

Bangor Grammar School



Facilities Assistant (Full Time) (with responsibility for School Grounds and Pitches)

Information Pack – October 2021

Recruitment of Facilities Assistant (with responsibility for School Grounds and Pitches) – October 2021

Dear Applicant

Thank you for your interest in the position of Facilities Assistant (with responsibility for School Grounds and Pitches) at Bangor Grammar School.

This pack includes the following information which you should refer to when completing your application:

- (a) Introduction and information about the School;
- (b) Schedule of key dates;
- (c) Guidance notes for completing your application;
- (d) Job description;
- (e) Person specification;
- (f) Conditions of appointment;
- (g) Additional information; and
- (h) Terms and conditions of service.

Completed application forms should be returned For the Attention Of: HR Manager by email (sboyce312@c2kni.net) on or before **Thursday 28 October 2021 at 12 noon. School system date and time of email received will be the recorded date/time of application. Late applications will not be considered.**

Introduction

The Governors of Bangor Grammar School wish to appoint a Facilities Assistant (with responsibility for School grounds and pitches) to start as soon as possible. Detailed duties are set out in the job description.

Information about the School

Bangor Grammar School is a boys' voluntary grammar school, founded in 1856, with a current enrolment number of 894 and a Year 8 admissions number of 135. The School moved into a new building in 2013 which is in a residential area and occupies a site of 24 acres. The site includes four grass pitches, an all-weather flood-lit hockey pitch and four all-weather tennis courts. The School is proud of its academic achievements, sporting traditions and extra-curricular success.

The School is selective and admits pupils into Year 8, currently on the basis of the scores achieved in the common entrance assessments administered by the Association for Quality Education. The staff are highly committed both inside and outside the classroom in the wide, varied and rich extra-curricular life which is of central importance to the experience of the boys. The Aims and Values of the School are centred around Excellence, Community and Opportunity. The ethos is inclusive and all pupils and staff are valued equally.

Key dates in the appointment process:

Applicants are asked to note the following important dates:

Advertised:	Thursday 14 October 2021
Closing date:	Thursday 28 October 2021 at 12 noon
Shortlisting:	Wednesday 3 November 2021
Interview:	Monday 8 November 2021

Guidance notes for completing your application

Your application form plays a key part in our selection process as it provides the information for the recruitment panel to decide whether you will be shortlisted. The following information will help you complete the application form as effectively as possible.

1. Read all the information provided. The job description sets out the duties and responsibilities you would be expected to carry out in this post. The person specification lists the skills, knowledge, qualifications and experience required.
2. Prepare a rough draft. This will avoid mistakes and repetition and helps to ensure that the final version is well organised, well presented and relevant. Please ensure that you do not exceed the 300 word limit specified for each response. **In the interests of equality for all applicants if the word limit is exceeded your application will not be considered. You must note the word count at the conclusion of each response.**
3. CVs must not be included and if submitted will not be considered.
4. Shortlisting. You will be shortlisted on the basis of the information provided in your application. It is therefore essential that you fully demonstrate through your application how, and to what extent, you satisfy each of the criteria listed. We will only shortlist those applicants who from the information provided on the application form, most closely match the selection criteria for the post. Criteria may be enhanced to facilitate shortlisting.
5. Monitoring form. So that we can comply with Fair Employment legislation, you must complete the Equal Opportunities monitoring form.

