



CITY OF LONDON
SCHOOL FOR GIRLS

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Information Pack for the position of
Facilities assistant (1 year FTC)

About the role

The purpose of the post is to assist the head of facilities & operations (HFO) in providing support to the life of the school in all its many non-teaching aspects with particular emphasis on pottering, maintenance, security of the school buildings & other assets. To maintain the site to ensure the health & safety and wellbeing of all pupils, staff and visitors.

The post of facilities assistant will involve carrying out all duties and will include both school keeping and maintenance responsibilities, these roles will be interchangeable depending on the school's needs. A good team working culture is encouraged especially during busy periods and periods of sickness, leave or extended absence.

It is important that all facilities staff are familiar with all aspects of the facilities assistants role to enable staff to cover different shift patterns and responsibilities of both the maintenance and school keeping aspect of the role.

This role is offered on a 1 year fixed term contract.

This role is a Grade B, with a salary from £30,180 - £33,120 per annum, plus a 7.14% contractual hour's payment. Overtime is claimed as and when necessary.



Summary of responsibilities

Core duties:

- To observe security measures throughout the school challenging unknown individuals or those not displaying a security pass and escorting them to reception if necessary and maintaining vigilance at all times by monitoring the school's CCTV system and alerting the HFO/COO and contacting the police if considered necessary.
- To ensure that all access routes and emergency exits are kept clear at all times and making sure that all common areas of the school including cloakrooms are clear of clutter and any items are moved to the lost property bins.
- To carry personal radios, duty phones and keys at all times and to provide instant term time-time availability to react to the unexpected or planned work including during lunch break.
- Undertake portering work within the school and at other sites where school activities are taking place. (E.g. Guildhall for Prize Day and St Giles Church for carols and other services) including setting halls, laying out exam desks and assistance to the other departments when required.
- To maintain store rooms in a safe and efficient manor including the on-site archive and to advise the HFO on ordering and control of materials necessary for carrying out tasks in a proactive manner and place orders on CBiS when items are required or requested by the HFO or COO.
- Undertaking minor DIY such as the provision of new shelving, furniture assembly/minor repairs, fitting notice boards, painting & decorating and changing of lamps.



Summary of responsibilities (cont.)

- To carry out administrative tasks including photocopying and the replenishing of paper supplies, internal messaging and finding students.
- To drive vehicles on loan from the Corporation pool or hire from commercial sources as necessary following Corporation guidelines with regard to testing, licensing and insurance requirements. (If eligible)
- To act as fire stewards in the event of emergency evacuation or practice drill advising staff and pupils of correct procedures and being aware of all emergency procedures in place.
- To deputise for the HFO in his absence as directed by the COO. This will depend.
- To undertake any other duties that are reasonably requested appropriate to the grade by the HFO or COO.

School keeping responsibilities

- To lock and unlock the school building including the activation and deactivation of the buildings security systems, to allow access to the school buildings when on duty as duty facilities assistant and to participate in the manning of Reception and the booking in of visitors and contractors
- To monitor cleaning contractors and advise the HFO of any unsatisfactory standards.
- Undertake mail deliveries within the school and Corporation and to accept and receipt, store and distribute all deliveries.
- To deliver cash/cheques to the Guildhall and banks as required.
- Undertake grounds work as required including weeding, emptying external bins and keeping external areas clean and tidy.
- To supervise and control the school facilities during all functions, lettings and other activities in accordance with written or verbal requirements.



Summary of responsibilities (cont.)

Maintenance responsibilities

- First line maintenance and repair of school buildings, equipment, furniture and fittings and carrying out routine maintenance tasks as issued by the HFO.
- To monitor the schools BMS system and act upon any findings. To report any failers on the City's Micad system.
- To carry out minor repairs to plumbing and electrical fittings.
- To carry out maintenance of the swimming pool (for which specialist training will be provided)
- To carry out maintenance of the all weather playing surface.
- To act as a keyholder for callout in emergencies or other circumstances outside normal working hours throughout the year with arrival on site within one hour.
- Responsibility for school silverware and trophies including appearance of display cabinets.
- To undertake and document weekly compliance checks to the fire system, including; weekly alarm testing, emergency lighting, fire door register, fire exstingusher, fire blanket check and lift alarm checks.
- To put a systems in place for the checking and maintainance of the ladder register, weekly legonalla water testing and weekly lift inspection.
- To carry out PAT testing on items brought onto the schools site and log any findings on the appropriate form.
- Maintaining the schools drainage system, unblocking sewrers and wastepipes as and when required.



Summary of responsibilities (cont.)

Health, safety and welfare responsibilities

- Staff have a duty to take care of their own health and safety and that of others who may be affected by your actions at work. Workers must co-operate with the schools management and co-workers to help everyone meet their legal requirements.
- Notify all accidents and hazards to the HFO without delay and to inform the HFO of any concerns regarding Health & Safety and safe working practices and to attend mandatory and courses relevant to professional development.
- Your attention is drawn to Section 6 (The duties of all members of staff) of the school health and safety policy, which is available on the school's intranet or, for reference, from the COO's secretary. This includes attendance on courses designed to enhance the performance of your duties.
- Actively seek to implement the City of London's occupational health and safety policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's equal opportunity policy and the objective to promote equality of opportunity in relation to the duties of the post.

