



THE KING'S SCHOOL  
CHESTER

# Facilities Operator 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



### THE KING'S SCHOOL

King's is an academically selective, co-educational independent school originally founded in 1541 for the 'poor and friendless' children of Chester. Almost 500 years later, King's is a thriving, dynamic and forward-thinking school of 1100 pupils that is considered to be one of the very best of its kind in the country.

At King's we aim to make the very most of every individual student in the school, both academically as a selective school with a great tradition of scholarship, but also in terms of character development, confidence and wellbeing. This is achieved by a broad curriculum, extensive co-curricular programme, excellent pastoral care and highly committed and professional staff. We want our pupils to remember their time at school with real fondness whilst relishing the prospect of successfully making their mark on the world and leaving it a better place.

The school enjoys a spacious and well-resourced site on the southern outskirts of Chester, having moved from a city centre location in 1960. Our state-of-the-art infant school, Willow Lodge, was built 6 years ago with the Junior School being impressively extended a year beforehand. There is a major site development plan in progress for the Senior School, including the recent construction of a new £5million Sports Centre, The Rohan Ingley Pastoral Centre and the imminent redevelopment of the sixth form centre. The school retains close links with Chester Cathedral where it holds regular services, including a traditional Service of Nine Lessons and Carols at Christmas.

King's comprises the Senior School (ages 11-18), the Junior School (ages 7-11) and the Infant School (Willow Lodge, ages 3-7). There are currently 768 pupils in the Senior School (220 in the Sixth Form), 220 pupils in the Junior School and 114 in the Infants, supported by almost 250 staff (teaching and support).

Further information about the school can be found on our website: [www.kingschester.co.uk](http://www.kingschester.co.uk)

EVERY OPPORTUNITY. ENDLESS POSSIBILITIES.

## THE ROLE AND OPPORTUNITY

We have an exciting opportunity 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 supporting the safe environment for our pupils and staff.

### RESPONSIBILITIES

- 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 all teaching and support staff.
- To complete the facilities procedure for the unlocking and locking of the whole site, ensuring the building(s) are secure at all times.
- Responsible for the overall set up and arrangement of rooms within the site to serve the business needs as determined by the internal room booking system.
- Completing maintenance tasks to ensure the teaching staff are able to deliver the necessary educational requirements, and that the non-educational activities proceed efficiently. You'll need to be able to manage your own workload, and have good awareness of health & safety.
- Be proactive in ensuring that lighting and heating systems are maintained to a good working condition.
- To ensure the effective day to day running of the facilities at The King's School & Boathouse site
- 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.
- In maintaining the King's facilities, you will use your practical skills to carry out minor repairs, provide a sports centre service to the Venue Manager, provide support to the Facilities (Grounds) Supervisor and the furniture setting up / dismantle of internal / external events.
- Carry out cleaning should the need arise of designated areas and monitor the cleaning carried out by contractors on a day to day basis.



## MAIN RESPONSIBILITIES

---

- AM shift - Unlock whole site - Carry out swimming pool water testing, review the Room Booking System for scheduled assemblies and room set up's.
- To assist the Head of Estates in all aspects of the day to day operation of the school buildings. Respond to emergencies in being a key member of the onsite response team.
- To assist with all disciplines, i.e., Facilities, Grounds and Housekeeping as and when needed.
- PM Shift – Attend a handover with the AM Facilities Team members, review the Room Booking System for set up and take down, act as a point of contact for external hirers, complete the schedule of works as determined by the Facilities Supervisor or the Head of Estates, lock down and secure the whole site
- Duties will involve routine monitoring and operation of heating, ventilation, electrical and security systems and any small work changes
- Routine monitoring and emergency repair of building fabric, fixtures and fittings.
  
