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SMITHILLS SCHOOL

SUCCESS FOR ALL

Maintenance Officer
Candidate Information



OUR VALUES



EXCELLENCE



INDEPENDENCE



COMMUNITY



Welcome to Smithills School

Thank you for expressing an interest in the position of Maintenance Officer. This is a wonderful opportunity to join our successful, over-subscribed 11-16 school at an exciting stage of our journey.

We are a large secondary school, a single Academy Trust, situated in the heart of Bolton. As Headteacher I am fortunate to work alongside our talented staff, pupils, families and community partners. Our school is a very special place where we respect individuality, diversity and difference. Every child who joins us is encouraged to achieve and every adult who joins our team is given the opportunity to contribute.

Our values of Excellence, Independence and Community are evident in all that we do. They combine to ensure our vision of 'Success for All' is achieved.

September 2023, two weeks into my headship, the school was judged as requires improvement for Quality of Education and Leadership and Management, but good for Personal Development and Behaviour and Attitudes. Ofsted commented 'pupils are warmly welcomed and quickly settle into school life', we have 'high aspirations for pupils' achievement' and 'staff feel happy and proud to work' at the school. They remarked that we are on the right track with the changes we are making, we simply need more time to implement and embed them.

Our pupils are at the heart of everything we do. We are committed to developing and nurturing every child, providing the very best standards of education through a strong, knowledge rich curriculum, which is built around our expectations that all pupils will develop their depth of understanding across a wide range of subjects, securing an ambitious education for all. We also offer our pupils a wealth of cultural experiences, broadening horizons and developing self-esteem which provides them with the skills to make positive contributions to society, now and in the future.

We are committed to the continued professional development of all our colleagues and take our responsibility to develop leaders of the future seriously. We are equally committed to staff wellbeing: we provide a package of support to help all colleagues achieve a happy work life balance and we have a thriving wellbeing group that initiates real change in school.

If you are a dynamic, motivated, conscientious professional who has a passion for working with children and young people and you feel you have the skills and personal attributes to work as part of an innovative, energetic and ambitious team, we would love to hear from you.

Carolyn Dewse
Headteacher



Why work at Smithills?

As a team, we value every member of staff – from the site team to middle leaders, from teachers to SLT, from canteen staff to teaching assistants, from pastoral staff to IT support. We know that every person on our staff is crucial to the strategic development and the operational work of our school. As such, we promote well-being and prioritise manageable workloads in the following ways:

- SLT are supportive and highly visible around our site
- Teachers have their own classrooms
- We are committed to the Education Staff Wellbeing Charter
- Staff wellbeing is prioritised with free access to our swimming pool, gym, 'Friday football' and all sports centre activities during the week and at weekend
- The Staff Wellbeing Team includes broad representation from teaching and associate staff
- This team meets at least every half term, capturing staff voice and responding with concrete actions
- Teaching staff typically have above the national expectation of 10% of Planning, Preparation and Assessment (PPA) time
- Every teacher has a protected Professional Development hour every fortnight
- CPD is a regular feature of our calendar and includes teaching and support staff
- Opportunities for career development are embedded in our structures and systems
- Early Careers Teachers thrive in a supportive and caring environment. They have access to a broad and individualised programme of professional development
- As part of our commitment to continuous professional development all staff are encouraged and supported to undertake further study
- Internal applications for a range of roles are actively encouraged
- Data entry points are kept to a minimum for each year group
- Every department has high quality 5-year curriculum plans in place
- Departmental marking policies have been designed to actively reduce marking workload
- All teaching staff have an iPad/laptop
- The correction system is centralised
- Lunch duties are paid
- Reprographics is centralised

Most of all, though, we offer something which a bullet point list cannot capture: our staff and students are friendly and fiercely loyal to our school. Our school is a community and we are proud of that.

'Leaders at all levels carefully consider the impact of any changes that they make to school systems which may affect the workload and well-being of staff'.

OFSTED
September 2023

We encourage you to come and see our school for yourselves. Please contact the Headteacher's PA, Chris Shaw on 01204 842382 ext. 104 or c.shaw@smithillsschool.net to arrange an appointment. A member of SLT will be only too happy to show you around.

