

Job Description for Premises Assistant

The Ladies' College

The Ladies' College was founded in 1872. It operates as a direct grant school within the Bailiwick of Guernsey and the Principal is a member of the Girls' School Association (GSA). There are approximately 549 pupils between the ages of 2 ½+ and 18. The Junior School, The Ladies' College, Melrose, (144 pupils) occupies a separate building with its own staff and includes our Pre-Preparatory Department. The Ladies' College, Senior School and Sixth Form (405 students) occupies purpose-built premises opened in 1963 and has recently been both refurbished and extended. "The Wessex Wing", which includes dedicated teaching spaces for Mathematics, English, Music, and a modern Library and Refectory was opened in September 2016. We have a rolling programme of refurbishment which has included an additional laboratory being created, the upgrading of two other laboratories and most recently a Food Technology room. All teachers and students have a 1:1 digital device, with staff supported in their use through ongoing training and CPD opportunities. The Ladies' College was recognised as a Microsoft ShowCase School for 2021-2022.

In our Pre-Preparatory Department our pupils follow the early years curriculum in small groups, the maximum at any one time being 28. In Melrose we are a one form entry school, with a maximum of 20 pupils in the Preparatory Department and 24 in the Junior Department. In the Senior School we have a three-form entry at Year 7 and most classes comprise 18 to 24 pupils. Our students take ten (IGCSEs, on average, and the vast majority proceed on to the Sixth Form. The College operates a Sixth Form (100 students) partnership with Elizabeth College (HMC boys' direct grant school).

In our last ISI Inspection, the College was judged as excellent in all categories, most notably: in the quality of the students' achievement and their learning, attitudes and skills; their spiritual, moral, social and cultural development; curricular, co-curricular and community links and arrangements for welfare, health and safety.

We believe that a young person will achieve their best if they are happy and inspired to do well by experienced and enthusiastic adults who care about them as individuals. We care as much about our pupil and students' well-being and happiness as we do about their academic progress.

The Role

The role is based, primarily, at The Ladies' College Senior School; although the post holder is part of a wider Premises Team who manage The Ladies' College site in its entirety. The role has the following main responsibilities:

1. As part of the Premises Team - the security, maintenance, cleanliness and smooth running of the premises used by the College, including matters relating to Health & Safety.

2. Assisting other members of the Premises Team (or providing cover) throughout the College site as required
3. Liaison with colleagues, parents, suppliers and other external bodies to promote a professional and positive image of the College at all times
4. To act as a key holder for the fire and intruder alarms throughout the site

Responsibilities

1. Contribute to the maintenance of the school to ensure it is well maintained at all times, including routine maintenance and minor repairs as required.
2. Set up the hall as required for gym, dance, assembly, lunch, functions etc.
3. Relocate furniture & equipment within the school and externally as required.
4. Deliver parcels/equipment to Departments and classrooms.
5. Car parking duties at the start and end of the school day and for the various functions held throughout the College.
6. Maintain time clocks for external lighting and heating systems around the site.
7. Adhere to relevant Health & Safety standards/requirements.
8. Support the regular testing of water supplies and electrical items.
9. Undertake cleaning duties during the school day with areas and duties allocated by the Premises Manager (including additional cleaning as necessary in respect of Public Health advice) and following Health & Safety guidelines including the use of Personal Protective Equipment (PPE) as required
10. In conjunction with the other premises colleagues, arrange for rubbish/recycling collection and emptying of bins.
11. Ensure sufficient supplies of cleaning and maintenance materials are held, and identify any needs on a timely basis.
12. Ensure the security of the college buildings at all times. Unlock / lock the building at the start and end of the school day as required. Key holder for the fire and intruder alarms at both Senior School and Melrose and part of the call-out list. Participate in daily checks, weekly tests & recording.
13. Ensure that all windows are closed, all lights and relevant heaters are switched off at the end of each school day.
14. Liaise with internal and external users of the premises as required.
15. Attend training as required, (training maybe onsite or offsite) Attend and actively contribute to weekly and other team briefings/meetings.
16. Report any concerns or issues immediately to the Premises Manager.
17. Carry out gritting, CMA40 spreading and snow clearing around the site.
18. Other duties as assigned/requested.

