



Estates Lettings Manager Application Pack

Required from: As soon as possible

Closing Date: 9am, Thursday 20th January 2022

Interviews will be held on Monday 24th January 2022

Estates Lettings Manager

25 hours per week, 52 weeks per year

Grade 5 – £13,309 - £14,694 (actual pro rata salary)

An opportunity has arisen to join the Estates Team at Penwortham Priory Academy. We are looking to recruit a knowledgeable, hardworking, and enthusiastic Estates Lettings Manager to oversee the running of our facilities hire outside of school hours in the evenings, at weekends and during school holidays. This is a new post providing an exciting and unique opportunity for the right candidate to join a high performing team.

Penwortham Priory Academy is led by an aspirational Headteacher, together with a Senior Leadership Team and staff who are committed, positive and willing to evolve. Priory's aim is to be 'First Choice, Locally Respected, and Nationally Recognised'.

Our Lettings mission is to "combine the best leisure and well-being facilities with the best user experience at a local level" and we are looking to recruit a talented, hardworking individual who can contribute to achieving this mission. Since the management of all facilities returned to the school in April 2021, the hiring of our facilities has increased considerably and our strategic aim is to ensure this continues, giving the local community the best sports and leisure provision in the area.

The successful candidate will have an active input in contributing to our mission and strategic aim. The successful candidate will be the 'face of Priory' and should have experience and knowledge of customer service delivery with the ability to successfully promote the school facilities and manage a small team.

The post holder will take up a key post within the Estates Team, reporting directly to the Strategic Estates Development Manager. The Estates Team are increasing in their responsibilities, and this is an opportunity to join the team as it evolves and develops further. The role may suit an individual with general customer service skills, caretaking, DIY or security experience, with an interest in community sports and leisure activities and being a leader of a small team.

Some key elements of the role are:

- Managing the day to day operation of the school lettings
- Arranging staff rotas in the Lettings Team for absences and holidays as required
- Carrying out opening and closing routines for all school buildings each day as required
- Acting as a key holder
- Managing the Lettings email account, ensuring timely responses and identifying key lettings for the school's strategic aims
- Attracting new lettings from clubs and groups to maximise income and minimise vacant hire slots

- Preparing facilities with the appropriate furniture and resources needed to carry out the letting as per the direction of the Strategic Estates Development Manager and attending to any reasonable unforeseen requests from the hirer as may be necessary
- Planning of own work and managing the work of the Lettings Team
- Ensuring that high standards of tidiness are maintained around the site

It is important that the successful candidate has a team-working approach, alongside the ability to use their own initiative, and contribute to the school's core strategic aims as Priory moves forward on its journey from 'good' to 'great'.

The ability to manage your own workload whilst being able to respond to the needs of others is essential. You will benefit from working with very supportive colleagues in a well-established staff team.

As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

This post is a **permanent part-time role for 25 hours per week, 52 weeks per year**. Working hours will be on a shift pattern between the hours of Monday to Friday 4.30pm – 10.30pm and weekends 8.00am – 4.30pm. There may occasionally be the need to work overtime for which payments or time in lieu can be negotiated.

On conversion to Academy status the school maintained its pay grading structure, terms and conditions for support staff and policies in line with the local authority. Length of service can be transferred if successful and currently in post at Lancashire County Council. Membership of the Local Government Pension scheme is available.

Annual leave for a full time, full year employee is 25 days per year, increasing to 31 days after 5 years' service (pro rata for part time, full year employees) with 2 additional discretionary days fixed within the festive season as well as the 8 statutory bank holidays across the year.

For an informal discussion about the role please contact the Strategic Estates Development Manager, Mr K Bolton on 01772 320250 or k.bolton@priory.lancs.sch.uk

APPLICATION

All applications should be on the Penwortham Priory Academy application form, which is enclosed, CV's will not be accepted. In your application you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position and should demonstrate how you meet the requirements in the person specification below.

Applications should be emailed to Mrs S Spencer, Academy Manager via s.spencer@priory.lancs.sch.uk with 'Application for Estates Lettings Manager - your name' in the subject line. Closing date for applications is **9am on Thursday 20th January 2022**. Interviews will be held on **Monday 24th January 2022**.

Please note that the school is committed to safeguarding and promoting the welfare of young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS clearance.

Job Description

Post Title:	Estates Lettings Manager
Team:	Estates Team
Grade:	5
Purpose:	Under the guidance of the Strategic Estates Development Manager, to contribute to the smooth running of the school lettings by carrying out a range of operational management duties.
Reporting to:	Strategic Estates Development Manager
Responsible for:	Lettings Team consisting of 6 team members
KEY DUTIES:	
	<ul style="list-style-type: none"> • With the Strategic Estates Development Manager, act as the point of contact for all Lettings enquiries; before, and after the letting takes place • To manage the Lettings calendar, liaising closely with the Strategic Estates Development Manager • To meet regularly with the Strategic Estates Development Manager in relation to Lettings administration and Lettings enquiries • To liaise with relevant parties regarding availability of facilities and requirements for the Letting • To work with the Communications Officer and the Strategic Estates Development Manager to promote the site as a venue, including production of appropriate literature e.g. Lettings brochure, price lists etc • To manage the Lettings email account, ensuring timely responses and identifying key Lettings for the school's strategic aims • To ensure appropriate Letting Agreements are in place for all external Lettings of school property and facilities • To plan and oversee logistical arrangements for all Lettings in conjunction with the Strategic Estates Development Manager • Meet and check-in Lettings groups (at evenings/weekends as required) and ensure all Health & Safety requirements are explained on check-in, including fire procedures, and sharing of other appropriate risk assessments etc • To co-ordinate the work of staff assisting with Lettings, including the Lettings Supervisor, and to ensure all staff and security are aware of Lettings on site • To ensure Lettings have the necessary insurance such as public liability insurance • To communicate details of Lettings to all relevant staff, so that the necessary arrangements are in place • To liaise with hirers and ensure customer satisfaction and elicit feedback on the customer experience. To deal with any issues arising from a Lettings booking • To develop and manage the bookings system and ensure registers of users are maintained to enable accurate billing • Liaise with the Estates Team regarding security provision & cleaning products required • To manage the Lettings Supervisor and ensure that work is performed to agreed standards

- To manage the staff rota to ensure that Lettings are adequately staffed at all times
- To attract new Lettings from clubs and groups to maximise income and minimise vacant hire slots
- Conduct market research to establish pricing for the facilities in line with the market and community user needs
- To review the schools website with regards to Lettings
- To build relationships with partners and community groups
- To arrange annual meetings with major users to discuss their contracts and experiences
- Conduct risk assessments
- Ensure signage and notices are in place, accurate and up to date
- Liaise with Strategic Estates Development Manager to ensure that equipment is checked regularly and maintained as necessary
- Carry out school procedures in the event of fire, flood, accident, or major damage
- Draw attention to any repairs or maintenance work required
- Ensure that high standards of tidiness are maintained around the site
- Prepare the premises and site for out of school activities and tidy afterwards
- Carry out all duties in accordance with school policies and the appropriate health and safety procedures, reporting any issues to the Strategic Estates Development Manager
- Ensure site is litter free
- Organising team rotas and holiday cover
- Assist the Strategic Estates Development Manager with any duties at or below this level
- Ensure all the appropriate entrances to school are opened at the beginning of every letting period, including fire exits. Patrolled at regular intervals to safeguard the buildings. All entrances and fire exits should be checked for safety ensuring they are free from obstruction.
- Check toilets and clean as required, empty waste bins, and check toilets have adequate supplies of toilet roll etc
- Undertake extra cleaning and caretaking duties as directed by the Strategic Estates Development Manager as and when required
- Prepare classrooms with the appropriate furniture and resources needed to carry out the Letting and attend to any reasonable unforeseen requests from the hirer as may be necessary
- Remove any furniture or resources used at the end of the letting period, locking them away safely and replace furniture to the original position, clearing any rubbish, emptying bins and sweeping the floor when necessary ready for the following school day
- Liaise with the Cleaning Supervisor regarding the locking of rooms and school buildings
- At the end of the letting ensure all lights are switched off, all windows and doors are closed and secure, and check that the school buildings are left in a secure position - setting the alarm as necessary and locking external doors and gates upon exiting the site
- When out of school hours, the outside building should be checked for damage and appropriate action taken depending upon the severity of the damage

