



MAINTENANCE PERSON

JOB DESCRIPTION

GENERAL INFORMATION

The School

The Perse School, which was founded in 1615, is a charitable company and one of the country's leading independent day schools.

The Perse School's vision is to be an exceptional school of international standing

The Perse School Foundation is fully co-educational, educating boys and girls from 3-18 on three sites: the Pelican (ages 3-7) in Glebe Road; the Prep (ages 7-11) in Trumpington Road; and the Upper (ages 11-18) in Hills Road. Children thus progress through three different schools, but have all the benefits of being part of one larger institution with an integrated curriculum and pastoral care system.

There are currently approximately 940 pupils in the Upper School; 260 pupils in the Prep; and 150 pupils in The Pelican. In the past 5 years pupil numbers in the Upper and Prep have grown by c. 40% and 50% respectively. The permanent staff of the School is around 230, approximately 120 of whom are academic members of staff, and in addition there are about 50 peripatetic music, sports coaching and other specialist staff.

The School has undertaken an almost continuous programme of building works over the past decade. Three years ago a new Library, Art and Technology department and classroom building at the Prep and the Richardson Hall at the Pelican were completed. At the Upper School an extension to the Sports Centre providing a sports studio and further changing rooms was completed in January 2010, and a major new building providing 21 classrooms, a new library, a new ICT department and various support services was completed in August 2010. Further buildings have been added in 2011, and more works are currently in the design stage.

More details about the School can be found on www.perse.co.uk.

The Bursary

The Bursary, which is situated at the Upper School, is responsible for the financial, HR, legal, H&S, administrative, estates and facilities management work of the School.

The Bursary also provides (through the Bursar and Clerk to Governors) a governance resource and is the secretariat to the Governing Board.

THE MAINTENANCE DEPARTMENT AT THE PERSE

The maintenance department is based at the Upper School on Hills Road and currently consists of two full time and one part time employee. This is currently being reviewed as a result of the continuing expansion of the School.

Whilst based at the Upper (Hills Road) site, where the fully equipped workshop is based, work will be required to be carried out at any of the School's sites. Much of the general maintenance work at the Prep and Pelican schools is carried out by the respective resident caretakers but this emphasis will change as greater expertise becomes available. The growth of the School and high standard of decorative finish has led to the requirement for additional staff.

JOB DESCRIPTION

Reporting to

As a member of the non-teaching staff, the Maintenance Person's ultimate line manager will be the Bursar, although day to day responsibility will be to the Building & Services Manager.

Key Responsibilities

The post holder is required to assist in the provision of a day to day maintenance function, to ensure the smooth running of the Schools' operations.

Whilst the primary requirement of the appointee will be to meet the painting and decorative needs of the Schools they will also be called on to carry out various other duties as required. These may include, as well as other maintenance jobs, assisting the caretaking and grounds staff in the carrying out of their duties (particularly in times of staff sickness) and the provision of the occasional delivery and collection service for which use a small van is available.

The post holder may be required to drive the School's minibus for which a formal qualification (as arranged by the school) will be expected to be achieved.

PERSON SPECIFICATION

Skills and Abilities

The post holder should be sympathetic to the educational, as well as the practical, requirements of the School and be able to work to, often tight, deadlines under sometimes demanding conditions to enable these to be maintained. It should be understood that work will often be required to be undertaken in occupied buildings requiring all necessary precautions to be taken.

Whilst a formal qualification is desirable, a general knowledge of painting and decorating is important and a significant level of skill expected in all of the following areas;

- The correct preparation of new and old surfaces ready for painting.
- Repairing imperfections in walls and wood ready for painting.
- The decoration of internal and external areas using products such as primers, undercoats, emulsion and eggshell using brushes and rollers.
- The decoration of wood and metal work using oil based products such as primers, gloss, stain, varnish
- The application of wall paper
- The ability to remove and replace items during decoration i.e. ironmongery, noticeboards, shelves.
- Knowledge of Health and Safety in terms of the Working at Heights regulations and COSHH.

