



SITE OFFICER

High Tunstall College of Science
Job Pack

Inspire | Support | Achieve

Dear Applicant

Thank you for taking the time to consider becoming a member of our incredible College where the students matter and so do the staff.

Having been Headteacher at High Tunstall College of Science for over 10 years, I am very proud of what we have achieved. We are the school of choice in Hartlepool, with a waiting list in all Key Stage 3 year groups and staffed by well qualified, supportive members of "Team Tunstall".

Our new £18m, state-of-the-art College building opened in November 2019 meaning we now have the facilities to ensure we get the outcomes for young people that they desire. As a College we were first rated **Good** by Ofsted in June 2016, which was reconfirmed in their section 8 visit in July 2021. We are very proud to be recognised in this way.

If you wish to find out more about High Tunstall College of Science I would encourage you to visit our website www.htcs.org.uk. If choose to apply for the post then I look forward to receiving your application.

Best wishes

Mark Tilling

Headteacher

High Tunstall College of Science

**Introduction
from the
Headteacher**





Our ethos at

High Tunstall

At High Tunstall, our vision is that we inspire and support our learners to achieve their potential. We do this by developing our High Tunstall Learners within our community.

'As High Tunstall Learners we INSPIRE one another by getting involved, being imaginative and enjoying challenges. As High Tunstall Learners we SUPPORT one another by showing respect, being positive and having pride in our community. Together, as High Tunstall Learners we can ACHIEVE. The High Tunstall Learner – Embrace Every Opportunity'

We develop High Tunstall Learners by instilling our Magnificent 7 character traits within all in our community. There are 3 Personal Development characteristics and 4 Learner Development characteristics which can be seen below...





WELCOME

High Tunstall College of Science is an 11-16 Maintained Foundation School in the west of Hartlepool in the North East of England. The facilities that we have are unbeaten within Hartlepool Secondary Schools and a visit is recommended to see just how good they really are.

The College is proud of its place in the community and under the "Tunstall Active" badge offers much in terms of facilities to all in the town. All of our facilities are accessible to the wider community which include a swimming pool, hydrotherapy pool, community gym, refurbished MUGA and new 3G football pitch.

We are proud of the staff and students of the College and as part of our ethos all College members belong to "Team Tunstall", a restorative and reflective organisation who wishes to support the needs of all. Staff development is key to the success of the College and the Workforce Strategic Plan recognises the importance of everyone at the College.

The College operates a curriculum that is traditional in its design, broad and balanced in its aim and reactive in its nature to local economic and social demands. An inclusive approach plays an important part in our curriculum and our desire to make sure our young people are ready for work in a 21st century economy.

"We are proud of the facilities we have at the College."

Mark Tilling
Headteacher





JOB ADVERT IN BRIEF

Site Officer
37 hours , Whole Time, Including Shift Rota
Band 6 +Shift Allowances

HIGH TUNSTALL COLLEGE OF SCIENCE

Elwick Road, West Park, Hartlepool, TS26 0LQ

01429 261446

htadmin@hightunstall.hartlepool.sch.uk

www.htcs.org.uk

11-16 Co-educational comprehensive, N.O.R. 1354 (Foundation Status)

'A GOOD SCHOOL – OFSTED 2016 & 2021'

High Tunstall College is seeking to appoint a skilled, proactive, and committed professional with a knowledge of health and safety who will be active in the upkeep of all college buildings and site facilities, ensuring the premises are maintained to the highest possible standard for safe use by the students, staff and the community.

This is a fantastic opportunity to join a dynamic team, which is driving the College forward to continued improvement and success. High Tunstall College of Science is an outward looking college that believes in meeting the needs of all in its community.

The HTCS Application Form and supporting documents for this post are available on the College website: www.htcs.org.uk/vacancies.

The College is committed to safeguarding and promoting the welfare of children and to equality of opportunity. An enhanced DBS will be required.

Closing date: Monday 27th March 2023, 12 noon

STRATEGIC PRIORITIES

STRATEGIC Priority 2 high quality teachers and teaching practices

Our purpose is to ensure all teachers and support staff are skilled and equipped to support optimal, future-focused learning. We will accomplish this by resourcing and implementing high quality teaching practices across all faculties at the College. We will improve the skills, expertise and credentials of our teachers by offering high quality professional development opportunities for all. Our aim is that all teachers and support staff set an example to students as both accomplished educators and lifelong learners.



STRATEGIC Priority 1 engaged, committed and successful students

Our purpose is to increase the level of achievement of all students across the College. We will accomplish this by upholding high expectations, teaching positive behaviour and recognising student success. We will develop student leadership and mentoring opportunities and we will partner with community and service providers to improve student engagement in the College. Our aim is that all students maximise their potential through effective self-regulation and by maintaining high aspirations.



