



Post: Resident: Site Security and Emergency Maintenance Technician

Reporting to: Estates Manager

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB) which comprises the Heads of each constituent school and Chief Operating Officer. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its Vision and thereby remains a market leader in independent education.

Purpose of the Role

Reporting to the Estates Manager, the role is designed to ensure that, outside of daytime working hours, the post holder will act as the "responsible person" living on-site to secure the schools' buildings and respond to a range of incidents and emergencies that require an immediate response.

This role is an additional responsibility to be carried out in conjunction with another role within the organisation. Each role will be undertaken in accordance with its own contractual terms and working hours, although the post holder may be required to respond to some emergency callouts during the day, subject to operational requirements and demands of any other role held within the organisation.

It would be an advantage for the post holder to have some skill and experience of general maintenance work. Training will be provided for applicants willing to take on such responsibilities.

Contacts

The Resident: Site Security and Emergency Maintenance can expect to have a wide range of contacts with stakeholders both within and beyond the organisation.

Principal Duties:

The principal duties of the role are listed below.

- To be responsible for assisting the Estates Manager with the general security and safety of both school sites, including locking up (incl. the evening lock-up at both schools), turning off lights/electrical appliances and closing windows and ensuring padlocks are secured on all entry/exit gates.
- To be the principal point of contact for any site incident outside of the normal working day, involving emergency services or any other call-out from staff relating to urgent incidents
- To be the principal responder for all out of hours emergency maintenance callouts for both schools and all residential properties owned / managed by Prior Park Educational Trust. They will act as the *principal* first contact point for fire and security alarm activations across both sites and will be expected to liaise closely with resident/boarding staff to manage each situation.
- To be responsible for monitoring and checking the CCTV system for both schools when incidents are reported on-site and manage access to the sites during evenings and weekends (as required).
- On a daily basis to monitor the Paxton Net 2 door access system to identify any doors that have been left open out-of-hours.
- To monitor the calendars for both school and commercial activities and liaise closely with school staff and the commercial manager over events and activities taking place at both sites.
- To follow the schools' Health and Safety policies and procedures and adopt safe working practices.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

Line Management

The Resident: Site Security and Emergency Maintenance has no direct line management responsibilities.

Additional information

This is an all-year-round role carried out between 1700 and 0830.

- For lockups, it is expected that the post holder will work predominantly on a Monday to Friday basis, the details of which can be agreed with the Estates Manager.
- For out of hours emergency cover, it is expected that the post holder will be on call every day.

The post-holder will maintain an electronic log of all callouts and emergencies they attend, which will include details of all windows/doors left open and light left on. Whilst

Whilst working hours for the post holder will generally be consistent, these may be varied by the Estates manager in response to operational demands with reasonable notice.

Staff Accommodation

Suitable on-site accommodation will be provided for the post-holder, as it is essential for the proper performance of the duties or their role. The accommodation will be free of rent. Full details will be outlined in the Service Occupancy Agreement.

Standard Hours of Work

The precise working hours each day will depend on the needs of the role, but typically the post holder will complete the lock-up and security inspection of both schools as follows:

- Paragon School: generally, no later than 18.30 each day unless school-based events/activities are taking place beyond this time.
- Prior Park College: generally, no later than 19.30 on each working day unless school-based events/activities are taking place beyond this time.
- Flexibility will be required in the working hours to cover late lockups due to evening events and activities at both schools, such as parents/open evenings and commercial lets.
- Members of the Estates Team will provide cover for periods of annual leave and sickness absence, and to provide general rota flexibility for rest periods.
- Holiday must be taken outside of normal term-time in agreement with the Estates Manager.

Callouts

Maintenance and security callouts will form an essential part of the role. Some routine callouts should therefore be expected each month. Hours will be monitored alongside your substantive role and compensatory rest periods will be given in line with the requirements of the Working Time Directive with a 24-hour period each week (or 48 hours per fortnight) where the post holder will not be expected to be on call. As a principal responder, the post holder will be expected to be fully available for work during call-out periods and never be more than 2 hours from site, unless agreed otherwise (in advance) with the Estates Manager.

Uniform

Uniform and suitable task-specific PPE will be provided.

Transport

The post holder will have full access to the Trust's fleet of maintenance vehicles for use on site or as transport between Prior Park College and The Paragon School. A full, clean driving license is an essential requirement for the post.

Professional Specification and Personal Attributes

The post holder will be a good communicator, have the ability to follow work routines and instructions, work as part of a team and work unsupervised.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Full driving licence 	
Experience	<ul style="list-style-type: none"> • Some general knowledge of resetting of fuses, turning off water stop taps. • capable of working alone. 	<ul style="list-style-type: none"> • Previous experience of working in a school or other educational establishment. <p>Knowledge of how to use fire alarm systems.</p>
Knowledge	<ul style="list-style-type: none"> • Knowledge and awareness of the importance of confidentiality and data protection • Awareness of the responsibilities of working in an environment with young people. 	<ul style="list-style-type: none"> •
Skills and competences	<ul style="list-style-type: none"> • Strong interpersonal, verbal, and written communication skills to meet the needs of this outward facing role • Be able to use standard Microsoft packages and simple MIS to report on projects, etc • A good sense of humour • Excellent organisational skills, able to work to strict and often conflicting deadlines • An ability to work collaboratively across many departments and develop and maintain positive and supportive working relationships • A flexible attitude towards duties and working patterns to fulfil the requirements of the role 	<ul style="list-style-type: none"> •

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our schools. All staff are expected to adhere to, and always ensure compliance with, the Trust's Child Protection Policy statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Service

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise due consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the school's interest. Information which may be included in the category covers both the general business of the school and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The school is registered under the Data Protection Act 2018 and operates under policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments, and the Resident: Site Security and Emergency Maintenance can expect to be involved in activities which will require physical exertion, as and when required, always observing health and safety regulations and practices.