



ARNOLD LODGE

4-18 yrs Co-educational Independent Day School



Maintenance & Compliance Officer





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School Mission:

**To develop the
happiness,
confidence and skills
of each pupil so they
can be successful in
their aspirations.**



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An introduction to Arnold Lodge

Located in the heart of Royal Leamington Spa, Arnold Lodge is a 4-18 Independent School in Warwickshire, which places the happiness of children at the heart of our curriculum. We believe that it is only when children are happy can they grow in confidence and become aspirational learners.

We believe that every child deserves the right to succeed in education whether they are aspiring for grade 9s or pushing to do the best they can. We deliver an outstanding education for the pupils in our care whether this is providing the highest levels of welfare, nurture and support or the academic quality of our GCSE results year-on-year. Our GCSE & A Level results are exceptional with significant value added for pupils. In this way, we focus on the progress of every child and have significant impact on the academic outcomes for pupils as reflected in our TES Independent School Awards 2020 shortlisting for Senior School of the year.

It is our aim to ensure that every pupil feels safe, happy and confident in school while developing the skills they need to be successful in the modern world. Alongside this, we set out to value every pupil for their strengths (and through our pastoral sessions help our pupils to know their own strengths) and support each pupil to make the most progress they can academically and socially. This will look different from pupil to pupil but the bottom line is the same; each child will fulfil their own potential, whatever that may be.



Arnold Lodge's Ethos

- Every child in school should feel happy, safe and confident
- Every child should have the opportunity to develop and be valued for their individual strengths
- Every child should make the most academic and emotional progress they can in a supportive and positive environment
- Every child should develop the skills they need to be successful in the future

We believe that children are worth more than a limited entrance examination and it is for this reason we select on a child's potential and the value we can add – not on tapered academic assessments. Every child who joins Arnold Lodge deserves the right to feel happy, safe and confident in school and to be able to make the most progress they can.

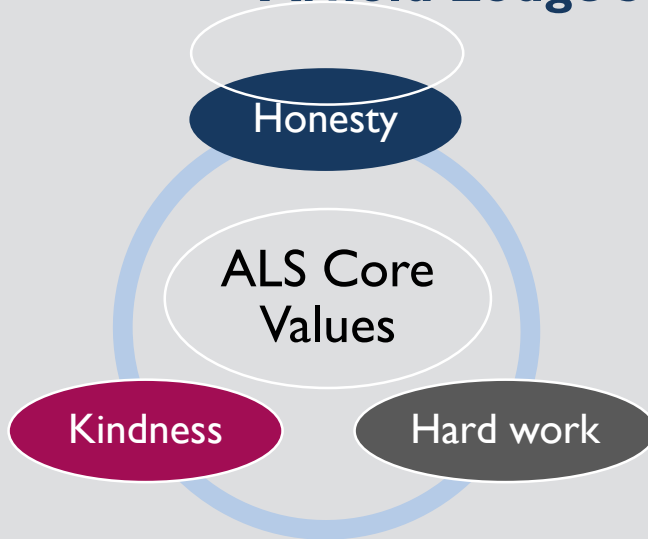
Though we are an academically selective, academic study at Arnold Lodge is not about pressure, percentages and statistics; it's about the individual pupil and helping them to attain the very highest that they can. School is about so much more than classroom teaching, of course. Our approach continues in English and sport where pupils are encouraged to take part, gain experiences and to enjoy being active, creative and on the stage. Some of our pupils are outstanding artists or Englishians and these skills are valued highly at Arnold Lodge. All of our pupils are encouraged to develop their leadership skills; from joining our Pupil Parliament, taking part in Duke of Edinburgh right the way to being selected Head Prefect, there are opportunities throughout the school for children to grow in confidence and find new interests and passions.



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Arnold Lodge's Core Values



Arnold Lodge's Core Values of Honesty, Kindness and Hard Work support the school mission and ethos to create a wonderful school environment. These values apply to every member of the school community – adults should aspire to these as much as the children should. We are, after all, role models for the children. This seemingly simple triumvirate creates a powerful recipe for success in teaching, learning and the work place.

Our core values are central to the house system in school with each house representing a core value. Pupils, on entry to Arnold Lodge, take a short questionnaire to ascertain which of the core values is most akin to their personality and each member of staff will do the same (as well as also having the chance to earn points towards house competitions as well!).

