

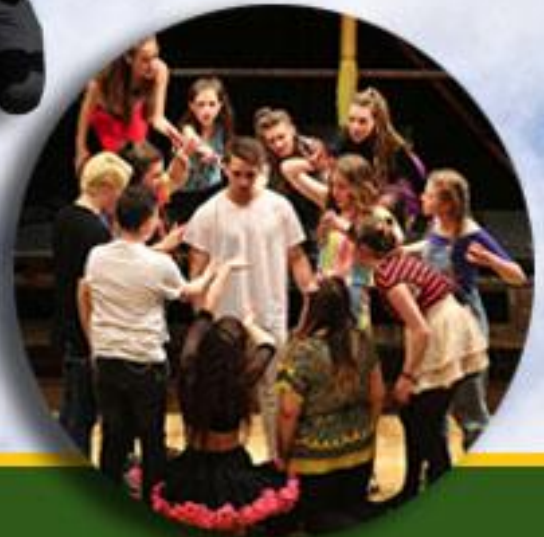


# BICESTER LEARNING ACADEMY

APPOINTMENT OF

## ESTATE SUPPORT ASSISTANT

27.5 hours per week, 52 weeks per year





## THE VACANCY

Bicester Learning Academy currently has a vacancy for the position of **Estate Support Assistant**.

The Estate Support Assistant is part of the Estate Team who currently work at The Cooper School and Glory Farm Primary School. The role is varied and includes assisting with the security of the sites, maintenance of school premises including minor repair work, managing school events, dealing with health and safety issues on site and completing routine tasks and duties e.g. fire alarm drills etc. No two days are the same and we are looking for an applicant with a "can do attitude". The position would ideally suit someone who has good handyperson skills.

This is a permanent position of 27.5 hours per week, worked 2pm to 7.30pm Monday to Friday, for 52 weeks per year. The starting salary will be £11,748.45 per annum. In addition hours will be regularly available at weekends to cover weekend bookings.

Working hours will vary during school holidays due to later opening and earlier closing times.

### **The successful candidate will need to have:**

- Good communication (written and oral) skills
- The ability to work unsupervised and to multi-task
- Knowledge of health and safety
- The ability to carry out minor repairs
- The ability to undertake manual handling

For an informal discussion please contact:  
Mr Wilfred Judge, Estate Supervisor  
Tel: (01869) 242121  
Email: [wjudge@thecooperschool.co.uk](mailto:wjudge@thecooperschool.co.uk)

Further details and an application form are available on the School's website:  
[www.bicesterlearningacademy.co.uk](http://www.bicesterlearningacademy.co.uk)

or please contact:

Human Resources  
Tel: (01869) 362697  
Email: [recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

**Closing date for receipt of applications: Tuesday 8<sup>th</sup> May 2018, 12 noon**

**Interviews will take place week commencing 7<sup>th</sup> May 2018**

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with Section 115 of the Police Act 1997.

Details of the Academy's policies relating to the Employment of Ex-Offenders and the Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Certificates and Disclosure information are included within this recruitment pack.



## JOB DESCRIPTION

|                                    |   |
|------------------------------------|---|
| <b>Job description for:</b>        | Estate Support Assistant  |
| <b>Grade:</b>                      | 4   |
| <b>Working hours per week:</b>     | 27.5<br>Weekend overtime is operated on a rota basis  |
| <b>Working weeks per year:</b>     | 52 weeks  |
| <b>Permanent/Temporary:</b>        | Permanent   |
| <b>Principal place(s) of work:</b> | The post-holder will be expected to work flexibly across the Academy Trust's sites  |
| <b>Immediate line manager:</b>     | Estate Support Supervisor   |
| <b>Staff managed:</b>              | None  |
| <b>Job Purpose:</b>                | To ensure that the school premises are maintained to a high standard and provide a clean and safe environment for all users to work and study in across the Academy Trust |

### Main Duties/Responsibilities:

#### 1. Site Responsibilities

- Responsible for the opening and lock-up of the Bicester Learning Academy (BLA) sites during early morning, evening and weekend hours of operation.
- To undertake daily fire exit door checks, security checks and identifying security risks.
- To operate and respond to alarm systems (fire/intruder) during operating hours including monitoring CCTV equipment.
- To be part of the response team during core hours, assisting with managing incidents and accidents as they occur, providing emergency access to BLA sites.
- To attend site out of hours in the event of emergencies or intruder alarm calls.
- To liaise with police, security and surveillance contractors when necessary.
- To accept deliveries at goods inward and distribute around the sites.
- To be responsible for carrying out regular maintenance and repairs around site as directed by Estate Supervisor.
- To ensure that pathways and all other external hard surfaces are kept clean, free of litter and that they are gritted and salted when required during wintry conditions. Removal of heavy snowfalls as required to allow safe access to the site.



