



THE KING'S SCHOOL
CHESTER

Facilities Operator

Full time, all year round
Applicant information



Willow
Lodge

Discovering the *world*



KING'S
JUNIORS

Igniting *curiosity*



KING'S
SENIORS

Seizing *opportunity*



KING'S
SIXTH FORM

Becoming *exceptional*

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.



About us

King's is an academically selective, co-educational independent school originally founded in 1541. Almost 500 years later, King's is a thriving, and forward-thinking school of 1150 pupils, considered to be one of the very best of its kind in the country.

Further information about the school can be found on our website: www.kingschester.co.uk

THE ROLE AND OPPORTUNITY

The King's School Chester is looking for a Facilities Operator to join our exceptional Facilities team on a permanent basis full time basis.

The successful applicant will play a pivotal role improving and maintaining a safe working environment for our pupils and staff.

JOB PURPOSE

- To be responsible to the Facilities Supervisor(s) for the overall maintenance of the premises to ensure that the building is usable and safe for our pupils, staff and external hirers.
- To complete the facilities procedure for the unlocking and locking of the whole site, ensuring the buildings are secure at all times.
- Responsible for the overall set up and arrangement of rooms within the site to serve the business needs.
- Completing maintenance tasks to ensure the teaching staff can deliver the necessary educational requirements
- To work on tasks presented by the Facilities Supervisor to ensure that the service delivery and standards are those of a benchmarked elite educational site.
- Act as a point of contact for all facilities enquiries.



MAIN RESPONSIBILITIES

- To assist the Facilities Supervisor & Head of Estates in all aspects of the day-to-day operation of the school buildings.
- Carry out minor repairs and assist with projects across the school
- Effective maintenance, water testing and control of school swimming pool.
- To be responsible / support for the fire alarm & Intruder alarm systems, responding to alarms and resetting of systems. Undertaking weekly checks on the fire alarm system and recording all events for future reference.
- Provide car parking assistance during peak times, including major school events and co-curricular functions.
- Work with the Facilities Supervisor to assist in coordinating the work to be undertaken by subcontractors. Ensure the Company's Policy on the management of approved subcontractors is fully implemented.



- Any other duties appropriate with the post. Please note, the summary job specification is not a comprehensive definition of the post. It is subject to modification and amendment and could include other duties related to the post.

PERSON SPECIFICATIONS

Essential for the post:

- Good level of physical fitness to cope with the requirements of the Facilities Operator's role
- Good interpersonal skills to communicate effectively with all staff and pupils of the school.
- An ability to undertake minor maintenance tasks and a willingness to work collaboratively within a service delivery team.
- The ability to manage your own workload using initiative and problem-solving skills
- The ability to follow technical drawings, building plans and other instructions
- A valid driving licence
- Computer literate – basic level of computer skills
- Flexibility in the ability to provide cover and ad hoc hours of assistance at request / with notice
- Hold a First Aid certificate or be willing to undergo training when the school advises a date for that training.

Desirable for the post

- Previous tradesperson role and experience
- Previous experience working as a key holder would be advantageous.
- Must be willing to undertake minibus training
- Must be willing to undertake Pool Plant Operator training



SALARY AND BENEFITS



You will work 37 hours per week on a rota basis which will be **5 days out of 6 - Monday to Saturday ***, **all year round**. Rotating between early and late shifts (6.30am-2.30 pm and 2.30pm to 10.15pm – Saturdays are 7am to 3pm or 10am to 6pm)

*shifts patterns are Monday to Saturday, Sunday working is not a regular part of this job and is only required on a very infrequent basis and only when the needs of the school dictate this

- Salary **£27,630 per annum**
- Free staff lunch on the days you work, during term time
- 35 days annual leave (including bank holidays)
- Scottish Widows Group Personal Pension Plan (depending on your role)
 - Personalised industry expert pension advice
 - 3 x death in service Benefit
- Fee remission, where applicable
- Free use of the school gym
- Free use of the swimming pool
- A suite of termly staff celebrations and wellbeing initiatives
- Topical health and wellbeing advice
- Employee assistance programmes to support you personally and professionally
- Discounted group private health with BUPA
- Optical support
- A comprehensive further study programme

- Access to a cycle to work scheme
- Access to a salary sacrifice electric car scheme
- Invites to parenting webinars on key topics
- Free access to school productions, speakers and events
- Free onsite car parking

THE PROCESS

Candidates for this post should apply by **9am Monday 9th December 2024** by sending completed application forms to recruitment@kingschester.co.uk

Interviews arranged on receipt of completed application

A curriculum vitae will **not** be accepted in place of the completed application form.

This job description does not define in detail all responsibilities and the responsibilities and activities in the job description may be varied to meet the changing demands of the school at the direction of the hiring manager.

The role is deemed to be in regulated activity with a moderate level of contact with children on a day-to-day basis

We take pride in our outstanding reputation, and we know this is built largely on the excellent commitment and wide-ranging abilities of our staff. We are committed to promoting a diverse and inclusive workforce and we strongly encourage candidates from all different backgrounds to apply.



IMPORTANT - The King's School is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are required to undertake screening relevant to the post, including checks with past employers and the Enhanced DBS check. In line with our commitments to safeguarding, the King's School uses preferred agencies and is unable to work with any agencies where Terms of Business have not been agreed by both parties prior to an engagement.

Our Child Protection and Safeguarding policy can be found on our School Website.



RECRUITMENT GUIDANCE NOTES

TERMS OF APPOINTMENT

Under the Department of Education's Keeping Children Safe in Education (KCSIE) Regulations we have a legal duty to undertake the following safer recruitment checks. Therefore, any appointment will be subject to the following:

EMPLOYMENT CHECKS

- **Application Form:** All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. Note: CVs alone are not accepted.
- **References:** To assess candidates' suitability, we shall request at least two references, one of which must be your current or most recent employer. Please ensure you provide all details requested for each referee on the application form.
- **Right to work in the UK:** If you are invited to attend an interview you will be asked to bring three forms of identification with you to confirm your right to work in the UK (this will be used to apply for your DBS if successful). Examples of acceptable forms of ID are detailed in your invite to interview email.
- **Evidence of qualifications:** If you are invited to attend an interview you will be asked to bring evidence of the qualifications listed on your application form.
- **Medical Fitness:** If successfully appointed, you will be asked to complete a medical questionnaire and signed declaration of medical fitness to work. The School reserves the right to require you to undergo a medical examination if it deems this necessary which would normally involve seeking your consent for a referral to occupational health.
- **DBS Disclosure and other checks:** If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed criminal convictions. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.
In addition we will check for any prohibitions, sanctions and restrictions that might prevent candidates from working with children or young people, or taking part in certain activities or working in specific positions. **It is a criminal offence for a person to apply to work with children if they are barred from doing so.**
- **Overseas check:** If you have spent time abroad for 3 months or more in the last 5 years you will be required to obtain an overseas check from that country. It is the candidate's responsibility to obtain this, however, the school will support the successful candidate through this process.
- **Online Searches:** An online search for all candidates shortlisted for interview will be conducted.