- The ability to work carefully and pay attention to detail
- Provide suitable notification of wet areas
- Leave areas clean and tidy after completion
- Look after equipment by storing and cleaning as appropriate
- The ability to undertake wider role such as small plastering jobs, tiling, furniture restoration.

It would be advantageous but not essential for the post holder to also have knowledge of other building/maintenance disciplines.

The post holder is required to maintain the department's existing tools and paint stock as well the records of the various paint finishes around the School.

The post holder will be an integral member of the maintenance team and will be required from time to time to assist the general maintenance persons with their day to day activities – as, indeed, they are expected to assist the post holder. This requires being flexible and responsive. It is therefore essential that candidates are able to demonstrate their ability to work as part of an effective team.

The ability to prioritise work and to identify, diagnose and solve problems before they affect the operation of the School.

An understanding of the health and safety aspects (both legal and practical) of working within the department is most important, as is the need to ensure that they are complied with.

A full driving licence is essential.

OUTLINE TERMS AND CONDITIONS

Working Hours, Holidays, Salary and Other Matters

This post is full time, Monday to Friday, working 37.5 hours per week.

Paid holiday entitlement is 6 weeks per year plus bank holidays. Holidays would normally be expected to be taken during school holidays but always with the prior agreement of the Bursar.

Starting salary will be in the region of £17,374 per annum (The Perse School Support Staff Salary Scale 10) but, in determining the starting salary, attention will be paid to the skills and experience which the selected candidate is able to demonstrate.

The School operates a defined contribution pension scheme which all non-teaching members of staff are eligible to join once they have completed three months' service and to which the School and the member of staff both contribute. Contributions are currently 13.75% and 6.25% of salary respectively.

The School operates a Group Life Scheme that members of staff are automatically included in on the date of appointment.

The School's Sports Centre is available for use by staff at various times during the week.

Lunch is provided free of charge for all staff whose working hours encompass the time of School lunch.

The School is keen to help develop the skills of its staff and looks to provide appropriate training as necessary.

APPLICATION PROCESS

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including references from previous employers, and a Criminal Bureau Records check at the enhanced level and compliance with Sections 15-25 of the Immigration, Asylum and Nationality Act 2006 (eligibility to work in the UK).

Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Other Information

In order to facilitate your application the following information is included with this Job Description:

- a) Non-Teaching Staff Application for Employment Form
- b) Policy statement on the recruitment of ex-offenders

Applications

Application for Employment Form to be completed and returned to:

Mrs Isabel Allen
Bursar's PA & HR Compliance Co-ordinator
The Perse School
Hills Road
Cambridge
CB2 8QF

Tel No: 01223 403874

Email: bursarspa@perse.co.uk



THE PERSE
SCHOOL
CAMBRIDGE

**APPLICATION FOR EMPLOYMENT
NON-TEACHING STAFF**

(This Application Form must be completed in full. Incomplete Application Forms will not be accepted. CVs will not be accepted in substitution for completed Application Forms)

Providing false information is an offence and could result in your application being rejected, or summary dismissal if you have been selected. The Perse School is committed to safeguarding and promoting the welfare of children and all applicants will be subject to child protection screening including an enhanced CRB check (for which the School will pay the appropriate fee). In order to complete safer recruitment checks the School is required to obtain an applicant's date of birth which will be used to complete due diligence on their career history.

Post Title:

Surname:	Forenames:	Maiden or Former Name(s):
Title: Mr, Mrs, Miss, Dr etc (Please state)	Date of Birth:	National Insurance Number:
Address:		
Home Tel. No:	Daytime Tel. No:	Email address:
Address of current employer (or, if not currently working, most recent employer):		Tel. No:
Title of post held:		
Date appointed:	Present Salary:	Current Period of Notice:
Please describe your current post giving details of your main duties and responsibilities:		

Full Employment History since leaving full time education starting with the most recent employment. Please complete in chronological order. (Please use an additional sheet if required)

Name and address of employer:	Employed From: (mm/yyy)	To: (mm/yyy)	Job Title:

If there are any gaps in your employment history please explain them here:

Education, training and qualifications:

School, College, University (full time education)	From:	To:	Course titles and qualifications obtained:

Please give details of any training courses undertaken after leaving full time education:

Provider of Training	Dates	Course titles
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Additional information:

Please use this space to provide any information in support of your application. Please demonstrate, using examples, your suitability for the position you are applying for and include your reasons for applying for and interest in this position.

