



St Julie's Catholic High School

Facilities Assistant

Application Pack



About You

You will be an active and enthusiastic person who is comfortable working both indoors and outdoors.

You will be reliable and trustworthy, and comfortable shouldering the responsibility of opening and securing our school site.

You will be vigilant and always aware of your surroundings, pro-actively spotting, reporting and where possible resolving emerging problems that you encounter around the site.

You will be physically comfortable with the lifting and handling associated with portering duties, as well as carrying out occasional duties requiring working at height.

You will have a robust knowledge of Health and Safety principles and practices and will be happy to use this knowledge to help maintain a safe environment for all of our students and staff.

Your competence in IT will assist you in using electronic systems for job management as well as communicating with staff and external contractors.

You will be flexible in your approach to work, and able to prioritise jobs in a way that best meets the needs of the students. You will recognise the importance of the extended school day, and will be able to accommodate some shifts that may involve out of hours work.

About Us

St. Julie's Catholic High School is an 11-18 secondary Catholic school for girls founded by the Sisters of Notre Dame, and we deliver traditional values within a modern curriculum. We have six forms of entry, with over 1,000 students on roll.

We have been based in Woolton Village since the 1950s, opening in Grade I listed Woolton Hall, before moving into a purpose built building in 1970, and then into our current building in 2017. Our student body is diverse, with students living across South Liverpool and further afield.

Our latest overall Ofsted judgement was 'Good' and recognised outstanding pastoral support and Leadership and Management.





About Our Facilities

Our current building was completed in September 2017, with external landscaping completed in Summer 2018.

The building is highly energy efficient, and has heating and ventilation systems managed by a building management system that uses a combination of natural ventilation, radiators, roof mounted air handling units and air conditioning.

The structure of the building is based around three large blocks with interconnecting link corridors. Each block has a flat roof with syphonic drainage. One block roof houses a solar farm.

The site features gardens incorporating some large trees. Gardening work is carried out under contract, but regular watering is required in dry months. On site parking is available for around 100 cars, with access via one powered barrier and two powered gates. The site is optimised for minimal gritting during winter months.

The site has extensive CCTV coverage inside and out, with over 100 cameras that help minimise vandalism.

The building has two passenger lifts, with step free access available to all areas accessible by students.

Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Good Numeracy and Literacy Skills • 5+ GCSE grades at C (4) or above • IT proficiency - Good working knowledge of Microsoft Office 	<ul style="list-style-type: none"> • IOSH/NEBOSH Qualification or working towards • First Aid Certificate • Driving Licence • A Levels in a subject that would support this role
Experience	<ul style="list-style-type: none"> • Any role or experience which would support the timely ability to perform the tasks required in the job description 	<ul style="list-style-type: none"> • Experience of undertaking a range of facilities/ site management duties
Skills, knowledge and qualities	<ul style="list-style-type: none"> • Maintenance of buildings, grounds and equipment • Knowledge of Health & Safety Regulations • Skill to perform basic repairs around school site as appropriate • Ability to work effectively and supportively as a member of the school team • Ability to work in an organised and methodical manner • Ability to act on own initiative, dealing with any unexpected problems that arise • Ability to demonstrate commitment to Equal Opportunities 	<ul style="list-style-type: none"> • Knowledge of systems, structures and facilities in a building and how they work. • Ability to find creative solutions to identified problems
Personal Attributes	<ul style="list-style-type: none"> • Willingness to work indoors and outdoors • Willingness to work hours as per school opening times, plus out of hours as required • Willingness to take personal responsibility for standard of work carried out. • Willingness to participate in further training and development opportunities offered by the school, to further knowledge 	<ul style="list-style-type: none"> • Understand the needs of a school and the staff and students within it, to deliver and receive a good education

	<ul style="list-style-type: none"> • Willingness to maintain confidentiality on all school matters • Will need to be able to manage some heavy lifting 	
Pastoral Skills	<ul style="list-style-type: none"> • Able to maintain a professional, yet caring and compassionate approach to dealing with students • Suitable to work with children • An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant 	<ul style="list-style-type: none"> • Previous safeguarding training
General	<ul style="list-style-type: none"> • Supports the ethos of the school • To be flexible and adaptable 	

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies

Job Description

Post Title:	Facilities Assistant
Working Time:	35 hours per week – 52 weeks per year
Salary/Grade:	GRADE: 4 (Points 9-17)
Hours of work:	Monday to Friday: Working hours 8 hours per day to meet the needs of the school (working hours includes one hour unpaid lunch break) Annual leave: 26 days per year (to be taken during school holidays)
Line Manager:	Facilities Manager
CRB/DBS Disclosure Level:	Enhanced with children's barred check list

Main Purpose:

- To undertake a range of facilities duties including site supervision and security, directing contractors, maintenance and testing of systems and equipment, and other duties including portage, setting up for events, first line repairs and improvements, all in compliance with health and safety legislation, policies, and procedures and COSHH where applicable.

General Responsibility

All school staff are expected to:

- Work towards and support the school's Catholic mission statement, the vision and the objectives.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the school's policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to school policies and procedures as set out in the *staff handbook* or other documentation available to all staff.

Core Responsibilities & Tasks:

Key duties:

1. Maintain site security, carrying out security procedures for the buildings and grounds and the routine and non-routine opening of premises and grounds, responding to emergency calls outside normal working hours and acting as a key holder on call.
2. Have a good understanding of all building systems, including operating the heating plant.
3. A good working knowledge and proficiency in Microsoft Office for the purpose of planning, managing and recording system checks, compiling reports and other matters relating to the post.
4. Ensuring personal safety of self and colleagues when carrying out tasks and ensuring the personal safety of contractors engaged on site, in line with health and safety legislation.
5. Support routine maintenance by assisting external contractors on site and recording outcomes.
6. Carry out routine procedures and checks on premises systems and equipment, including PAT testing and the recording of checks electronically, then arranging for repairs/replacement where necessary.
7. Report and record any damage and assist in organising any necessary repairs or disposal.
8. Carry out general first line repairs, redecoration and maintenance.
9. Ensure that adequate supplies of premises materials and other supplies are available.
10. Update the asset register with new and defunct items
11. Ensure all premises equipment is in a safe and working condition and arranging for repair as appropriate.
12. Carry out emergency procedures e.g. fire alarms, lockdowns.
13. Organise and prepare the school premises and site as required, including for special events and out of hours activities.
14. Ensure that access and main areas are safe and secure, including winter gritting, moss treatments etc.
15. Undertake cleaning, litter picking, disposal of refuse to support the cleaning team as required.
16. Take delivery of stocks and materials, distributing appropriately.
17. Any other premises/Health & Safety activity commensurate with the level of responsibility

Knowledge, Skills and Experience

- Completed a common core programme of induction
- Good understanding of Health & Safety requirements and procedures
- First Aid qualified

Professional Development:

1. To evaluate and review own practice within the school performance management system for support staff.

2. To keep up to date with training required for the job, such as IOSH, NEBOSH, COSHH, working at height and other health and safety training, both by study and by attendance at courses, INSET, workshops and meetings.

This Job Description is not exhaustive and therefore other duties of an appropriate level and nature may be required, as directed by the Headteacher.

This role is envisaged to be as above, subject to negotiation with the post holder.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Application Forms

Please [click here](#) to access the application for this post.

Please [click here](#) to access the Rehabilitation of Offenders Act Declaration form.

Only completed applications submitted on the CES Application Form will be considered, and should be submitted electronically to: recruitment@stjulies.org.uk