- To work as part of a team with small scale projects as directed by the Estate Supervisor, especially during holiday periods.
- To undertake emergency specialist cleaning tasks, e.g. rodding blocked drains, clearing blocked toilets etc.
- The monitoring of waste and recycling across the Academy Trust's sites.
- To set up/take down equipment across the schools ready for events and functions and room upgrades, e.g. open evenings, parents evenings and for teaching needs e.g. examinations.
- To liaise with contractors working on the sites ensuring that health and safety rules and regulations are being met.
- To assist the Estate Supervisor with weekly fire drills, recording the findings in the fire log book.
- To undertake small scale project/audit work as delegated by the Estate Supervisor and Senior Operations Manager.
- To be familiar with the use of School Asset Manager software and be able to record faults and work completed by the Estate Team.
- To carry out regular inspections of sites, reporting defect to the Estate Supervisor in the first instance. Ensure repairs are carried out quickly and cost effectively and enter all completed work on the School Asset Manager software.
- On a rota basis, be on site to oversee weekend bookings across the BLA sites.
- To undertake routine recording of utility meters and other routine health and safety requirements across the Academy Trust's sites.
- Participate in training and other learning activities, performance reviews associated with the job.

## **2. Individual Areas of Responsibility**

- To undertake and take ownership of individual specific work tasks as directed and agreed with the Estate Supervisor and the Senior Operations Manager meeting the operational needs of the BLA e.g. internal/external repairs and refurbishments.
- To regularly check and respond to work email.

## **3. Additional duties**

- To be aware of their responsibilities for health and safety for themselves and others
- A commitment to safeguarding the welfare of children

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

Bicester Learning Academy is committed to safeguarding children. The successful candidate will be subject to a Disclosure and Barring Service check (formerly CRB) in line with section 115 of the Police Act.



## PERSON SPECIFICATION

|                                  | Essential Criteria  | Desirable Criteria  |
|----------------------------------|---|---|
| <b>Education</b>                 | <ul style="list-style-type: none"> <li>A good standard of education including English at GCSE level or equivalent.</li> </ul>   |   |
| <b>Relevant Experience</b>       | <ul style="list-style-type: none"> <li>Experience of working in a similar role.</li> <li>DIY skills including the ability to carry out minor repairs.</li> </ul>  | <ul style="list-style-type: none"> <li>Experience of working in a similar role in a secondary school.</li> <li>Clean Driving Licence (D1 preferable).</li> <li>Experience of any trades e.g. painting, electrics, plumbing, etc.</li> </ul> |
| <b>Relevant Knowledge</b>        | <ul style="list-style-type: none"> <li>Computer literacy across Microsoft products.</li> </ul>  |   |
| <b>Relevant Skills/Aptitudes</b> | <ul style="list-style-type: none"> <li>Good communication (written and oral) and organisational skills.</li> <li>The ability to work unsupervised and be able to multi-task.</li> <li>Ability to work to flexible working patterns.</li> <li>Knowledge of Health and Safety.</li> <li>Good public relation skills.</li> <li>To be able to undertake manual handling tasks across the BLA.</li> <li>Ability to work and direct external contractors across the BLA.</li> </ul> | <ul style="list-style-type: none"> <li>Able to attend training courses as required.</li> </ul>  |



## APPLICATION PROCESS

Please fill in the application form according to the instructions on the first page of the form.

Curriculum Vitae (CVs) will not be accepted without an application form. The form should be fully completed, accurate and clearly legible.


