



**St Edmund Arrowsmith  
Catholic High School**

*Prepare the way of the Lord*

**CANDIDATE INFORMATION PACK**

**SITE MAINTENANCE ASSISTANT**



Rookery Avenue,  
Ashton-in-Makerfield,  
Wigan, WN4 9PF  
Telephone: 01942 728651  
Email: [office@arrowsmith.wigan.sch.uk](mailto:office@arrowsmith.wigan.sch.uk)  
Web: <http://www.arrowsmith.wigan.sch.uk>  
Headteacher: Mr. M. J. Dumican  
B.A. (Hons), PGCE, NPQH, MSc, MEd

June 2022

Dear Potential Colleague

Thank you for your interest in the vacancy for a **Site Maintenance Assistant** at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils. Our Catholic faith is central to everything we do, and our pupils are asked to be living witnesses to that faith and develop the values that come with it.

We are seeking to appoint a colleague who is passionate about providing an excellent service to our stakeholders and if you would like to join our school community, then I look forward to receiving your application form.

To apply, please use the CES application form which is available on the school website – <https://www.arrowsmith.wigan.sch.uk/job-vacancies> and return this, along with the associated documents prior to the closing date stated on the advert **Friday 8 July 2022 at 12.00noon** to [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk).

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

Yours faithfully

**M J DUMICAN**  
Headteacher



## **JOB DESCRIPTION: SITE MAINTENANCE ASSISTANT**

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for teachers as contained in the School Teachers' Pay and Conditions document and other current education and employment legislation including that of the Department for Education Teaching Agency.

**The Governing Body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.**

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**JOB PURPOSE:** To work alongside the existing site maintenance team to help to provide a safe, secure and maintained environment within the school buildings and grounds in order to portray an image which enhances the reputation of the school and complies with all legal requirements in relation to health, safety and the environment.

Under the direction of the Premises Manager to contribute to the smooth running of the school by carrying out a range of caretaking duties to the agreed quality standards including security and supervision of the site and related equipment, and other caretaking duties including portage, cleaning and maintenance.

**RESPONSIBLE TO:** Headteacher, School Premises Manager, School Business Manager

**LIAISES WITH:** Site Maintenance Assistants, Cleaning Staff, Contractors & Suppliers, Senior Leadership Team/Teaching/Support Staff

**HOURS OF WORK:** 37 hrs per week, Full Year – See details below

**POST GRADE:** Grade 4 (SCP 5) £19,650 - £20,852 (£10.18 - £10.80 hourly rate)

**SHIFT PATTERN:** Week A 06.30am – 14.30pm (30 mins lunch) Mon- Thurs  
06.30am – 14.00pm (30 mins lunch) Friday

Week B 11.00am – 19.00pm (30 mins break) Mon-Thurs  
10.30am – 18.00pm (30 mins break) Friday

Weekend working may be required subject to hiring of the facilities and will be on a rota basis. This will be paid on the basis of Time x 1.33 for Saturday and Time x 1.5 for Sunday. Flexibility will be required as hours may change subject to the time of year and holiday periods.

Annual leave must be taken during school closure periods.

## MAIN DUTIES AND RESPONSIBILITIES:

### 1.1 Security & Supervision

- To act as a key holder, carrying out security procedures for the buildings and grounds. 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 alarm(s) – Please Note this service is provided by Wigan Council and will only be called out as a last resort.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Dealing with enquiries from workers and contractors.

### 1.2 Caretaking and Maintenance

- Monitoring the standards of cleanliness of the premises and furnishings and reporting any problems or faults to the Premises Manager.
- Advising the Premises Manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff.
- To follow and effect the agreed plan of preventative maintenance as discussed with the Premises Manager.
- To be capable of carrying out repairs and maintenance to the building, it's facilities and infrastructure including – plumbing, glazing, joinery, painting, patch plastering, gardening and general etc.
- Ensuring that all areas within the site are free from litter and 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 that adequate supplies of cleaning materials and other supplies are available.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures;
- Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate;
- Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding;
- Assisting the Premises Manager in ensuring that the legal provisions relating to Health and Safety at work are properly adhered to, including the safe storage of any flammable/toxic substances on site (excluding workshops/laboratories).
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Check and promote best practice in energy conservation in the use of heating, lighting, water usage throughout all school buildings.
- Support the Premises Manager in the planning, development and organisation of systems, initiatives, procedures and policies.

## 2. OTHER DUTIES:

- Undertaking letting and related duties as appropriate.
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- To participate in arrangements for areas used for school functions which may include Parents' Evenings, Assemblies, Examinations, PTA events, and Curriculum Information Evenings. This will include moving such items as tables, chairs etc.
- To drive the Minibus as and when required.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable

### **3. SCHOOL SUPPORT:**

- To be aware of and comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To carry out the duties in the most effective, efficient and economic manner available.
- To continue personal development in the relevant area.
- To participate in the staff review and development appraisal process.
- To contribute to the overall ethos, work and aims of the school.
- To participate in training, other learning activities and professional development as may be reasonably directed.
- To carry out any other duties commensurate with the grade and job title as directed by the Headteacher.

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This job description forms part of the contract of employment of the person appointed to the post and reflects the position at the present time only. A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.



## PERSON SPECIFICATION: SITE MAINTENANCE ASSISTANT

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

<b>Experience – Essential</b>	<b>Experience - Desirable</b>
Previous experience of caretaking/ground maintenance/cleaning in a school or similar environment	<ul style="list-style-type: none"><li>▪ NVQ Level 1 in relevant discipline (Cleaning)</li><li>▪ Experience of maintaining buildings to a required standard</li><li>▪ Handy person or D.I.Y. experience</li><li>▪ Experience of cleaning building interiors</li><li>▪ Experience of building security and alarms</li></ul>
<b>Qualifications / Training – Essential</b>	<b>Qualifications/Training - Desirable</b>
Willingness to undertake relevant training for examples COSHH, health and safety at work	NVQ Level 1 in relevant discipline (Cleaning)

<b>Knowledge/Skills – Essential</b>	<b>Knowledge/Skills - Desirable</b>
Basic knowledge of health and safety at work regulations for example moving and handling	<ul style="list-style-type: none"><li>▪ Knowledge of health and safety at work regulations</li><li>▪ Understanding of COSHH requirements</li><li>▪ Willingness to become a first aid officer if required</li></ul>

### **Essential Personal Skills and Competencies:**

#### Skills and Competencies

- Ability to use a range of equipment relevant to the post
- Ability to complete basic paperwork
- Ability to prioritise own workload
- Ability to recognise the importance of ensuring a secure and safe environment
- Ability to take direction to complete a range of cleaning

#### Personal

- Able to work well as part of a team.
- The ability to show initiative and accept responsibility for self and workload
- Willingness to participate in continuing professional development
- Willingness to be flexible and adaptable to fulfil the needs of the school
- Ability to relate well to children and adults
- Ability to maintain confidentiality

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded