



SPRINGFIELD  
SCHOOL

*Every day is a new chance to shine*

## **SITE MAINTENANCE OFFICER WILMSLOW CAMPUS**





## SPRINGFIELD SCHOOL – CREWE AND WILMSLOW

Springfield School is a Cheshire East Maintained School for children and young adults from the ages of 4-19. Springfield is an Outstanding special school catering for a wide range of pupils with varying special educational needs.

We consider ourselves extremely privileged to work with such wonderful pupils. Our aim to provide outstanding teaching, learning and care for all in a safe, supportive environment. The milestones our pupils make are significant at all levels however big or small, everything we do is celebrated.

Springfield has grown considerably over the years and currently has over 200 pupils on role at the Crewe site and 4 interns on the Springboard programme.

The school is split between Primary, Secondary and Sixth Form departments with a newly established Supported Internship programme supporting young people into employment.

Due to the demand for specialist places within the Local Authority Springfield School is due to open a satellite site at Dean Row in Wilmslow in January 2024. The satellite site will carry the same principles and ethos as Springfield Crewe serving the other side of the borough.

**Dean Row Campus in Wilmslow will be an 80-place provision providing specialist education for pupils aged 4-18. The two sites will work together collaboratively to share policy, procedure and best practice.**

Please find enclosed further information about the vacancy. Key information about Springfield School can be found on the school website [www.springfield.cheshire.sch.uk](http://www.springfield.cheshire.sch.uk)

After considering this information pack, if you feel Springfield is the place you wish to pursue your career you will need to complete the Cheshire East application form.

We hope you enjoy finding out more about our wonderful school.

Lisa Hodgkison  
Headteacher





# Site Maintenance Officer - Wilmslow

## JOB DETAILS

**HOURS:** Full Time, 37hrs/week – can be negotiated

**CONTRACT TYPE:** Permanent

**REPORTING TO:** Site Manager

## CHESHIRE EAST COUNCIL

### JOB DESCRIPTION

<b>JOB TITLE</b>	<b>SITE MAINTENANCE OFFICER</b>	<b>Springfield School - Wilmslow</b>
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### BASIC JOB PURPOSE

Reporting to the Site Manager, the SMO is responsible for undertaking efficient maintenance of the building and site, including certain technical and administrative duties to ensure their most effective use.

NO	MAIN RESPONSIBILITIES
1.	Maintain the school building, including effecting repairs and improvements in order to fulfil the school's specific responsibilities under LMS. Undertake minor repairs (electrical, plumbing, glazing, joinery) as necessary.
2.	Monitor and operate the engineering system and advise management of any faults in order to ensure the most economical use of fuel and water.
3.	Discuss with and monitor the work of contractors engaged by school to ensure specified standards are achieved.
4.	Monitor, operate and maintain appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
5.	Maintain and monitor Health and Safety standards, reporting any failures to comply with the school's statutory obligations in this area and ensure that contractor's work meets Health and safety Regulations.
6.	Supervise the work of cleaning staff; allocate, and gives guidance upon the performance of, day-to-day tasks to be undertaken.
7.	Organise and carry out portering and cleaning duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
8.	Order supplies in order to maintain the necessary stock of appropriate resources.
9.	Carry out banking duties if required.
10.	Carry out other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable requirements of the Head Teacher.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	

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# PERSON SPECIFICATION

## IMPORTANT

### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is >Standard Disclosure/Enhanced Disclosure.

**JOB TITLE: SITE MAINTENANCE OFFICER**

**DEPT/SERVICE: EDUCATION**

**UNIT/SECTION: SPRINGFIELD SCHOOL, CREWE**

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
<b>Qualifications</b>	Work related / maintenance / building engineering qualifications(s)	Good general education	Application Interview Reference
<b>Experience</b>	Previous caretaking / site management / security / maintenance experience		As above
<b>Job Related Knowledge</b>	Competent DIY / building skills Health & Safety awareness		As above
<b>Skills and Aptitudes</b>		Good interpersonal skills, sense of humour, flexible approach and willingness to adapt to changing needs. Understanding of the special needs of the pupils and the work of the school. Able to work on own initiative and take responsibility. Physically able to lift and carry equipment, furniture, etc.	As above + medical report
<b>Other Requirements</b>	Knowledge of contractors Reference / medical report and Cheshire East service level agreements.		Reference

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## APPLICATION GUIDANCE

- Interview Date To be confirmed
- Start date: as soon as possible

The safeguarding of our children is of paramount importance, and we are rigorous in our recruitment procedures. This post is subject to a satisfactory DBS check, and references will be pursued.



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