

Moorlands Learning Trust

Casual Site Support

Scale Pay Point CD Point 3 (3 – 6) £12.45 ph

Pattern of hours will be casual and intermittent and will vary from week to week.
Ongoing recruitment.

To apply for this role please complete the application form on our website and forward to Mrs Robertson at admin@nidderdale.mlt.co.uk

PRIME OBJECTIVE OF THE POST

The role is based at Nidderdale High School, Low Wath Road, Pateley Bridge, HG3 5HL but may involve occasional work at any of our Trust schools.

To support the Estates Office in the provision of a safe working and learning environments for all students, staff and visitors. To ensure a high standard of professional service from oneself and as part of the Estates team.

RESPONSIBLE TO THE TRUST ESTATES OFFICER THE POST HOLDER WILL:

- Support the overall ethos of the Trust, in all areas of contact and responsibility in relationships with staff and students
- Be professional, friendly, fair and firm with students, demonstrating the sort of politeness and respectfulness that we wish them to emulate
- Be friendly, helpful and welcoming to parents and others visiting or making contact with the Academy
- Work cooperatively as part of the Estates team.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

SPECIFIC RESPONSIBILITIES:

- Carry out various maintenance duties to ensure the general upkeep and maintenance of the premises is of a high standard, supporting the Estates team with the maintenance of the site.
- Respond appropriately to emergencies or urgent issues as they arise.
- Greet and manage the needs of visitors hiring the Academy premises, ensuring lettings customers receive a consistently very high level of service from the Academy.
- Operate and respond to alarm systems where appropriate following instructions of Estates Officer
- Undertake security duties, locking and unlocking site buildings and facilities according to schedule agreed with Estates Officer, ensuring the safety and security of site users and setting alarm systems.
- Monitor CCTV equipment if required.
- Support the completion of testing/checks and the maintenance of records for fire, water and other safety checks as required
- Undertake appropriate repairs or decorations and minor improvement works under the instruction of the Estates Officer and with relevant training
- Collect and assemble waste for collection
- Undertake cleaning duties such as graffiti removal, litter picking, deep cleaning in support of the Academy's cleaning function
- If required, coordinate deliveries to the Academy ensuring safe delivery to recipients. This might include transporting packages and furniture and manual handling of large items.
- Liaise with contractors to ensure work is being carried out to acceptable standards and on time, reporting any issues to the Estates Officer
- Provide first aid assistance to staff, students and visitors if required. First aid training may be provided, if qualification not already held.
- Moving furniture & equipment and setting up for specified events (assemblies, exams, parents evenings etc)

Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Trust's Equality policies and practices in respect of both employment issues and the delivery of services to the community

General Accountabilities

- Be aware of the Trust's duty of care in relation to staff, students and visitors and always comply with the MLT Health and Safety and Premises Management Policy
- Establish and maintain positive, constructive and professional working relationships with staff across the MLT estate, visitors, students, parents and other professionals
- Be aware of and comply with the code of conduct, regulations, and policies of the Trust
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support school development

Recruitment and Selection Policy Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Moorlands Learning Trust is committed to the protection and safeguarding of children and young people in our recruitment procedures and in all our work across and beyond school. The school adheres to statutory guidelines in respect of safe recruitment. All persons employed by the school, in any capacity, will undergo an enhanced Disclosure and Barring Service (DBS) check, and confirmation of employment is subject to a successful outcome.

VARIATION IN ROLE

Given the dynamic nature of the role and structure of Moorlands Learning Trust, it must be accepted that, as the Trust's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

Agreed by:

Post Holder:

Print name.....

Signature.....

Line Manager:

Print Name

Signature.....

Date:

PERSONNEL SPECIFICATION
Casual Site Support

Qualifications	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Basic literacy & numeracy qualifications	E	Application form and selection process
<input type="checkbox"/> First Aid at work (or willingness to train to obtain qualification)	E	
<input type="checkbox"/> Driving Licence	D	
Experience	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Experience in plumbing or other trades	D	Application form
<input type="checkbox"/> Handyman experience	E	
<input type="checkbox"/> Experience of working within Health & Safety guidelines	E	
<input type="checkbox"/> Experience of a facilities/Site position within a school	D	
<input type="checkbox"/> Caretaking or site keeping experience	D	
<input type="checkbox"/> Experience of managing own workload to meet conflicting demands and deadlines to ensure completion of tasks	E	
<input type="checkbox"/> Experience of working in a school based environment	D	
Training	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Willingness to participate in CPD	E	Application and selection process
<input type="checkbox"/> Evidence of relevant CPD	D	
Skills	Essential/ Desirable E/D	How Identified
<input type="checkbox"/> Able to understand and carry out instructions	E	Application form and selection process
<input type="checkbox"/> Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisations with whom the Academy works in partnership	E	
<input type="checkbox"/> Tenacity, flexibility and the ability to work under pressure	E	
<input type="checkbox"/> Ability to respond to straightforward problems and unforeseen circumstances e.g. Hazards and accidents and understand when to escalate an issue to Line Manager	E	
<input type="checkbox"/> Good standard of written and spoken English	E	
<input type="checkbox"/> Creative in developing solutions	E	
<input type="checkbox"/> Proven capacity to work independently and in collaboration with others	E	
<input type="checkbox"/> Ability to operate cleaning equipment, machinery and tools and undertake basic maintenance	E	
<input type="checkbox"/> Ability to work in collaboration with others	E	
<input type="checkbox"/> Evidence of the ability to promote a positive ethos and pride in the school together with high standards of care and behaviour	E	