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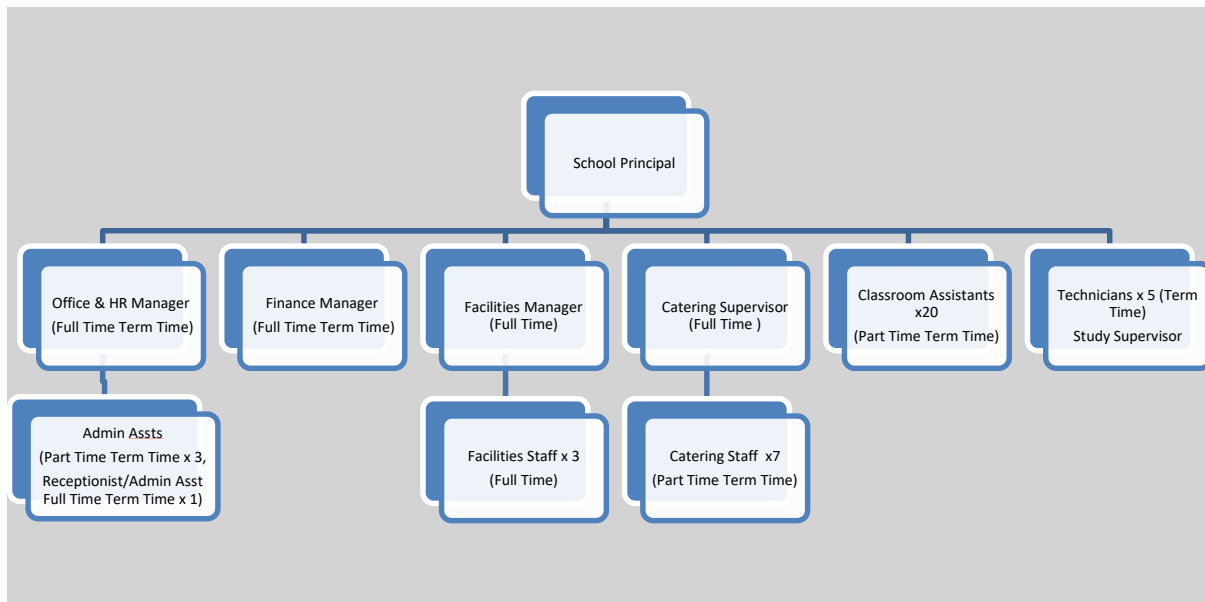
6. Eligibility to work within the UK. The School must ensure that you are legally entitled to work in the UK. If you are offered a position you must provide original documents to prove that you are legally able to work in the UK.

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Job Description

This post is full time (36 hours per week), with a rota across the Facilities team for early start time (6.30am) and late finishing (6.30pm).

Line of Accountability



Key duties and responsibilities under the management and guidance of the Facilities Manager will include:

1. Grounds Work

- The care and maintenance of sand-based rugby pitches (4 of), cricket pitch (artificial and grass), 2G Hockey pitch, 2G tennis courts other amenity areas and the preparation of such surfaces as needed.
- The use and minor maintenance of high-quality fine turf maintenance equipment and the precision setting of same to include the adaptation of cutting heights to prevailing conditions.
- The identification of grasses, turf weeds, pests & diseases and the cultural/chemical control of same
- The adaptation of fertiliser programs and the applications of fertilisers to meet playing requirements
- Safe and proper storage and selection of chemicals and spraying equipment and the accurate calibration of same. Compliance with legislation and best practice with regard to chemical usage.
- Engaging with industry consultants as required and undertake the implementation of any agreed recommendations.

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- Top dressing, seeding, irrigation, aeration, scarification, turfing and other associated maintenance tasks.
- Preparation and maintenance of sports pitches including setting out and line marking.
- Assisting in routine grounds maintenance works as required including collection of leaves, weed control, maintenance of bedding schemes, and other horticultural features.
- Ensuring health and safety and risk assessments is/are fully considered for all allocated tasks as appropriate.
- Ensuring appropriate use of IT Equipment and be able to use Word, Outlook and Excel proficiently and be able to update maintenance systems and planners as needed.
- Working outside normal hours, including weekends, if required.
- Complying with and promoting equality, health and safety in accordance with School Policies and legal requirement.
- Undertake any other duties consistent with the level and nature of the post that may be allocated by management to include the interchange of duties to cover leave, employee vacancies or illness.

2. General facilities:

- a) Carry out minor moves and room set up requests.

- b) Undertake general duties and ad hoc/reactive requests to ensure continuity of services, such as, but not limited to:
 - Setting up for events
 - Basic maintenance work
 - Litter picking and bin emptying
 - Gritting and salt spreading.

- c) Liaise with sub-contractors as necessary and as guided by the Facilities Manager.

- d) Key holder duties such as:
 - Opening and closing School premises
 - Safe custody of keys and alarm codes
 - Operate fire alarms
 - Attend after break-in or fire alarm activation out of school hours if needed.

