

January 2022

Dear Applicant,

Thank you for your interest in the post of **Temporary Site Assistant**.

The following documents will assist you in your application:

- Job Description and Person Specification
- Summary of Terms and Conditions for Support Staff
- Application and Monitoring Form

The application pack is available to download from the vacancies section of the College website <http://www.godalming.ac.uk/about-us/vacancies> For other enquiries please contact Human Resources – HR@godalming.ac.uk

The closing date for receipt of applications is **Wednesday 26th January 2022 at 9am**.

Completing your application

Please complete the application form giving full details in each section as requested in order to demonstrate how you feel your skills and experience are suited to the role. This will enable us to assess each applicant's relative strengths against the criteria in the specification.

Returning your application

Please return your application form as an e-mail as an attachment to HR@godalming.ac.uk

Short-listing and interview arrangements

Since we may not be able to respond to all applicants, if you have not been contacted by **28th January 2022**, please assume that you have been unsuccessful. All applications are considered carefully and objectively against pre-determined criteria. Please feel free to contact the HR Team if you would like to enquire about the progress of your application. **We plan to hold interviews on Monday 31st January at the College and will notify short-listed candidates as soon as we can after the closing date.**

Thank you for your interest in the College. I hope you will find the information useful and look forward to receiving your application.

Yours sincerely,



Emma Young
Principal

JOB DESCRIPTION

Job Title: Site Assistant

Line Manager: Estates Manager

Summary of Job

To provide a caretaking, security and health & safety service to Godalming College and to maintain that service to a high standard to enable the provision of quality education.

Responsibilities

- Providing handyperson services, minor repairs and maintenance (e.g. putting up shelves and notice boards, repairing furniture, changing locks, minor painting works).
- Providing portering services: undertaking furniture moving as appropriate, including setting up rooms for examinations and functions/events where lifting will be required.
- Undertaking the cleaning of external areas e.g. litter clearance, emptying bins and leaf sweeping.
- Undertaking emergency cleaning of internal areas as required (to support the contract cleaning service that is in place).
- Receiving bulk deliveries, furniture and equipment. Checking and signing of delivery notes. Dispatch of goods to the relevant areas. Arranging for secure storage of certain items and delivery/replenishment of materials when needed by various departments.
- Working with the Estates Manager and the Grounds Maintenance Contractor or other contractors, as appropriate, to ensure safe access to the campus and buildings in the event of snow, other adverse weather conditions and similar emergency situations.
- Providing assistance when required to the College security staff.
- Recording meter readings for gas, water and electricity, as required.
- Advising the Estates Manager of any repairs or other matters requiring attention
- Any other reasonable duties delegated by the Estates Manager.
- To demonstrate an awareness and commitment to safeguarding, equality diversity and inclusion, health and safety and data protection, in line with College policies.
- Undertaking any other tasks as reasonably requested by the Senior Management Team or Line Manager from time to time.

A uniform and PPE (including safety shoes) will be provided and this must be worn at all times.

This job description may be varied according to the needs of the College from time to time.

Last review date: January 2022

Review carried out by: Estates Manager and Finance Director

Person Specification

Essential:

- To be flexible, adaptable to change and able to work within a team.
- To possess good organisational skills; able to identify and agree priorities and meet deadlines set.
- Manual dexterity for quick, skilful handiwork
- Smart, clean appearance (uniform is provided)
- Friendly, pleasant personality
- Reliable
- Customer service experience

THE COLLEGE

Godalming College is one of the best performing sixth form colleges in the country and a great place to work and study. We are very proud of the achievements of all our students and have a strong track record of consistently high results. Value added scores are excellent and the College was rated Outstanding by Ofsted in our inspection in December 2019.

The success of Godalming College is also about community with students from all walks of life enjoying a whole range of opportunities in a welcoming and friendly environment. Students enjoy a stimulating, lively and challenging learning and social experience; they are treated as adults by specialist and dedicated teaching staff in facilities that have seen major investment over many years. We have completed a £14m building programme creating a new English and Modern Foreign Languages block, Media suite, new netball and tennis courts and an 11 acre site for Rugby and Football pitches.

The College employs around 200 teaching and support staff on both a full and part-time basis.

OFFERS OF EMPLOYMENT

All offers will be subject to the receipt of satisfactory references, enhanced DBS disclosure, medical report and proof of necessary qualifications. As the post is based in a Sixth Form College we have a responsibility to ensure that all staff are suitable to work in this environment and referees will be asked to confirm this.

SALARY

Salaries are paid in accordance with the Sixth Form College pay scale for Support Staff. The Corporation reviews salary scales against any cost of living increases on an annual basis, the changes being implemented from 1st September.

WORKING HOURS

The full-time working hours are 36.42 hours per week excluding lunch or other breaks. Starting and finishing times will be by agreement with your manager.

HOLIDAY ENTITLEMENT

Minimum of 22 days per year for full-time employees (Holiday Year 1st August -31st July) in addition to the College closure period between Christmas and New Year and public/bank holidays. Part-time employees are entitled to a proportionate number of days. Those working Term-Time only are expected to take leave within the College holiday periods. Salary calculations are based on a formula which takes holiday entitlement into account.

PENSION

Godalming College is an admitted body for membership of the Local Government Pension scheme which provides a full range of benefits. Full details are provided on appointment.

STAFF DEVELOPMENT & TRAINING

The College recognises the importance of the continued development of its staff and is committed to the support and promotion of staff development and training activities for all categories of staff.

OTHER INFORMATION

The College is within walking distance of Godalming town centre and the railway station. Godalming is readily accessed from the A3 and free car-parking is available to staff on the College campus. There is a Restaurant that provides a range of hot meals, salad bar and sandwiches. There is also a Snack Bar and mid-morning catering service available in the Staff Room. The gym with fitness training equipment is available for staff use between the hours of 8am – 5.30pm (when not being used for teaching purposes).