THE PERSE SCHOOL
CAMBRIDGE

DECORATOR

Upper School






The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, administration and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

Our School Environment

As an academically selective school, we are committed to ensuring every child is nurtured and supported to ensure their academic education is balanced by a thorough extra-curricular programme and outstanding individual pastoral care.

Our outdoor education department offers a wide range of curricular and extra-curricular opportunities for students to develop key life skills needed to thrive in today's world, including problem solving, resilience, communication, leadership and teamwork.

We have thriving music and drama departments with around 70 separate ensemble groups and an award-winning Performing Arts Centre which stages a wide range of events showcasing singing, dance and drama. Our sports department ensures that every pupil has the opportunity to find a sport to enjoy and an approach to living a healthy lifestyle.

There are many opportunities for support staff to get involved in the wider life of the school, from volunteering with our outdoor education department or helping in our Performing Arts Centre during one of the many productions.

You can read more about our school on our website.



Salary: up to £34,901

Working hours: 37.5 per week, full year

Maintenance at the Perse

The Perse School's Maintenance Team is based at the Upper School site on Hills Road, Cambridge, consisting of six team members including this appointment with various building/ construction related skills and experience.

The purpose of the Estates Team is to ensure that the School sites are a safe, attractive and well maintained environment for pupils, staff and visitors. This is achieved by ensuring that all planned and reactive building maintenance is carried out in a timely manner and to agreed standards.

Whilst this work will generally take place at the Upper School, there will be a need to undertake maintenance tasks at the Prep School on Trumpington Road, the Pelican School on Glebe Road and the Playing Fields at Abington. The School also owns residential properties, where maintenance will need to be carried out from time to time.

For larger projects, the School employs specialist contractors.

Job Purpose

This post is designed to support the smooth and efficient running of the Estates department. The post holder will primarily be expected to undertake decorating related jobs and some small day-to-day maintenance and as such, will be an integral part of supporting the School.

Key Responsibilities

- Decorating: to include the correct preparation of floors, walls, ceilings and woodwork, the application of wallpaper, stains, emulsions, undercoats and gloss/satin paints to a high standard.
- At times, this position may require small and varied day-to-day maintenance tasks, installations and support of some of our project work.
- Use our facilities management software 'Halo' in order to capture, distribute and report on tasks (via the Maintenance Manager).
- Additional hours or being otherwise flexible to: helping with out of hours contractor control, reacting to adverse weather, working in collaboration with other site teams, assisting with security or safety concerns and other site maintenance concerns or breakdowns.
- Be willing to undertake regular training and development including Educare and other online courses, and other items including tool-box-talks and face-to-face training to support safe professional practice and improving performance of the role.
- Any other tasks deemed suitable by the Director of Estates or line management.
- To work in a manner ensuring the safety of oneself and those around them and following any risk assessments and policies outlined by the School.
- The Estates Team and therefore this position has a responsibility to support important school events, and therefore it may be requested for the team to work on Open Days, conferences or similar.

Responsibility

As a member of the support staff, the employee's ultimate line manager will be the Bursar, although day to day responsibility will be to the Director of Estates via the Maintenance Manager.

Person Specification

	Essential	Desirable
Qualifications		
Full UK driving licence	✓	
NVQ level 2 or above in relevant trades	✓	
H&S qualifications		✓
Access related qualifications eg: IPAF, PASMA or safe use of ladders		✓
Experience		
Has worked in construction related environments	✓	
Has worked in educational settings		✓
Skills/attributes		
Work effectively in teams	✓	
Self motivated and uses initiative	✓	
Can be flexible and work to changing priorities and deadlines	✓	
Excellent timekeeping and commitment	✓	

Working Hours

The post is full year, 37.5 hours per week. The core hours for this role are 07:00 – 15:30, including a one hour (unpaid) lunch break. A degree of flexibility will be required on occasions where out of hours work may be necessary.

Pay and benefits

- Salary will be up to £34,901. Actual salary will be dependent on experience.
- Membership of a Group Personal Pension Scheme with employer contributions of 13.75%.
- Death in Service benefit of 3 x salary.
- Paid holiday entitlement is 30 days plus Bank Holidays per annum (one week to be taken at Christmas).
- Free staff lunch provided in term-time.
- Free access to sports gym and staff swim sessions (subject to time restrictions).
- On-site parking (subject to availability).
- Cycle to Work Scheme.

Application process

Please click How to Apply which links to the vacancies section of the website to register/sign-in and submit your application. Any queries regarding the application process should be directed to the HR Department at recruitment@perse.co.uk.

Closing Date

The closing date for applications is **22nd November at midday,** but applications will be considered as they are received; The Perse School reserves the right to make an appointment before the closing date.

Safer Recruitment

The Perse School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including references from previous employers, a Disclosure and Barring Service check at the enhanced level, and eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.