For us, a child should not be judged by the things out of their control. A pupil doesn't decide to be the quickest runner nor do they decide to be the most talented mathematician. While we're proud of the exceptional achievements of the pupils at Arnold Lodge, we believe that we should value most the *choice* that a child makes to be hard working, the *choice* to be honest and the *choice* to be kind because it's only from these choices that success and achievements grow.

In this way, we expect exceptional things from all children because *every child* can choose to be honest, can choose to be hard working and can choose to be kind. By valuing the choices of pupils first and building an attitude to learning and an approach to school based on honesty, hard work and kindness, we can have high expectations for every pupil and all to be successful in their aspirations.

VERITAS



Live the school values; don't
just talk about them

Embrace, don't resent, other
opinions

Be honest with yourself first

Do the right thing at the
right time

AMICUS



Forgive mistakes; we all
make them

Respect everyone and their
contribution

Smile. Help others smile,
too

Be grateful for the kindness
of others

DEDICAS



Always give your best

Be ready to put in the work
that isn't seen

Inspire others by aspiring to
be your best

Only expect from others
what you are willing to put
in





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Job Description – Maintenance & Compliance Officer

Job Title	Maintenance & Compliance Officer
Summary of the Role	<p>Have an oversight and maintain an up to date knowledge of Health and Safety legislation.</p> <p>To assist with all aspects of the school's facilities management to ensure the compliance, safety and security of the school's buildings and grounds at all times.</p> <p>To contribute to school decisions regarding all aspects of facilities management and development.</p>
Line Manager	Compliance Manager
Liaising with	SLT, ELT, Operations Team, Teaching and Support Staff
Key responsibilities	<ul style="list-style-type: none">• To assist the school's responsible person for Fire Safety and Health & Safety• To ensure all aspects of compliance and regulatory aspects of facilities management are completed• To ensure the site is safe and hygienic for children and staff to use• To assist with out of hours lettings and security of site before, during and after events (Including key holding and locking up)
Technical Skills	<ul style="list-style-type: none">• Perform preventive maintenance, repair, and installation in connection with:• Exterior and interior of buildings.• School grounds.• To undertake work as required for plumbing or carpentry so that the use of external contractors is minimised.
Health & Safety	<ul style="list-style-type: none">• To assist with the Health and Safety aspects of the school property (inc Fire Safety), ensuring that all statutory elements of Health and Safety are applied and undertaking responsibility for monitoring first aid and emergency supplies and equipment• To attend the school's Health and Safety Committee and ensure that all areas complete their specific roles within this.• To be aware of and adhere to applicable school rules, regulations, legislation and procedures (COSHH, GDPR, HSE)• To assist with all aspects of health and safety matters within the School including risk assessments, health and safety policy, fire safety and emergency planning.• Ensure self and colleagues comply with Health & Safety legislation and all practices and procedures are conducted in a way that meets the relevant requirements for the wellbeing of others including the following;

	<ul style="list-style-type: none"> - Consultation or negotiating with external agencies to achieve these ends - First Aid requirements for pupils & staff. - The undertaking of health and safety audits across all areas of the school. - Ensuring that accident/near miss incidents are effectively investigated and reported. - Liaising with designated personnel within school that are responsible for aspects of Health & Safety and ensuring that their documentation is up to date. - Risk Assessments, COSHH Assessments & radioactive sources.
Additional Duties	<ul style="list-style-type: none"> • To perform any responsibilities associated with being a member of the school's staff, as reasonably directed by the Head teacher or Operations Manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be defined. All staff are expected to comply with any reasonable request from a senior leader to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff. This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with the postholder.