Other responsibilities	<ul style="list-style-type: none"> • To work within school policies and procedures • To contribute to the provision of an effective environment • To support the promotion of positive relationships with users of the facilities and outside agencies • To attend skill training and participate in personal/performance development as required • To take care for their own and other people's health and safety • To be aware of the confidential nature of issues • When large numbers of visitors are using the building, the Lettings Staff must by assessment, make sure that numbers are within the safety limits as per the lettings policy, which was agreed with the Fire Brigade and Licensing Authority • To provide high levels of customer care for all hirers/users • In the event of any emergency you are responsible for telephoning any emergency services that are required. Please also inform a senior member of staff. If you have any problems during the letting and need advice, then consult the list of staff emergency contact numbers • During quiet shifts additional work tasks may be requested by the Estates Team to assist with basic maintenance around the site. Eg: cutting grass, painting, or other basic DIY activities
Summary	Assist the Strategic Estates Development Manager in managing the Lettings Team to deliver services for community use
Prepared by	K Bolton on 06/01/2022

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people, and vulnerable adults.

School Ethos

All employees have a responsibility to contribute to the Academy's vision to be 'first choice, locally respected and nationally recognised' and support our pledge to make Priory a school where 'individuals learn to succeed'.

All employees have a responsibility to contribute to the four pillars of the Academy's Strategic Development Plan – Learning & Teaching, Stakeholders (Community and Primary), Reputation (Pastoral and Academic) and Funding.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Person Specification

<p align="center">Personal Attributes required (on the basis of the Job Description):</p> <p align="center">Estates Lettings Manager</p>	<p align="center">Essential (E) or Desirable (D)</p>	<p align="center">Assessed by: Application (A), Interview (I) or Test (T)</p>
<p>Qualifications and Experience</p> <ul style="list-style-type: none"> • Experience in a customer support role and skills acquired through significant on the job experience • Full driving licence • Experience of working as a caretaker or site supervisor • Experience of security related tasks • Experience of supervising staff • Experience of planning and programming work • Experience of undertaking manual tasks (e.g. maintenance, DIY or cleaning) 	<p align="center">E</p> <p align="center">D</p> <p align="center">D</p> <p align="center">E</p> <p align="center">D</p> <p align="center">E</p> <p align="center">D</p>	<p align="center">A, I</p> <p align="center">A</p> <p align="center">A, I</p>
<p>Skills, Knowledge and Abilities</p> <ul style="list-style-type: none"> • Ability to manage own workload • Ability to follow systems and ensure established procedures are followed • Ability to work as part of a team • Ability to use own initiative to deal with unforeseen situations, with limited guidance, but within established procedures • Ability to use basic tools • Accurate attention to detail • Ability to resolve conflict • Ability to organise, lead, motivate, manage, and develop a team • Knowledge of health and safety policies and procedures • Ability to pro-actively engage with the local community • Excellent interpersonal, oral and written communication skills • IT Skills (i.e. working knowledge of spreadsheets, databases, work processing packages, internet, email) • Positive approach to customer care and service delivery • Ability to work in an organised and methodical way • Ability to contribute ideas for developing the lettings • Excellent numeracy skills • Effective administrative skills 	<p align="center">E</p> <p align="center">E</p> <p align="center">E</p> <p align="center">E</p> <p align="center">D</p> <p align="center">E</p>	<p align="center">A, I</p>
<p>Other Qualities/Requirements</p> <ul style="list-style-type: none"> • A commitment to own personal development and willingness to actively engage in the performance management process • Dependable, committed, and adaptable, with a flexible approach to work 	<p align="center">E</p> <p align="center">E</p>	<p align="center">A, I</p> <p align="center">A, I</p>

• Flexible attitude to work	E	A, I
• Ability to work collaboratively with colleagues	E	A, I
• Ability to work outside of core hours when required to	E	A, I
• Willing to work evenings/weekends when required for school events	E	A, I
• Willing to undertake first aid training and administer first aid when required	E	A, I
• Commitment to equality and diversity	E	A, I
• Commitment to health and safety	E	A, I
• Commitment to attendance at work	E	A, I
• Wear uniform provided, ensuring it is clean and tidy	E	A, I
• Attend training courses, as and when required	E	A, I
• Display the Priory values and behaviours at all times and actively promote them in others	E	A, I
• Commitment to safeguarding and protecting the welfare of children and young people	E	A, I
• Commitment to undertake relevant continuous professional development	E	A, I
• Willingness to respond to emergency callouts	E	A, I

Note: We will always consider your references before confirming a job offer in writing.

