

## **Maintenance Officer (Full-time; 40 hours per week)** **Start date to be agreed**

### **Information for applicants**

#### **This pack includes:**

- Background information about the College
- Job description
- How to apply for the role

### **Background information about the College**

#### **The College**

Blanchelande College – in Guernsey, the Channel Islands – is a co-educational Catholic independent school for pupils from age 4 to 18.

The College educates 400 pupils, of whom approximately one third are Catholic. Blanchelande's Catholic mission and identity, understood and supported by all staff, are at the heart of school life.

Blanchelande has a one-form structure from Reception to Year 4, with room for two forms in Years 5 and 6, and for three forms in the senior school (Years 7-11). Typically, classes contain around twenty pupils. Pupils are required to pass an entrance assessment to ensure that they can access our curriculum, but otherwise Blanchelande is not an academically selective school and the College nurtures a wide ability range. GCSE results reflect excellent value added in most subject areas:

- 2017: 100% of students achieved at least five A\*-C grades, with 33% of grades at A\*/A.
- 2018: 83% of students achieved at least five grades 9-4, with 38% of grades at 9-7.
- 2019: 97% of students achieved at least five grades 9-4, with 42% of grades at 9-7.

The College was most recently inspected in October 2018 and the full report is available on the school website. Blanchelande was rated 'excellent' in both outcome areas (pupil achievement and pupil development) as well as meeting all the regulatory requirements. The College is also subject to inspection by the Roman Catholic Diocese of Portsmouth.



# Blanchelande College

## **Leadership/Governance**

Blanchelande is administered as a charitable trust and three Trustees oversee the finances of the College. As a grant-maintained college, Blanchelande receives a degree of funding from the States of Guernsey.

The Senior Management Team consists of the Principal, Vice Principal (Secondary), Head of Pastoral Care and the Bursar. This team meets weekly and works closely together on all aspects of College life. The management team is supported by the Senior Leadership Team, consisting of Heads of Phase (Head of Infants, Head of Juniors, Head of Lower Seniors, Head of Upper Seniors and Head of Sixth Form) and the Head of Careers.

The Board of Governors meets twice a term and is responsible for working with the Principal in setting the strategic direction for the school, including approval of school policies, and for monitoring and evaluating the performance of the school. The Board operates sub-committees – such as for educational issues, ICT and property management – which also meet regularly.

The Trustees are responsible for the administration of the whole school site, including the financial administration of the College and the relationships with the site owners and with sub-tenants.

The Principal of Blanchelande College is Mr Robert O'Brien, formerly Deputy Head at Westminster Cathedral Choir School. He joined Blanchelande in 2016.



# Blanchelande College

## Job Description

**Job title:** Maintenance Officer

**Reports to:** The Estate Manager

### **Purpose of the role**

Reporting to the Estate Manager and working as an integral part of the Maintenance Team, the Maintenance Officer will support the day-to-day running of the College by ensuring that ongoing maintenance is carried out promptly and to an excellent standard. The postholder will be versatile, possessing particular strengths/crafts, and the drive to make a major contribution to the physical development of Blanchelande College.

### **Working hours**

The Maintenance Officer role is full-time, five days per week. While the post-holder will be required to work flexibly, the normal working hours will ideally be 8.00 am – 4.00 pm (open to negotiation for the right candidate).

### **Remuneration**

The salary will be in accordance with the States of Guernsey Public Service pay scale, commensurate with qualifications and experience.

### **Key responsibilities**

These include but are not limited to the following:

- Ensure the buildings, grounds and services are maintained on to an excellent standard, in accordance with all health and safety requirements.
- Undertake school improvement and renovation projects.
- Assist with the annual maintenance programme.
- Assist with the upkeep and maintenance of all health and safety records including legionella, asbestos, fire, PAT testing, equipment, lighting, gas, etc.
- Provide cover for the Estate Manager in his absence.
- Assist with the maintenance of equipment and machinery on site.
- Assist with weekly fire alarm tests and termly drills.
- On a rota with other members of the Estate Team, respond to call-outs (e.g. fire alarms, police, etc.).
- Assist cleaning staff as required, ensuring appropriate levels of cleanliness.
- Move furniture and set up classrooms, assembly hall and other areas, as needed.
- Direct school traffic, particularly at morning drop-off and afternoon pick-up.
- Assist with snow removal, as required.



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- Set up and assist at College events, including evenings and weekends, as required (e.g. open day, PTFA events, etc.).
- Set up and assist hirers of school facilities, including evenings and weekends, as required.
- Fully support the Catholic ethos and aims of Blanchelande College
- Any other duties as assigned

## **Flexibility**

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

*(For completion upon appointment:)*

I hereby confirm acceptance of the above:

Name: .....

Signed: .....

Date: .....



# Blanchelande College

## The application process

Applications for this post should consist of:

- A detailed letter of application stating how you believe you meet the criteria for this role.
- A copy of your C.V.
- A completed application form (downloaded from the College website)

You may be asked for further information following short listing. You may be asked to provide proof of identity and original qualification certificates at interview.

Short-listed candidates will be invited for interview. This will consist of:

- A tour of the College.
- An interview with the Principal and the Bursar.

### **The Contract**

The post is full-time. The salary will be in accordance with States of Guernsey Public Service pay scale.

### **Pre-appointment checks**

All staff are required to undergo pre-appointment checks (including a satisfactory DBS check and references), a medical declaration, provide proof of qualifications and identity and have a Guernsey housing qualification. The appointment will be final only upon completion of these checks.

### **Closing Date**

Applications must be received by Tuesday, 4<sup>th</sup> August 2020 for consideration and should be addressed to Mr R O'Brien, the Principal either by email ([principal@blanchelande.sch.gg](mailto:principal@blanchelande.sch.gg)) or by post to Blanchelande College, Les Vauxbelets, St Andrew, GY6 8XY.

Further information about Blanchelande College can also be obtained from our website, [www.blanchelande.co.uk](http://www.blanchelande.co.uk).

For any further information about the role, please contact the Bursar, Mrs Kerry Fell.

**Tel** 01481 232545