School keeping duty roster

One week early shift, one week late shift

Early Shift 05:30 - 14:00 inclusive of 1 hour unpaid lunch break

Late Shift 11:00 - 19:30 inclusive of 1 hour unpaid lunch break

Maintenance duty roster

Two weeks early shift, two weeks late shift

Early shift 07:00 – 15:30 inclusive of 1 hour unpaid lunch break

Late Shift 08:00 – 16:30 inclusive of 1 hour unpaid lunch break

Note: During school, holiday periods when there are no evening lettings or functions, the school closes at 17:30 so the member of staff working on the late shift will start at 09:00.

Person specification

Please find below the key skills, knowledge and experience which are essential requirements for this post. Each criterion will be assessed at application (A), interview (I) and/or test (T) as indicated below.

This should not contain any 'desirable' criteria and all essential criteria listed here should be used to short list from applicants.

Technical skills / professional qualifications / relevant education and training:

- Good communication skills. (A,I)
- Ability to work in a systematic manner with attention to detail. (A,I)
- Ability to use initiative. (I)
- Solves routine, or basic problems (escalating more complex problems as appropriate) (I)

Experience and knowledge

- Must have practical experience in general DIY (I,T)
- Must be of good general health to enable manual handling. (A,I)
- Ability to work without supervision, prioritise workloads and work to deadlines. (I)
- Building services experience in a school or similar environment.
- Basic IT skills. (A)
- Practical skills in carpentry, plumbing and electrical (a formal technical qualification would be advantageous).(A,I)
- Swimming pool maintenance experience. (A)
- Health and Safety qualification, there is a possibility of the school providing the relevant course (A,I)



How to apply

The closing date is **Sunday 23 February**. Interview dates are to be confirmed.

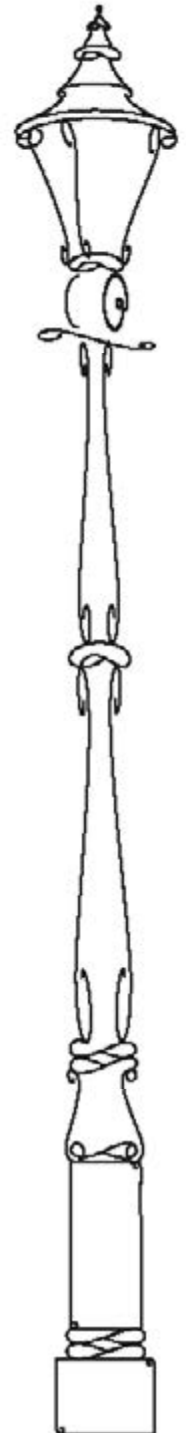
All appointments are subject to satisfactory references, enhanced Disclosure and Barring Service (criminal convictions) checks and medical clearance. This post is exempt from the Rehabilitation of Offenders Act.

City of London School for Girls is an equal opportunity employer and welcomes applications from all sections of the community.

Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees of the City of London Corporation

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, [which is available here](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. [Our recruitment policy can be found here.](#)

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



Our school and our values

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Our values: respect, responsibility, resourcefulness

The three Rs of City permeate all that we do and could never be more pertinent:

- **respect** for self, others and our environment
- **responsibility** for our own independent learning and development, our actions and words
- **resourcefulness** which includes resilience, courage, creativity and aspiration



More about the school

The school has about 730 pupils. There are c150 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries, provided by livery companies, the City of London Corporation, corporate and private donors and the school.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

CLSG's tradition and location create a unique atmosphere which is vibrant, confident and supportive. The student body reflects the diversity of London, and pupils commute into school from all over the Greater London area. Partnership is a vital part of the school culture. CLSG works with a number of schools within and outside the City of London.

The school is part of the City of London family of schools, and the

Corporation currently sponsors the City of London Primary Academy, Islington. The school is administered by the Corporation of the City of London.

To learn more about the school please explore our [website](#).



Our vision: finding space to pioneer

Over the next ten years, we will build on our reputation as one of the country's leading girls' schools. We want to be a school which is not only known for its outstanding education, but has real influence and reach, which it uses to further wider educational outcomes and discourse. We want our school to be fun, pioneering and properly adventurous, leading the country in scholarly exploration, pastoral development, partnerships and co-curricular engagement.

Our vision is for students, staff and the wider community to find their space to pioneer. As well as the requirement to forge new physical space for the site and by being a creative, pioneering part of the post C-19 City regeneration of space, we aim to break new educational ground and claim our space, in three critical ways.



Finding space to pioneer

Scholarly space

Learning is, of course, at the heart of all that we do, and we will continue to provide inspirational and empowering teaching for our students. Our spectacular examination results speak for themselves, but we will seek to provide so much more than this, experimenting and innovating, so that we instil in our students a love of learning for its sake, equipping them with the strategies to be lifelong learners, nimble and resilient to face any challenge.



Shared space

We understand the extraordinariness of our space and want to share it. Appreciating the difference we can make when we work with others, we will build partnerships with sustained impact on our wider communities. We will be pioneering in our collaborative work, establishing long-lasting relationships with the City family of schools, including a new and stronger bond with our brother school, City of London School.



Reflective space

We shall scrutinise our space, and encourage a culture of reflection. The constraints of time and space in a busy and commuting school are significant. We shall establish a strong coaching culture in the school, so that all staff and pupils can gain an understanding of strategies required to reflect on their own aims and ambitions. We shall give them the space to pause and develop, equipping them with the tools to lead happier and more successful lives. They will be inculcated with a greater sense of confidence, self-awareness and taught to listen and learn from others.