Supplementary information

Below is information on the functionality of the Estates Team and gives an overview of the type of work the team is responsible for delivering under the leadership of the Strategic Estates Development Manager.

Estates Team

The elements of this team's responsibilities are to:

- Be responsible for the facilities management of the school.
- Develop strategy in relation to the school facilities.
- Monitor the work of the caretaking and cleaning team and the ICT technician(s) including first line repairs and technical support jobs.
- Maintain a comprehensive database of all support requests.
- Undertake recruitment, selection, induction, and appraisal of caretaking and/or cleaning and ICT Technician staff and allocate duties and hours of work.
- Act as key-holders, carrying out security procedures for the buildings and grounds.
- Carry out the routine and non-routine opening of premises and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and or/the setting off of the burglar alarms.
- Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Deal with enquiries from official officers and contractors and, where appropriate, advise the Headteacher of their presence.
- Supervise in-house cleaning staff and/or to manage the cleaning contract.
- Carry out cleaning outside the scope of the cleaning contract, e.g. washing of walls, window cleaning, washing and cleaning of light diffusers.
- Monitor the standards of cleanliness of the premises and furnishings and report any problems or faults.
- Provide a repairs and maintenance service to the school; identifying and prioritising maintenance requirements and preparing, organising, and delivering work programmes.
- Carry out first line repairs and maintenance.
- Draw up specifications for work to be undertaken by contractors.
- Ensure that adequate supplies of cleaning materials and other supplies are available.
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Ensure that all caretaking and cleaning equipment is in a safe and working condition and arrange for repair as appropriate.
- Carry out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding.
- Carry out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

- Manage and undertake lettings and related duties as appropriate outside the school day in the evenings and at the weekend; prepare the school premises and site for out of school activities and clear up after these activities.
- Undertake training as appropriate.
- Collect miscellaneous provisions away from school premises.
- Carry out an annual check of site maintenance equipment stock against the inventory.
- Carry out duties in accordance with school-based policies and Health and Safety procedures, including risk assessments.
- Assist in development and promotion of the school premises to the outside community.
- Be accountable for budgets in relation to facilities management as appropriate.
- Maintain an inventory of/in respect of equipment. Carry out an annual check of equipment against the inventory.
- Set up effective systems for recycling by involving pupils and staff of the school.
- Manage and monitor energy consumption, monitor energy costs and ensure conservation of energy through efficient procedures and systems; seek ways of improving the working surroundings and of managing the premises in a more efficient and cost-effective way.
- Monitor the progress of the caretaking team and identify appropriate training and development opportunities for team members to increase the effectiveness of the function.
- Monitor the work of the caretaking, cleaning, and maintenance staff, to ensure that the school buildings and premises are kept to a high standard of cleaning and repair and are safe for staff, pupils and visitors.
- Assume initial responsibility for the resolution of all site-related issues, identify and prioritise maintenance requirements and prepare and organise annual maintenance programmes.
- Be responsible for all aspects of Health and Safety connected with the school premises and site, including the completion of appropriate risk assessments, and ensuring compliance with all statutory regulations.
- Attend meetings of the Health and Safety Committee (within the Resources Committee) of the Governing Body and consult with governors on matters relating to premises/site.
- Ensure the implementation and compliance with appropriate Codes of Practice throughout the school facilities.
- Monitor the appropriate Health and Safety procedures in use in the school and report any issues to the Resources Committee for the School.
- Act as Health & Safety Officer for site-related matters, with appropriate training.
- Develop and implement policies and procedures in the Health and Safety within the school.
- Ensure that the appropriate staff within the school are fully aware of CoSHH legislation.
- Undertake regular testing of the school security and fire alarm systems and maintain appropriate records in relation to this.
- Provide a responsive, efficient, and safe transport service for the school and pupils.
- Provide grounds maintenance support for the formal gardens, grounds and trees
- Maintain the school grounds cutting grass, hedges and looking after planted areas.
- Provide efficient transport of goods, services, mail, parcels, and other items.
- Develop school policies and procedures for the use of ICT within the school environment.
- Maintain a comprehensive database of all ICT support requests.
- Manage the work of staff providing technical support to staff and pupils allocating jobs.
- Identify school staff training issues in relation to ICT and deliver appropriate training.
- Create and manage all network user accounts, covering correct access rights and audit checks.