- To undertake handyman duties as directed by the Facilities Supervisor as outlined below:
  - i. Painting and Decorating – as required
  - ii. Joinery- First line maintenance of fixtures and fittings, examples: tightening screws on window hinges.
  - iii. General Maintenance – installing whiteboards/noticeboards
  - iv. Plumbing- Parts replaced, un-blocking sinks, traps and waste pipes. Adjustment and re-washer of taps.
  - v. Internal Glazing – Remedial action, for example organising deglaze and boarding up of broken windows.
  - vi. Electrical – (Qualified only) Parts replaced, first line maintenance of fixtures and fittings.
  
- Effective maintenance, water testing and control of school swimming pool. Ensuring safe use of pool by school swimming and third-party hirers. Monitor the addition of chemicals and the water quality. Report to the Facilities Supervisor any defects and shortness of pool supplies.
- Act as a point of contact for all facilities enquiries.
- To assist with all disciplines, i.e., Facilities, Grounds and Housekeeping as and when needed.
- Carry out all audits as asked for by the Facilities Supervisor and / or Head of Estates to ensure mandatory compliance is maintained and all necessary remedial actions are concluded.
- To be responsible / support for the Fire Alarm System, responding to alarms and resetting of systems. Undertaking weekly checks on the Fire alarm system and recording all events for future reference.
- Act as Key holder. Ensure routine and non-routine security procedures are carried out for the school buildings and grounds. Respond to emergency situations in accordance with the Joint Emergency Response Plan (JERP).
- Responsible for the overall safe locking and un-locking of the site. Liaise and provide regular feedback to Facilities Supervisor and Head of Estates on maintenance issues.
- Work with the Facilities Supervisor to assist in co-ordinating the work to be undertaken by subcontractors. Ensure the Company's Policy on the management of approved subcontractors is fully implemented. Passport to work scheme / signing off completed works etc.
- Ensure maintenance tasks are carried out in accordance with the planned preventative maintenance (PPM) programme, including Statutory and pre-planned maintenance tasks during the school holidays

- 
- Ensure all “Room Booking System” events can be delivered as requested. To be the first point of contact for the Venue Manager to identify and propose solutions for pinch points where resources/time prevents service delivery, making the necessary arrangements for the support of out of hour’s activities to ensure that there is sufficient cover is in place for all school events internally and externally booked.
  - Ensure internal and external routine inspections of the school premises are carried out.
  - During times of inclement weather (such as heavy snow, ice, storms) may require starting work earlier than normal to ensure that the site is safe and cleared before staff and pupils arrive (e.g.. Snow/ice clearing from paths, removal of broken branches etc.).
  - Ensure reactive maintenance tasks are carried out in accordance with the relevant safe system of work and within individual competency levels.
  - Ensure the correct procedures are followed when carrying out any activities closely following the Risk Assessments and method statements in line with the task.
  - Wear PPE that is provided and ensure one’s own safety and the safety of others at all times.
  - Provide car parking assistance as determined by the car parking rota, in addition provide guidance and support for car parking events to ensure that visitors to the site park safely within the allocated zones.
  - 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
- Previous tradesperson role and experience
- 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.
  - Must be willing to undertake mini bus training
  - Must be willing to undertake Pool Plant Operator training

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

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 [here](#)

## SALARY AND BENEFITS

You will work 37 hours per week on a **5 in 7 day shift pattern, 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)

In return you will receive:

- A salary of **£18,500 – £21,000** per annum
- Free staff lunch on the days you work during term time
- Health and wellbeing initiatives
- Employee assistance programmes to support you personally and professionally
- Teachers' Pension Scheme or Scottish Widows Group Personal Pension Plan
- The support of skilled and enthusiastic management and colleagues to enhance your development
- Cycle to work scheme
- Free gym access
- Free swimming pool access
- Free onsite car parking

## THE PROCESS

Candidates for this post should apply by sending completed application forms to [recruitment@kingschester.co.uk](mailto:recruitment@kingschester.co.uk) by **9am 24<sup>th</sup> May 2022**.

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

**Interviews will be held 26<sup>th</sup> – 27<sup>th</sup> May 2022.**

Call Kyle on 07908 749 149 if you have any questions about the role or the application process.

