



STAMFORD

# Facilities Operative Applicant Pack





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## **Role Specific Supporting Information**

### Facilities Operative

**The Stamford Schools is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

#### **The Role and Department**

Stamford High School consists of several listed buildings including the main site in St Martin's, the Music School, four girls boarding houses Welland House, Park House and Wothorpe, the Maltings and the Birkbeck Studio.

The Stamford Junior School Site comprises the main School building, a nursery building, a Boarding House (St Michael's), a Stable Block for Reception, temporary buildings for Art, Music and DT, a Sports Hall, an indoor Swimming Pool, extensive grounds, sports pitches, and courts including floodlit astroturf pitches also used by pupils of Stamford High School.

The duties of the Facilities Operative are essential to supporting the smooth running of the Schools. This requires a high degree of initiative and co-operation with both academic staff and other members of the operations' staff teams. Key requirements of the post are a hands-on approach, courtesy, basic IT skills to access the facilities management database, initiative, and willingness to promote and support the efficient functioning of the School.





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## Working for the Stamford Schools

<b>Hours of Work</b>	<p>30 hours per week, covering Stamford High School and Stamford Junior School</p> <p>Monday to Friday 14:15 – 20:15, working one Saturday in four for 3 hours at overtime rate.</p>
<b>Remuneration</b>	£15,552 per annum
<b>Working Arrangements</b>	52 weeks per year
<b>Annual Leave</b>	<p>25 days annual leave rising to 28 days after 5 years' service, 10 bank holidays which includes 2 additional SES holiday days.</p> <p>Holiday to be taken as operational needs allow. As school holiday periods are the optimum time for site maintenance work to be carried out, leave may be granted during term time periods at the discretion of the Facilities Manager.</p> <p>During the Christmas break the school will be closed for a period during which 2 or 3 compulsory annual leave is to be taken - confirmed dates will be advised each year.</p>
<b>Other Arrangements</b>	<p>We also offer:</p> <ul style="list-style-type: none"> <li>• Excellent working conditions</li> <li>• A free school lunch during term time periods*</li> <li>• Support for training and development and an annual review programme.</li> <li>• Access to an Employee Assistance Programme for staff. 24:7:365 advisory telephone advice service and telephone counselling.</li> <li>• Contributory Pension Scheme with employer contributions.</li> <li>• Access to SES car parking facilities.</li> <li>• A programme of Stamford Lectures and other staff social events.</li> </ul> <p>*Non contractual arrangement</p>



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## Job Description

**Job Title: Facilities Operative**

**Reporting to: Maintenance Team Leader & Facilities Manager**

**Responsible for: n/a**

### Core Purpose

The main duties for the Facilities Operative are essential to the smooth running of the School. This requires a high degree of initiative and co-operation with both academic staff and other members of the support staff. The line manager for facilities staff is the Team Leader who reports to the Site Manager.

Key requirements of the post are a hands-on approach, courtesy, good IT skills, initiative, pride in one's work, and willingness to promote the efficient functioning of the School. Some knowledge of all round general maintenance skills would be of benefit, however training for the role will be given.

Must be able to undertake the range of activities required within the role including working at height, use of power tools, lifting and carrying weights, standing for prolonged periods and able to walk between and across sites.

### Key Responsibilities

To undertake a wide variety of maintenance duties including the following tasks:

- 1.0 Replace lights and luminaires (some at high level), Clear blocked drains and toilets, replace tap washers, replace locks, painting and decorating, repairs to desks and tables.
- 2.0 Clean designated areas as and when required.
- 3.0 Use the School's QFM system for all maintenance requests and job cards and the use of emails.
- 4.0 Carry out the weekly/monthly testing of fire alarms and emergency lighting.
- 5.0 Lay out seating in Hall and Exam Centre, erect staging etc. as directed.
- 6.0 Receive, check, and distribute stores around School.

- 7.0 Ensure the delivery of outgoing mail to the Post Office as required. Operate internal mail service.
- 8.0 After appropriate training, drive School minibus and van as and when required.
- 9.0 Be a designated key holder in the event of an emergency situation, including call outs for alarms, fire and police.
- 10.0 Support parking management at drop off and pick up times, including large events.
- 11.0 Any other duties as might reasonably be expected or requested by the Team Leader or Facilities Manager



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## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<p>Good standard of Education</p> <p>Current valid Driving Licence</p> <p>Willing to undertake the MIDAS training for minibus driving.</p>	<p>D1 category on Driving Licence</p>
<b>Knowledge &amp; Experience</b>	<p>Basic experience of general maintenance</p>	
<b>Key Skills</b>	<p>Basic IT Skills for emails and maintenance job request cards – training is available.</p> <p>Able to undertake the range of activities required within the role including working at height, use of power tools, lifting and carrying weights, standing for prolonged periods and able to walk between and across sites.</p>	<p>Knowledge of health and safety requirements specific to the environment – full training will be given.</p>
<b>Other Attributes</b>	<p>Ability to use initiative and be pro-active in identifying maintenance issues around the site.</p> <p>Must possess good communication skills to interact with teaching staff, parents, external contractors, and other colleagues within the Endowed Schools.</p> <p>Must demonstrate a reliable, trustworthy, and honest approach to work.</p> <p>Flexibility in working hours.</p> <p>Willingness to be part of a team.</p> <p>Hold satisfactory DBS clearance at an advanced level.</p>	



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## **Candidate Information about Stamford Endowed Schools**

Comprised of Stamford School, Stamford High School and Stamford Junior School, the Stamford Endowed Schools offer continuity of education for girls and boys aged 2-18. Under our 'diamond structure', teaching is co-educational at the junior level and in the Sixth Form, but single sex in the GCSE years. This allows us to tailor the curriculum to best suit our pupils and allows boys and girls to be themselves in the classroom.

The Schools have a history of academic success. We want our pupils to develop a lifelong love of learning, which is reflected in the 'Independent Learning, Intellectual Curiosity' ethos that is woven into all elements of the curriculum. Academic life is complemented by a rich extra-curricular provision which gives pupils the chance to pursue their interests across a diverse and extensive range of activities.

Boarding at the Schools was rated as 'outstanding' in the last inspection and 10% of our pupils enjoy life in our five boarding houses. The high-quality provision is indicative of the commitment to pastoral care throughout our three Schools.

The town of Stamford was recently voted 'Britain's Best Place to Live' by the Sunday Times and provides a wonderful place in which to work. The Schools are an integral part of the town community and have educated its children since 1532. Transport links are excellent, and London can be reached by rail or road in just over an hour.

Further details can be found on the Schools' website ([www.stamfordschools.org.uk](http://www.stamfordschools.org.uk)).

This information should be read in conjunction with the Application Form Explanatory Notes enclosed with this pack.