- Ensure data stored on the system is current and out of date data archived.
- Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate.
- Procure ICT equipment on behalf of the school and manage associated budgets.
- Carry out audits of student and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
- Undertake routine maintenance of ICT equipment.
- Ensure staff and pupils adhere to health and safety regulations in relation to ICT equipment.
- Advise and guide the work of other technical support staff, ensuring they have the required skills to provide technical support for teachers.
- Develop and implement plans to safely and securely store allocated resources / materials / equipment.
- Update records, including production of reports and analysis of information.
- Be responsible for the installation and maintenance of computer hardware and software.

What does this look like on a day to day basis?

Typical duties include:

- Ensuring the site is open and ready for staff, pupils, visitors and hirers at the required times.
- Arranging site access for contractors or officials and communicating their presence.
- Arranging access to site for contractors, officers, or staff at times of school closure whether routine or emergency/unforeseen.
- Attending site when called by the security contractors in response to alarm activation.
- Taking appropriate action when called to site to ensure the site is safe and secure and any damages/loss are documented and reported.
- Providing photographic and other evidence of damage/loss for insurance claims.
- Ensuring the bell system works to timetable.
- Window cleaning, washing and cleaning of light diffusers.
- Washing internal walls e.g. classrooms, corridors, including cleaning at a high level where appropriate safety equipment is available, and a safe system of work has been defined in accordance with Health and Safety requirements.
- Completing daily cleanliness checks of the site to measure delivery of the cleaning contract; recording findings.
- Completing checks of the standard of cleanliness and maintenance of furniture.
- Carrying out first line repairs and maintenance including: -
 - Basic plumbing work – e.g. repairing a leaking pipe, unblocking sinks, simple installation
 - minor maintenance of the heating system e.g. bleeding radiators;
 - minor repairs to school furniture, sports and classroom equipment;
 - painting and decorating as appropriate;
 - plastering work, repairing cracked or broken plaster and making good damaged walls;
 - fencing and boundary repairs, e.g. mending broken fencing panels or stakes, repairing holes in chain link fences etc;
 - glazing work, such as replacing smaller windows, re-beading or re-puttying glass panes, internal and external.
 - Grounds maintenance and gardening duties.

- Ensuring that all areas within the site are free from litter.
- Ensuring that all drains and gullies are free-flowing and clean.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- Ensuring toilet roll, hand soap and paper towels are available.
- Ensuring hand-dryers, sanitary services and air fresheners are available, ensuring contracts are carried out as expected where in place.
- Completing daily checks on the heating and hot water systems, carrying out frost precaution procedures when required.
- Planning for winter, ensuring the premises are gritted when necessary.
- Allocating parking spaces for visitors during events.
- Testing portable electrical equipment if trained and accredited to do so.
- Driving vehicles for the transportation of pupils, including those with special needs, other passengers, and goods.
- Carrying out daily vehicle safety checks and basic maintenance, maintaining a high standard of vehicle cleanliness.
- Reporting any involvement in a road traffic accident and vehicle defect, reporting of any mechanical fault according to school procedures.
- Loading passenger/commercial vehicles in a safe and efficient manner utilising load restraint devices, hydraulic tail lifts, platforms and pallet lifts where provided.
- Providing support to pupils and passengers to enable safe entry to and exit from the vehicle.
- Completing vehicle checklists as required.
- Driving school vehicles to collect or drop pupils as required.
- Ensuring dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day.
- Checking hardware regularly, repairing simple faults or reporting more complicated faults to a specialist technician / audio-visual service / contractor as appropriate.
- Supporting teaching staff / pupils in technical aspects of ICT.
- Maintaining computer files by backing up / archiving and updating/deleting information as appropriate.
- Maintaining and developing the network.
- Supporting adherence to ICT policies, including those relating to safeguarding and internet usage and report any concerns.
- Resolving hardware / software technical issues.
- Co-ordinating the work of staff providing technical support.
- Checking and maintaining stocks of ICT consumables.
- Participating in the collection, collation, processing and storage of data and information to comply with school reporting requirements.
- Following established procedures for setting up user accounts.
- Setting up basic audio-visual equipment for use by teaching staff.
- Providing advice on established policies for acceptable use of local networks and assisting with arrangements for monitoring network usage.

