff. • Full working knowledge of relevant policies/codes of practice/ legislation. • Good organising, planning and prioritising skills. 	<ul style="list-style-type: none"> • Understanding of electrical works. • Keyboard skills & knowledge of Word, Outlook and use of the Internet. 	Application References Interview

	<ul style="list-style-type: none"> • Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post. • Use of step ladders and platforms 		
Personal Qualities	<ul style="list-style-type: none"> • Customer focused with a positive attitude. • Ability to work independently and as part of a team. • Self-motivation, enthusiasm and ability to work under pressure. • Excellent communication skills and the ability to deal with people in a respectful and inclusive manner. • Willingness to take initiative and take responsibility • Ability to demonstrate tact and confidentiality • Methodical with a good attention to detail. • Commitment to safeguarding and promoting the welfare of children and young people. 	<ul style="list-style-type: none"> • Commitment to personal development 	References Interview
Other	<ul style="list-style-type: none"> • Willingness to sometimes work outside of contracted hours 		