- e) Porterage duties and receipt, check and delivery of supplies and materials to the School.

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- f) Fire Officer duties in the event of a School evacuation.
- g) Attend major and annual School events to support the facilities needs as required.
- h) Ensure contractors are supervised on site and ensure they are compliant with H&S regulations.
- i) Operate and manage waste management processes.
- j) Undertake appropriate training as required.

All duties must be carried out in accordance with H&S legislation, COSHH Regulations and relevant Codes of Practice.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<p>Essential</p> <p>These are criteria without which the applicant could not be appointed:</p> <ul style="list-style-type: none">• NVQ Level 2 in Horticulture/Turf Culture or equivalent;• FEPA PA1/PA6 Certificate of Competence in the application of Pesticides;• Experience working in a horticultural environment;• Experience managing the care and maintenance of sports turf areas;• Knowledge of H&S legislation;• Experience of record keeping/ administration skills/ ordering supplies providing a 'good customer service';• A full current driving licence valid in the UK with minimum Category B;• Experience of working flexibly as part of a team with a focus on service and performance; and• Experience of prioritising tasks effectively. <p>Please provide examples for each of the above where appropriate.</p>	<p>Desirable</p> <p>These are extra criteria which can be used to choose between applicants who meet all of the essential criteria:</p> <ul style="list-style-type: none">• NVQ Level 3 in Horticulture/Turf Culture or equivalent.

In addition to these criteria the successful applicant should be able to demonstrate through examples the following:

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Ability to work under pressure, be proactive and flexible;

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- Demonstrate high levels of attention to detail;
- Able to build effective working relationships with a variety of organisations/individuals;
- Sensitive to and supportive of the positive values and culture of Bangor Grammar School;
- Good interpersonal skills, specifically in dealing with parents, pupils and staff;
- A strong sense of confidentiality.

Conditions of Appointment

Before a successful candidate can be regarded as confirmed in the appointment, he or she will be required to:

- provide certificates (or acceptable evidence) to authenticate the qualifications claimed;
- complete and receive a satisfactory Disclosure Certificate from Access NI;
- accept the right of the School to contact any or all of his or her previous employers for references, it being a condition of appointment that such references, if sought, should be acceptable to the Board of Governors of the School; and
- provide written confirmation of acceptance of the post.

An offer of employment will also be conditional upon the receipt of two satisfactory references.

N.B. In accordance with guidance in Circular 2006/06 issued by the Department of Education on Child Protection, applicants should be aware that those called for interview will be required, before the interview, to show an original birth and/or marriage certificate (where appropriate) and photographic proof of identity.

Additional Information

Should the successful applicant decide not to take up the appointment or if the post becomes vacant within six months of the appointment, a reserve list may be maintained. In such circumstances the Board of Governors reserves the right to appoint an alternative candidate from the reserve list, without re-advertisement.

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As an Equal Opportunities employer, the School welcomes applications from all suitably qualified and experienced persons regardless of religion, disability, race, age, ethnic origin, sexual orientation, sex including gender reassignment, marital or civil partnership status, political opinions and persons with or without dependants.

Canvassing of any kind will disqualify an applicant.

Terms and Conditions of Service

The terms and conditions of service for the person are, in broad terms, the terms and conditions of service which are set down for all employees covered by the National Joint Council for Professional, Clerical, Administrative and Technical staff. The school follows the NJC scheme as the basis for its own, applies the percentage increase in salary rates that is negotiated annually for NJC employees and uses the NJC spinal column for determining salary rates for non-teaching staff. There is also an opportunity for the person appointed to join the NILGOSC superannuation scheme.

Pay will be based on the NJC Scale range 5 to 6 (£18,795 to £19,698). As a full time post it will attract 30 days paid annual holidays, 11 statutory days holidays and 3 days in July in lieu of the second bank holiday in May when the School is open. The salary will be paid in 12 equal monthly instalments.

The person to whom the post is offered will be given a draft contract of employment, which will set out the terms and conditions of employment and, when agreed and signed will form the actual contract for that person. The appointment will be subject to the completion of a period of probationary service of 6 months, at the end of which a formal review will be undertaken. Based on the outcome of the review, the contract will be made permanent, extended for a given period, or terminated.