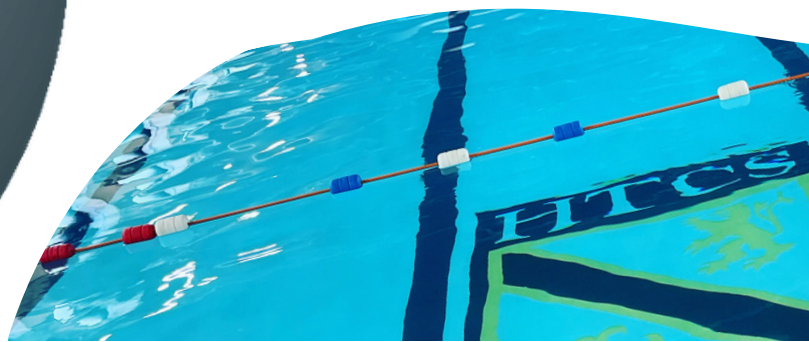
STRATEGIC Priority 3 progressive educational environments and leadership

Our purpose is to develop and maintain effective College leadership focused on continuous improvement. We will accomplish this by improving the physical and learning environments of the College. We will improve access to learning opportunities in all areas of College life. We implement support systems that enhance relationships with our local community and attract and retain students and staff. Our aim is to achieve a self-sustaining and self-improving College community.



STRATEGIC Priority 4 resources used to achieve improved student outcomes and high quality service delivery

Our purpose is to ensure that we effectively utilise all resources deployed at the College. We will accomplish this by ensuring that all resource decision is based upon student need and are financially viable for improving student outcomes. We will ensure all faculties and support services are resourced appropriately for the role they carry out. Our aim is to achieve a financial sustainable College.



JOB DESCRIPTION

Site Officer

Key Purpose of the Post

- To be responsible for the maintenance and security of the College premises and site, ensuring a safe environment.

Key Responsibilities

- Ensure that buildings and the site are secure, including during out of college hours and take remedial action if required
- Act as the designated key holder for the College premises
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- Arrange emergency repairs
- Arrange and carry out regular maintenance and safety checks following agreed college schedules
- Responsible for the operation of a planned preventative maintenance programme.
- Oversee and monitor the electrical testing of portable electrical appliances and update site records
- Organise and carry out redecoration programmes as agreed with the Headteacher
- Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- Maintain site records relating to the maintenance of the college site
- Undertake emergency and specialist cleaning tasks
- Monitor stock and order supplies
- Monitor fire safety equipment and carry out fire drills
- Liaise with police, security and surveillance contractors
- Undertake general portage duties, including moving furniture and equipment within the College
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Assist with safety audits of the premises and contribute to risk assessment activity
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Ensure that pathways and all other external hard surfaces are kept clean and free from obstruction, and that they are appropriately treated during wintry conditions
- Monitor the work of cleaning and other site staff.
- Operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
- Facilitate and undertake lettings, and carry out associated tasks, in line with local agreements
- Promote and ensure the health and safety of staff, students and visitors at all times
- Driving the College Minibus.

A full job description is available in supporting documents

For more information or to arrange a visit please contact:

Mr Allan Robinson, Site Manager

jrobinson@hightunstall.hartlepool.sch.uk

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PERSONAL

Specification



Attributes 	Essential 	Desirable 	Evidence 
Qualifications and Training	<ul style="list-style-type: none"> NVQ Level 2 or relevant professional qualifications. Functional Maths and English 	<ul style="list-style-type: none"> Good level of education 	<ul style="list-style-type: none"> Application Form References Letter of Application
Experience	<ul style="list-style-type: none"> Manual handling and working at a height 	<ul style="list-style-type: none"> Working in a school environment 	<ul style="list-style-type: none"> Application Form Letter of Application References Interview
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of procedures for undertaking cleaning duties and use of cleaning equipment and chemicals Basic Health & Safety Ability to understand/read an O&M Manual to diagnose issues and problems 	<ul style="list-style-type: none"> Supervision of cleaning staff, ordering supplies and repairs Building regulations and legislation Relevant health and safety, COSSH requirements Risk and project management skills 	<ul style="list-style-type: none"> Letter of Application References Interview
Skills and Personal Qualities	<ul style="list-style-type: none"> Prioritise work load Be proactive Ability to deal with complaints in a professional manner Flexible approach to the working day Professional approach to work Excellent attendance and punctuality Ability to work to strict deadlines Ability to communicate effectively with staff Good organisation skills 		<ul style="list-style-type: none"> Letter of Application References Interview



MAKING YOUR APPLICATION

If you are interested in this post, it is recommended before applying that you speak directly to Mr Allan Robinson, Site Manager at the College.

Curriculum Vitae is not required

Candidates are asked to fully complete a High Tunstall College of Science Application Form, accompanied by a letter of application of no more than two sides of A4 paper. The HTCS Application Form can be found on the College website: www.htcs.org.uk/vacancies with all other supporting documents for this post.

We look forward to receiving your application by **Monday 27th March 2023, 12 noon**, ideally via email to hadmin@hightunstall.hartlepool.sch.uk or posted to: Mr Mark Tilling, Headteacher, High Tunstall College of Science, Elwick Road, West Park, Hartlepool, TS26 0LQ.

The College has adopted the principles of Safer Recruitment and will safeguard and promote the welfare of children and young people, and expects all staff and volunteers to do the same. If successful, you will be subject to an enhanced DBS check.

Training

The successful candidate must be prepared to undertake training and development, as required, particularly in relation to the introduction of new technologies and continuous professional development.

Support Staff Benefits

Currently the Schools offer a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses.
- Enrolment into Teesside Pension Fund
- Free parking on site
- Generous holiday entitlement up to 33 days including bank holidays;
- Free use of the state-of-the-art Tunstall Active including fitness suite, swimming pool and 3G pitch
- Annual flu vaccination
- Medical benefits including quick access to Occupational Health, Physiotherapy and Counselling

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