[recruitment@thecooperschool.co.uk](mailto:recruitment@thecooperschool.co.uk)

or by post to:

Human Resources  
Bicester Learning Academy  
The Cooper School  
Churchill Road  
Bicester  
Oxfordshire  
OX26 4RS





|  |   |  |                                   |   |
|--|---|--|-----------------------------------|---|
|  | <b>Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure and Barring Service certificates and Disclosure Information at Bicester Learning Academy</b> |  |                                   | <b>Written By:</b><br>E Le Brun                             |
|  | <b>Applicable to:</b><br>ALL STAFF  | <b>Accountable Officer:</b><br>B J Baxter<br>I Elkington | <b>Date Adopted:</b><br>July 2014 | <b>Date To Be Reviewed:</b><br>July 2017<br>(Every 3 Years) |

### General principles

As an organisation using the Disclosure and Barring Service (DBS) checking service to help assess the suitability of applicants for positions of trust, Bicester Learning Academy complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of certificates and certificate information. It also complies fully with its obligations under the Data Protection Act 1998 and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of certificate information and has a written policy on these matters, which is available to those who wish to see it on request.

### Storage and access

Certificate information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### Handling

In accordance with section 124 of the Police Act 1997, certificate information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

### Usage

Certificate information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

### Retention

Once a recruitment (or other relevant) decision has been made, we do not keep certificate information for any longer than is necessary. This is generally for a period of up to six months, to allow for consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep certificate information for longer than six months, we will consult the DBS about this and will give full consideration to the Data Protection and Human Rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.


### Disposal

Once the retention period has elapsed, we will ensure that any DBS certificate information is immediately destroyed by secure means, i.e. by shredding, pulping or burning. While awaiting destruction, certificate information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the certificate or any copy or representation of the contents of a certificate. However, notwithstanding the above, we may keep a record of the date of issue of a certificate, the name of the subject, the type of certificate requested the position for which the certificate was requested, the unique reference number of the certificates and details of the recruitment decision taken.

### uCheck acting as an Umbrella Body

uCheck acts as an Umbrella Body on behalf of Bicester Learning Academy (an Umbrella Body being a Registered Body which countersigns applications and receives certificate information on behalf of other employers or recruiting organisations). A copy of uCheck's Policy statement on Secure Storage, Handling, Use, Retention and Disposal of Disclosure Certificates and Disclosure Information is available on request.



|   |   |  |  |   |
|---|---|--|--|---|
|  | <b>Policy statement on the recruitment of ex-offenders to a post within Bicester Learning Academy</b> |  |  | <b>Written By:</b><br><b>E Le Brun</b>                                    |
|   | <b>Applicable to:</b><br><b>ALL STAFF</b>   | <b>Accountable Officer:</b><br><b>B J Baxter</b><br><b>I Elkington</b> | <b>Date Adopted:</b><br><b>July 2014</b> | <b>Date To Be Reviewed:</b><br><b>July 2017</b><br><b>(Every 3 Years)</b> |

As an organisation using the Disclosure and Barring Service (DBS) checking service to assess applicants' suitability for positions of trust, Bicester Learning Academy complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subjects of a DBS check on the basis of a conviction or other information revealed.

Bicester Learning Academy is committed to the fair treatment of its students, staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background.

This written policy on the recruitment of ex-offenders is made available to all disclosure applicants at the outset of the recruitment process through inclusion on The Cooper School and Glory Farm Primary School websites. The policy is also sent to applicants with the DBS application pack after acceptance.

We actively promote equality of opportunity for all with the right mix of talents, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience.

A disclosure is always requested for those who are offered a post within Bicester Learning Academy. Disclosures will also be requested for all members of the Governing Body of Bicester Learning Academy Trust, and for all volunteers where applicable. Where a job is advertised by Bicester Learning Academy, all application forms, job adverts and recruitment briefs will contain a statement that a DBS check will be requested in the event of an individual being offered the position.

As a disclosure is to form part of the recruitment process, Bicester Learning Academy encourages all applicants for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover to the Human Resources Manager for Bicester Learning Academy, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process.

Posts within Bicester Learning Academy are exempt from the Rehabilitation of Offenders Act, 1974. This means that the Academy can ask questions about your entire criminal record, including unspent and spent convictions, cautions and bind overs.

Bicester Learning Academy will ensure that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences. It will also ensure that these members of staff have received appropriate guidance and training in relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, Bicester Learning Academy will ensure 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.

We make every subject of a DBS check aware of the existence of the Code of Practice and make a copy available on request.

We undertake to discuss any matter revealed in a DBS check with the person seeking the position before withdrawing a conditional offer of employment.

Bicester Learning Academy has a policy on the Secure Storage, Handling, Use, Retention and Disposal of Disclosures and Disclosure Information, and a copy of this policy is available on request.