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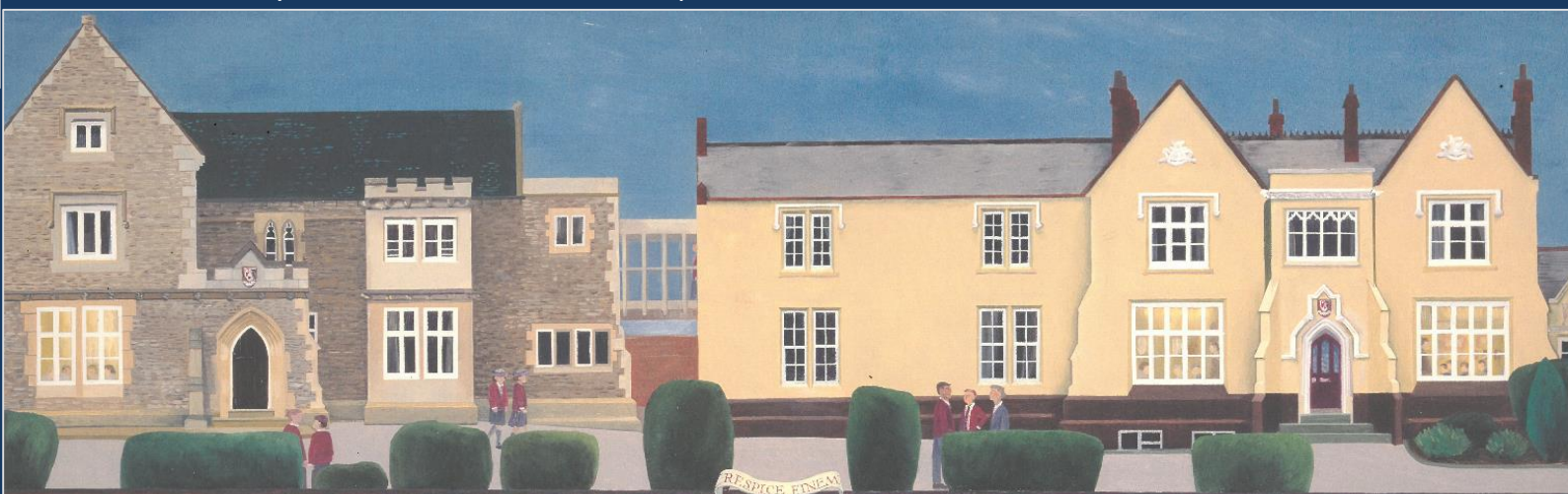
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Person Specification – Maintenance & Compliance Officer

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> 5 GCSEs at A*-C with English and Mathematics 	
Experience	<ul style="list-style-type: none"> At least 3 years' experience in a Compliance role Knowledge of Health & Safety requirements Working experience of plumbing, electrical, carpentry, painting and decorating 	<ul style="list-style-type: none"> Experience of working within a school or the education sector Qualification in plumbing, electrical or carpentry.
Skills	<ul style="list-style-type: none"> Highly organised, self-motivated and able to work independently Diplomatic and able to work collaboratively with colleagues Ability to search for solutions for seemingly complex issues To maintain confidentiality in all matters ICT literate and knowledge in the use of Microsoft Office 	<ul style="list-style-type: none"> The willingness to undertake training
Personal	<ul style="list-style-type: none"> A 'can do' and helpful attitude Be prepared to support other wider school functions Willingness to take on additional training A professional manner 	<ul style="list-style-type: none"> Flexible with an excellent work ethic A sense of humour and a positive attitude

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How to Apply

As outlined earlier in the job information pack, applications should be addressed to the Headteacher, Mr D Preston. We encourage applicants to apply via Indeed or directly to the school using the school application form.

We know that applying for a new role is an important decision and this is particularly the case in these challenging times. If you would wish to have a conversation about the post before applying, you would be welcome to request a call or meeting with the Compliance Manager, Ms King. As the guidance currently allows you are able to visit the school for a tour before applying, too.

All candidates invited to interview must bring with them:

Education / Professional qualifications

- Relevant Qualification Certificates as listed on your application form.

Proof of current address

- Utility bill or financial statement showing your current name and address, dated within the last three months.

Proof of ID and Right to Work in the UK

- Current UK passport showing you are a British Citizen
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And, where possible:

- An official document giving your permanent National Insurance Number
- If available, your current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

At least one document must be photographic proof of identification.

Arnold Lodge is committed to safeguarding our children. The successful candidate will be required to provide an Enhanced Disclosure from the DBS and a disqualification from childcare disclaimer (ALS is 4 - 18) before any appointment is confirmed.





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Applicant Information Pack

15-17 Kenilworth Road, Leamington Spa, Warwickshire, CV32 5TW

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