

**THE WALLACE HIGH SCHOOL**

**GENERAL PREMISES ASSISTANT WITH OTHER DUTIES**

**HOURS:** Part Time Hours: 20 hours per week.

March 2020 for 1 year (with possible extension)

**RESPONSIBLE TO:** The Principal through the Head of Premises.

**RATES OF PAY:** Scale 6-8 (£19,171 - £19,945) pro rata.

**JOB DESCRIPTION**

The Board of Governors wishes to appoint a reliable handyman to undertake upkeep, repair and general maintenance tasks at the interior, exterior of the school buildings and the school grounds. The role will require that facilities are kept in a high standard of repair by the ongoing maintenance of this role.

You must be physically fit, able to be on your feet for extended periods of time, well organised, with excellent general repair skills, a keen eye for detail and a ‘can do’ attitude. This role requires initiative, flexibility and the 20 hours per week may be allocated differently across the working week for the Premises Team depending on the needs of the school. (The school is open seven days a week very often, hired to outside organisations.)

**GENERAL INFORMATION**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are some 300 pupils in the Sixth Form. The school draws its pupils from Lisburn and the surrounding area. In 1976 it moved from its original site to a new building in Clonevin Park which also houses a Preparatory Department of approximately 140 pupils.

**MAIN RESPONSIBILITIES**

Complete the jobs allocated by Mr Colin McCutcheon (Head of Premises), Mr Peter Grant (Cleaning Supervisor), and Mr Harry Mullan (Senior Groundsman). These jobs are likely to include:

* Sweeping, dusting, washing and cleaning.
* Maintenance and repairs.
* Joinery, light installation.
* Minor repairs: painting, tiles, locks, shelving, fencing.
* Repair of equipment, furniture, appliances.
* Routine landscaping, weeding, sowing, grounds maintenance.
* To act as a key holder, carrying out routine security procedures.
* Other reasonable jobs associated with Premises, Grounds and Cleaning duties.

**OTHER DUTIES**

The successful applicant will be required to complete PSV driving qualification to drive the school minibus (mostly Preparatory Department short journeys to Lisburn and back).

**RECRUITMENT CRITERIA**

You should be able to demonstrate on your application form or in your interview how you meet the following criteria:

**Essential Criteria**

Qualifications and Experience

* Experience of caretaking/maintenance/cleaning/joinery.
* Ability to undertake a range of maintenance, grounds and cleaning tasks.

Personal Attributes

* Flexibility, resilience, ability to work under pressure and to deadlines.
* Ability to work independently and as part of a team.
* A commitment to the safeguarding and welfare of children and young people.
* Loyal, professional and honest.
* Able to build and maintain mutually respectful and professional relationships.
* Willingness to be flexible and be involved in the wider life of the school as required.

**Desirable Criteria**

* Knowledge of first aid and Health and Safety legislation.
* Joinery, Maintenance or other technical qualification.

**Personal Specification**

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| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidenced in** |
| **Qualifications and Experience** | | | |
| Experience of caretaking/maintenance/cleaning/  Joinery. | ✓ |  | Application form |
| Knowledge of first aid and Health and Safety legislation. |  | ✓ | Application form |
| Ability to undertake a range of maintenance, grounds and cleaning tasks. | ✓ |  | Interview |
| Joinery, Maintenance or other technical qualification. |  | ✓ | Application form |
| **Personal Attributes** | | | |
| Flexibility, resilience, ability to work under pressure and to deadlines. | ✓ |  | Interview/references |
| Ability to work independently and as part of a team. | ✓ |  | Interview/references |
| A commitment to the safeguarding and welfare of children and young people. | ✓ |  | Interview/references |
| Loyal, professional and honest. | ✓ |  | References |
| Able to build and maintain mutually respectful and professional relationships. | ✓ |  | Interview/references |
| Willingness to be flexible and be involved in the wider life of the school as required. | ✓ |  | Interview |

Please note that the Board of Governors reserves the right to enhance shortlisting criteria to facilitate shortlisting.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

**APPLICATIONS**

It is preferred that application forms are emailed to the [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net). An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **Friday, 27 March 2020 at 12 midday.**

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and/or marriage certificate (if appropriate) plus photographic ID to their interview.

**NB:** It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.