REFEREES:

Please supply the names and contact details of at least two referees who can comment on your suitability for this position. One should be your current or most recent employer. (NB If you are not currently working with children but have done so in the past the second referee should be the employer by whom you were most recently employed in working with children. References will not be accepted from relatives or friends who only know you as a friend). If you do not wish your present employer to be contacted please advise us immediately.

Name:	1.	2.
Address:	1	2
Status:	1	2
Tel No:	1	2
Email address:	1	2

Please note that we will contact the above referees if you are short listed for this post and seek reference before interview. Also, in relation to work with children we will seek information about any disciplinary issues relating to children and/or child protection concerns you may have been subject to. If you have any concerns about this please contact Helen Parkhouse, Assistant Bursar on 01223 403877 to discuss these issues.

Are you a car owner:	Yes/No	Do you hold a current licence:	Yes/No
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Do you have any connections to the School eg personal, financial	Yes/No	If so please provide details:
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PERSONAL DECLARATION:

The position for which you are applying involves contact with children and is exempt from the Rehabilitation of Offenders Act 1974 and all subsequent amendments (England and Wales). For these positions you are not entitled to withhold information about police cautions, reprimands, warnings, 'bind-overs', or any criminal convictions including any that would otherwise be considered 'spent' under the Act.

HAVE YOU EVER BEEN CONVICTED OF ANY OFFENCE OR 'BOUND-OVER' OR GIVEN A CAUTION, REPRIMAND OR WARNING?

YES

NO

If yes, please give details on a separate sheet and attach it to this form in a sealed envelope marked 'Confidential Disclosure'.

I understand that if my application is successful I will be required to provide information for the School to obtain an Enhanced CRB Disclosure.

I declare that the information I have given on this form is complete and accurate and that I am not banned or disqualified from working with children nor subject to any sanctions or conditions on my employment imposed by a regulatory body or the Secretary of State. I understand that to knowingly give false information, or to omit information, could result in the withdrawal of any offer of appointment, or my dismissal at any time in the future.

Signed:

Date:

Print Name:

Please return this Application Form to:

Mrs Isabel Allen
Bursar's PA & HR Compliance Co-ordinator
The Perse School
Hills Road
Cambridge
CB2 8QF

POLICY STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

1. As an organisation using the Criminal Records Bureau (CRB) Disclosure service to assess applicants' suitability for positions of trust, The Perse School complies fully with the CRB Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed.
2. The Perse School is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
3. The Perse School has a written policy on the recruitment of ex-offenders, which is made available to all Disclosure applicants at the outset of the recruitment process.
4. The Perse School actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. The School selects candidates for interview based on their skills, qualifications and experience.
5. A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all application forms, job adverts and recruitment briefs will contain a statement that a Disclosure will be requested in the event of the individual being offered the position.
6. Where a Disclosure is to form part of the recruitment process, the School encourages all applicants called for interview to provide details of their criminal record at an early stage in the application process. The School requests that this information is sent under separate, confidential cover, to a designated person with The Perse School and the School guarantees that this information will only be seen by those who need to see it as part of the recruitment process.
7. The Exceptions Order to the Rehabilitation of Offenders Act 1974 allows The Perse School to ask questions about all convictions, irrespective of whether they are 'spent' or 'unspent'.
8. The Perse School ensures that all those in The Perse School who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. The School also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders.
9. At interview, or in discussion, the Perse School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
10. The Perse School makes every subject of a CRB Disclosure aware of the existence of the CRB Code of Practice and make a copy available on request.
11. The Perse School undertakes to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.