Closing date for applications: Monday 3rd June 2024 at 9.00am

Interview date: Week comm 10th June 2024



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Maintenance Officer

Salary: GRADE D SCP 6 -11 £23,893 - £25,979 PA

37hrs per week All year round 6.30am-2.30pm Monday to Thursday, 6.30am-2.00pm
Friday

(includes 1/2 hour unpaid lunch break)

(holidays may be taken throughout the year but it is with prior agreement of the site manager)

Permanent Position

Job Description

Job Details	
School Name	Smithills School
Job Title	Maintenance Officer
Hours	37 hours per week – 6.30am to 2.30pm Monday to Thursday 6.30am – 2.00pm Friday (1/2 hour unpaid lunch break)
Grade and salary	Grade D (Point 6-11 £23,893 to £25,979)
Primary Purpose of Job	To ensure that all school facilities are in excellent and safe condition with the highest possible standards of cleanliness for use by pupils, staff and visitors.
Responsible to	Site Manager /Assistant Site Manager
Responsible for	Not Applicable
Principal Responsibilities	Opening and closing of the school buildings, Carry out routine maintenance and basic repairs during the school day. This includes (but not an exhaustive list) plumbing, joinery, painting, repair leaks, hanging pictures/shelving and working with IT for the installation of new equipment in classrooms.

Main Duties	
1.	Opening and closing of the school building at times determined by the Board of Trustees, including ensuring that the fire and intruder alarm system are fully operational. Faults are reported and logs maintained.
2.	Dealing / responding / updating the maintenance jobs logged on the site team portal / emails.
3.	Carry out routine maintenance and basic repairs including plumbing. Joinery and painting.



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Main Duties

4.	To inspect the premises each week to ensure that buildings are safe and well maintained.
5.	Log any repair works found from the above inspection on the site team portal and schedule time to complete the repair.
6.	Responding to emergencies as and when required.
7.	Cover for the site supervisor re absence and work with the assistant and site manager.
8.	Work with the assistant and site manager in producing a rolling programme of maintenance and repairs for the site.
9.	Liaising with the assistant and site manager in contacting contractors to carry out works that cannot be completed in house.
10.	To assist in the supervision of contractors on site and ensure Health and Safety standards are adhered to.
11.	Assist the site team on clearing safe routes around school when affected by adverse weather
12.	Source job related materials via the school ordering system in liaison with assistant and site manager.
13.	Awareness of statutory Health and Safety checks including legionella and asbestos and reporting any concerns to the assistant and site manager.
14.	To assist the site team when setting up for school events for example parents evening, exams.

The roles and responsibilities in this job description may change and/or evolve in a reasonable manner over time.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.



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Person Specification

Job Details	
School Name	Smithills school
Job Title	Maintenance Officer
Grade	Grade D

Skills and Knowledge - essential		Method of Assessment
1.	Able to work on own initiative as well as a member of a team.	Application Form / Interview
2.	Adaptable and self-motivated.	Application Form / Interview
3.	Well organised.	Application Form / Interview
4.	Able to prioritise tasks.	Application Form / Interview
5.	Literate and numerate.	Application Form / Interview
6.	Articulate and communicative.	Application Form / Interview
7.	Awareness of Health and Safety issues.	Application Form / Interview
8.	Ability to carry out minor repairs to the fabric and fittings of the building. Evidence of practical application of joinery, plumbing, decorating, building skills in a working environment.	Application Form / Interview
9.	Use of hand tools and small power tools	Application Form / Interview
10.	Clean Driving Licence	Application Form / Interview

Experience, Qualifications and Training		Method of Assessment
1.	Wide general maintenance experience.	Application Form / Interview
2.	Experience of working in a school environment or equivalent.	Application Form / Interview

Work Related Circumstances		Method of Assessment
1.	Willingness to work in the evening and at weekend as required.	Application Form / Interview
2.	Able to work in a busy school environment and relate effectively with children and adults.	Application Form / Interview



Safeguarding

Smithills School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates are subject to an enhanced disclosure from the Disclosure & Barring Service.

Current or previous employers will be contacted as part of the verification process pre-appointment checks if the applicant is short-listed. Information requested will include:

- Disciplinary offences relating to children, including anywhere the penalty is “time expired”
- Whether the applicant has been the subject of any child protection concerns
- The outcome of any enquiry or disciplinary procedure

Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

We may use internet searches using information held in the public domain to perform due diligence on shortlisted candidates in the course of recruitment, in terms of suitability for the post applied for. Where we do this, we will act in accordance with our data protection and equal opportunities obligations.

C Dewse
Headteacher