



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

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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.

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 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.
- 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.

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- 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.
 - 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 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 **£22,000 – £23,000** 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 by **9am 5th July 2022** (*early applications encouraged*).

We will review and shortlist to interview applications as we receive them and may close the vacancy early if a suitable candidate is found. We therefore encourage interested candidates to submit applications as quickly as possible.

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

Interviews will be arranged as completed applications are received.

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



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