PRE-EMPLOYMENT RISK IDENTIFICATION FORM (R.I.F.)

(NB Completion of this form does not fulfill the requirement to undertake a general risk assessment under the management Health and Safety at Work Regulations 1999)

A Pre-employment Risk Identification Form must be completed by the Headteacher / Line Manager.

CONFIDENTIAL

Post title	ESTATES LETTINGS MANAGER
Description of main activities the employee will be required to undertake, see role profile.	

A. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

Managers should note that if any of the following 10 activities are involved, there is an automatic requirement for a pre-employment assessment by Occupational Health and, possibly, for subsequent Health Surveillance.

		YES	NO
1	Work at heights (<i>e.g. over 2m from tall step/extension ladders; scaffold towers, roofwork etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2	Work in excessively noisy environments above statutory control limits (<i>Highly unlikely to include examples associated with any office environments. Examples might include use of woodworking machinery, road drilling, masonry cutting etc</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3	Work in unusual environmental conditions (<i>e.g. where access or egress or free flow of air may be restricted or where there may be a build up of gases, vapours or fumes or the use of breathing apparatus is required</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4	Use of hand operated tools and equipment known to be associated with hand arm vibration syndrome (<i>e.g. percussive metalworking tool; rotary handheld tool [not floor polishers]; grinders; percussive hammers and drills etc</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	Driving a heavy goods vehicle, coach, bus or minibus belonging to Penwortham Priory Academy, transporting others in their own vehicle, or regularly transporting more than three other people as part of normal duties.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6	Some contact with hazardous substances (<i>e.g. chemicals with an orange warning label indicating: very toxic; toxic; harmful; corrosive; sensitising by inhalation/skin contact; carcinogenic; mutagenic; toxic for reproduction; professional bio/pesticides; organophosphates; glutaraldehyde; latex gloves</i>).	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7	Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8	Work with lead or lead-based products (<i>e.g. some paints</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9	Food handling/preparation (of raw or uncooked food only).	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10	Occupational fieldwork or work in extreme conditions (<i>e.g. involving excessive heat or cold or frequent walking for long distances over rough terrain in all weather conditions, forestry/countryside work</i>).	<input type="checkbox"/>	<input checked="" type="checkbox"/>

B. The post to which this form refers will or may involve one or more of the following activities. (Please indicate YES or NO)

This section is for the information of applicants and does not facilitate a referral to Occupational Health.

		YES	NO
11	Face to face contact with the public/service users (e.g. at sensitive front line posts re abuse, aggression, assault).	X	
12	Working in isolation/lone working.	X	
13	Work with electrical wiring (e.g. colour blindness).		X
14	Work where there may be an increased risk of needlestick injuries or blood borne infections HIV; Hepatitis B; Hepatitis C: (e.g. site supervisors; site work, grounds or buildings maintenance, gardeners; some carers).		X
15	Work that may bring the employee into contact with rats, rat contaminated ground or other animals or livestock (e.g. risk of weils disease, other animal borne diseases, zoonoses).		X
16	Manual handling (other than routine office/administrative lifting and carrying e.g. assisting / moving service users with mobility problems, portering type activities).	X	
17	Working with vulnerable service users (e.g. children with disabilities; the elderly; children/adults with learning difficulties; alcohol/drug abusers).	X	
18	Work involving repetitive movements or forced posture (e.g. twisting, screwing, movements of the hands wrists, arms and/or shoulders awkward body and limb posture or excessive force, bending, kneeling).	X	
19	Work as a regular display screen user (where more than 1/3 of a person's time is spent using DSE continuously over any 1 month period).		X

Any other occupational hazards/comments that you consider to be relevant to the post which are not included above:

Head of Service/Headteacher/Line Manager (please print)		Keith Bolton	
Telephone Number:	01772 320250	Date:	January 2022