



Compliance & Site Team Operative Candidate Information

January 2024



**CHELTENHAM
BOURNSIDE
SCHOOL**

Inspiring lives
through learning



Welcome to Bournside

People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and nearly 1,800 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, in their 2022 report, OFSTED commented on the “strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults.” Everyone is a member of one of our six houses; coupled with our vertical tutor group model, the house system aims to nurture and enhance that sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Human Resources on recruitment@bournside.gloucs.sch.uk I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. ***The deadline for applications is 9:00am on Monday 4th December 2023.***

I look forward to receiving your application to join us in **inspiring lives through learning.**

Steve Jefferies
Headteacher



CHELTENHAM BOURNSIDE SCHOOL

Compliance & Site Team Operative

Start date: January 2024

Salary: Grade range D3-6

Contract: Permanent

A fantastic opportunity has arisen to work in Cheltenham Bournside School.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.



Applications by:
9:00am Monday
4th Dec 2023

We are looking to appoint Compliance & Site Operative to support the Site Team. You will work under the guidance, support and direction of the Site & Lettings Manager.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check.

We reserve the right to interview and appoint prior to the closing date.

Application pack:

www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/



Warden Hill Road, Cheltenham, GL51 3EF | recruitment@bournside.gloucs.sch.uk |



Job Description

Compliance & Site Team Operative

Post title: Compliance & Site Team Operative

Responsible to: Site & Lettings Manager

Hours per week: 18 hours per week

Working days and hour: Monday to Thursday 3:00pm – 7:00pm, Fridays 6:00pm – 8:00pm

Working Weeks: 52 weeks per year

Contract Type: Permanent

Salary: Grade Range D3 – 6 (£11,060 - £11,623)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

Purpose

- To support the Site Manager in leading all associated activities in order to best support the school in achieving its strategic objectives.
- To promote the school's aims and priorities, and to achieve targets in line with the school's strategic framework and short-term priorities.
- To lead the school's compliance work and maintain to a high standard of safety throughout the year

Specific responsibilities

Compliance

- Complete weekly water flushing of all outlets and showers on site.
- Undertake 3 monthly descaling of all taps, showers and other water outlets in line with the legionella risk assessment.
- Test and record water temperature checks each month and record on the water flushing sheet.
- Complete monthly emergency light tests and recording results and raising any faults with Site Manager.
- Empty confidential waste bins around site on a weekly basis.

Site Team Operative

- Litter pick and empty bins around the school site.
- Maintenance of school premises including, internal fixtures, fittings and furniture.
- Ensuring standards of safety, cleanliness and tidiness are maintained and monitored throughout the school and grounds.
- As a key holder to respond to emergency call-outs in the event of fire damage, burglary, floods, snow or ice etc.



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- Security of the buildings and grounds.
- Carrying out and supporting the general maintenance and upkeep of the site and buildings, managing building/repair works in liaison with the Site Team Manager keeping appropriate logs, records and reports.
- Taking necessary steps for the security of the site from the start to the end of the school day.
- Liaison, managing and controlling external contractors for the purpose of maintenance in the school and on site.
- Ensuring the maintenance of boundaries, footpaths and car parks on the school site.
- Assessing risks and taking all reasonable steps to restrict access to potential hazard.
- Monitoring the site to ensure that all work areas are kept clear of obstruction, particularly those associated with fire escape routes.
- Ensuring that snow and ice are cleared to maintain entrance, exit and communication routes to all buildings for pedestrians and essential delivery or emergency vehicles.
- Opening and closing the school at times determined by the Site Team Manager, including ensuring that the fire and intruder alarms are fully operational.
- Ensuring the efficient and optimum operation of the schools heating system, including carrying out simple maintenance and arranging for the system to be overhauled and repaired by appropriate engineers when required.
- Cleaning duties including dining rooms and emergency cleaning which may be necessary to maintain hygiene standards.
- Ensuring sufficient stocks of essential janitorial materials are maintained e.g. soap, paper towels, toilet rolls, light bulbs etc.
- Convey waste produce to the appropriate central refuse area as required.
- Porterage/messenger duties both within and outside school premises.
- Movement of furniture and equipment around the school.
- Ensuring that washroom facilities/toilet areas are regularly inspected to maintain a high standard of cleanliness and that they are maintained with an adequate supply of soap, toilet rolls etc.
- Ensuring that waste pipes to all toilet basins and sinks are clear and cleaned.
- Removal of debris and leaves from downspouts, waste pipes and ensuring that manholes and drains are clean and operational.
- Monitoring the use of electricity, gas and water consumed and ensuring that any equipment connected to these services are left in a safe condition at the end of the school day and during holiday periods.
- Ensuring the safe storage of any flammable/toxic substance on site other than those in laboratories or workshops.
- Clean windows/glass surfaces.
- Cleaning of all internal venetian blinds. Clean light fittings/shades.
- Carry out repairs as directed by the Site Team Manager.
- Setting out and marking of all sports pitches.
- Inspection of all goal posts and pitches.
- Painting and maintaining all posts (rugby, football and hockey).
- Check all fire equipment within school to ensure that it is maintained in operational condition.
- To drive the minibus, maintain the vehicle in a clean and tidy condition (internally and externally) and check oil, water and tyre pressures of the minibus.
- Litter picking from all school grounds/areas.
- To undertake training as required.



Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.

Person Specification

Compliance & Site Team Operative

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Relevant educational qualifications at school/college/university 	<ul style="list-style-type: none"> Experience of compliance monitoring in the workplace Qualified first aider
Experience, understanding, and knowledge	<ul style="list-style-type: none"> Experienced and proven record in carrying out general maintenance tasks to the required standard. Experience of working to deadlines and prioritising own work load. Working knowledge of the application of Health and Safety legislation regarding general maintenance areas and safe systems of work Ability to read and understand technical literature. A practical level of IT skill, familiar with tablet devices. Seeks explanations and solutions Ability to understand School policies and procedures. 	<ul style="list-style-type: none"> Experience of working within a site team Experience of working within a building services environment in a large organisation. Experience in working in a secondary school Multi-skilled or trained/qualified in a secondary building service discipline. An understanding of risk assessment. Lifting and handling course. Ability to work at heights and in a variety of different environments (hot, cold, humid, confined locations) as required. Understanding of Child protection/safeguarding Full, current driving licence.
Personal qualities	<ul style="list-style-type: none"> Excellent oral communicator and interpersonal skills Ability to relate to both adults and children Good problem-solving skills Self-motivated with high levels of personal drive Ability to meet deadlines 	



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- Excellent timekeeping
- Attention to detail
- Ability to work effectively whilst alone and also as part of a larger team
- Is aware of their own strengths and areas for further development
- Resilient and able to accept constructive feedback from others in order to further improve performance
- Able to prioritise tasks effectively and efficiently
- Ability to handle confidential information sensitively



Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction to support you in understanding your new role.

Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



Employee Benefits

Support Staff

General

- Provision of all necessary IT equipment.

Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

Professional development

- Support to complete further academic study and professional qualifications.

Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.



We are...

AMBITIOUS

We aim for the very best in all we do

CURIOUS

We have enquiring minds and are not afraid of challenge

PROUD

We celebrate everyone's effort and achievements

PURPOSEFUL

We persevere to achieve our goals and aspirations

RESPECTFUL

We care about each other and believe in equality and kindness

SUPPORTIVE

We make a positive difference to each other's lives



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