The holder of the post may be required to be sworn in as a Special Constable.

Candidate Criteria

1. Skills and ability to undertake maintenance and repairs, cleaning and grounds maintenance as required in this job description
2. Ability to work with limited supervision and to use own initiative.
3. Fluent, confident communication skills at all levels
4. A good team player.
5. Flexibility in working hours

Hours

Hours will be 38 hours per week to be worked ordinarily (Monday – Friday) at a time between 07:45 – 17:30. Hours will be worked on a rota basis, with a daily 1-hour lunch (unpaid) to be agreed with the Line Manager. Flexibility in respect of out of hours working is required.

As a key-holder, there will be a requirement to be called out in an emergency after hours.

There will be some additional hours required for out of hours' events to be agreed with the Premises Manager / Bursar on a termly basis.

Line Management

Reports to the Premises Manager.

Annual Leave entitlement

An allowance of 25 days' annual leave is provided.

Remuneration

The remuneration for this post will be on the States of Guernsey Public Service Employees' scales C-D which equates to an annual salary of £24,758 through to a maximum of £27,479/annum FTE at the time of writing. The level of remuneration will be commensurate with experience.

Pension

All colleagues employed on permanent contracts are automatically enrolled in the States of Guernsey Public Servants' Pension scheme, a contributory defined benefit pension scheme on a Career Average Revalued Earnings (CARE) basis. The current employer contribution rate is 14.1% of salary at the time of writing. The current employee contribution rate is 7.5% of salary at the time of writing. This is fully transferable into and out of the DfEE Teachers' Superannuation Scheme.

Other benefits

All colleagues employed on permanent contracts are eligible for a one third fee reduction (pro-rated for part-time staff) for one daughter based in either the Senior School or Melrose. A further one quarter fee reduction (pro-rated for part-time staff) is available for a second daughter. Details regarding places and entry requirements are available from the Registrar.

Living and working in Guernsey

Residence in Guernsey is controlled by the Committee for Home Affairs who have political responsibility for “The Population Management (Guernsey) Law, 2016”. The College is required to apply for either a Short-Term Employment Permit (STEP), duration up to 1 year, a Medium-Term Employment Permit (MTEP), duration up to 5 years, or a Long-Term Employment Permit (LTEP), duration up to 8 years, on behalf of employees who are not locally qualified residents.

Please note that there is no Employment Permit associated with this role and therefore applicants must have, and be able to provide evidence of, permission to reside and work in Guernsey.

Equal Opportunities

The Ladies' College is an equal opportunities employer and does not discriminate against applicants on any grounds. The criteria for selection relate purely to the suitability of an applicant for the job for which they are applying.

Safeguarding

The Ladies' College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening including an enhanced criminal records bureau check and be able to prioritise the well-being of young people in our care.

As part of the recruitment process, and once employed, there is a responsibility on an individual to disclose unlawful activity to the Principal, should this situation arise. There is also a requirement for all employees to seek permission for and disclose details of additional employment, and to disclose details of personal business interests (or those of a member of their immediate family or some other close personal connection) which may conflict with their role at the College. All requests and disclosures should be made in writing to the Principal in a timely manner, with permission being sought prior to any additional employment being taken up.

Data Protection

This data has been requested by The Ladies' College exclusively for the purpose of recruitment. The Ladies' College will ensure that this is processed in compliance with its Privacy/Data/General Data Protection (GDPR) policy and Data Protection (Bailiwick of

Guernsey) Law, 2017, and will ensure that any information disclosed within this form is not passed to anyone who is not authorised to have this information.