

# Ursuline College

*Part of the Kent Catholic Schools' Partnership*



## Staff Application Pack

Site Support Technician

Resilience. Integrity. Respect. Serviam. Aspiration.

*Getting better never stops*

# Staff Application Pack

## ***Letter from the Headteacher***

### **Dear Applicant**

Thank you for your interest in this exciting role within our secondary school, which forms part of the Southeast Kent Cluster of Kent Catholic Schools' Partnership.

We have a long tradition of providing Catholic education to those in the local community and educating each student who passes through our doors to achieve their personal best. Student well-being and learning are at the heart of everything we do.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Kind regards

**Danielle Lancefield**  
**Headteacher**



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## The Post

**Report to or Line Manager:** Facilities Manager  
**Grade:** Kent Scheme B  
**Hours per week:** 37  
**Weeks per year:** All year round

### Main Purpose of Job:

**Service provision to all staff, students and other school stakeholders with regards to:**

- **Cleaning and maintenance of all school buildings (internal and external)**
- **Grounds maintenance,**
- **Health and safety,**
- **Helpdesk support for all site related issues eg premises, health and safety, grounds, school events. First Aid, Fire Marshalls.**

### General Responsibilities:

- To be committed to safeguarding and promoting the welfare of children and young people within the school.
- To act in a loyal and professional manner around school and to contribute to the overall ethos/work/aims of the school.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- To attend and support appropriate meetings/courses and to undertake any training as deemed necessary, in order to keep abreast of development.

### Specific Duties and Responsibilities:

- Respond to faults logs received for all premises related problems passing logs onto the appropriate personnel within school for timely resolution.
- Maintain a record of all fault logs received and produce stats on work completed as requested.
- Undertake daily and seasonal maintenance of the site and equipment, internally and externally as directed to ensure a safe environment is maintained. These tasks will include (and are not limited to) changing lightbulbs, basic plumbing, clock batteries, door locks, woodwork repairs, decorating, clearing drains and toilets, periodic PAT testing across site etc. Be proactive in both identifying and responding to such needs.
- Ensure outside areas are kept free from litter, sweeping leaves, emptying bins, and maintenance of all external grounds and regular litter picks.
- Provide a first point of contact for all deliveries, moving items to an appropriate area to keep passageways clear and hazard free. Provide a portering service across site for deliveries to ensure that supplies are correctly handled and delivered in a timely manner.
- Delivering photocopier paper to photocopiers.

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- Move heavy and awkward equipment and supplies as requested and work at heights as required in accordance with Health and Safety regulations (including appropriate risk assessments).
- Provide feedback to line manager and other school leaders as necessary on risk management and health & safety matters.
- Take meter readings of utilities across site.
- Assist in maintaining the security of the site by opening and locking up of premises. Sign over to lettings when locking up.
- Assist in the maintenance of the school minibuses, ensuring all vehicles are fit for the road by undertaking routine checks of lights, tyres, oil and water levels. Clean the minibuses on a regular basis.
- Escort and advise maintenance contractors attending the building to ensure the contractor is provided with adequate information to complete each relevant task.
- Comply with Health and Safety, Fire regulations and other school policies at all times to ensure a safe environment is maintained.
- Proactively ensure the regular flushing of all taps, weekly temperature checks of hot and cold-water systems and to log all records in the Water Hygiene folder.
- Act as a first aider. Log all incidents in the first aid folder and report to House Managers.
- Act as Fire Marshalls and ensure the safety of the staff and students.
- To maintain high personal professional standards of attendance, punctuality, appearance, conduct and develop positive relations with students, parents and staff.
- To be responsible for your own continuing self-development, undertaking training as appropriate.
- To keep site free from graffiti.
- Must be willing to clean and sanitise toilet facilities, including dealing with bodily fluids such as vomit and faeces, in line with health and safety procedures.
- To open and close the premises at designated times, including evenings and occasional weekends, and to be responsible for general security. To carry out a daily check of the security of the buildings (latch windows, close doors, etc) and set alarms before locking up.
- To prepare for all school functions and events, whether year assemblies, induction days, training days, parent evenings, etc – including the setting out of chairs and other furniture or equipment and return to store of all such furniture including examination desks, etc.

## Other

A Site Support Postholder may be required to undertake any other reasonable tasks as required by the Headteacher or Senior Assistant Headteacher.

This job description is current at the date shown, but, in consultation with the postholder, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.

*This job description may be reviewed and is subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the College in relation of the post holder's professional responsibilities and duties.*

*The post holder will be expected to carry out all duties in the context of, and in compliance with, all the College's policies and procedures.*

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## PERSON SPECIFICATION SITE SUPPORT TECHNICIAN

Criteria	Essential / Desirable	
<b>Skills, Knowledge &amp; Abilities</b>	<p>Good communication skills with ability to convey factual information politely and confidently</p> <p>Ability to prioritise own workload effectively and deliver to targets set</p> <p>Ability to maintain accurate and timely records (ie written and numeric skills required)</p> <p>Ability to work using own initiative</p> <p>Ability to work as part of a team and to form effective working relationships needed for the role</p> <p>Ability to adapt to work calmly under pressure</p> <p>Understands and able to apply Health and Safety procedures relevant to the role (manual handling/ safe use of equipment/COSHH/ First Aid/ lone working)</p> <p>Suitable to work with children and relate to them, in particular 11-19 yrs age group.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<b>Qualification/ Training</b>	<p>First Aid qualification</p> <p>Willingness to undertake further training as required.</p> <p>Basic knowledge of computers and windows 2010 applications</p> <p>Be willing to undertake Minibus training</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
<b>Other</b>	<p>Flexible approach to working hours to meet the needs of the organisation</p>	<p>✓</p>

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## Safeguarding and Safer Recruitment

### **Application Process**

You are welcome to contact HR at [HR@ursuline.kent.sch.uk](mailto:HR@ursuline.kent.sch.uk) if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

**Closing date for applications:** 9am Monday 25<sup>th</sup> May 2026

**Interviews to be held on:** To be confirmed

**Start date:** June 2026

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

### **Safer Recruitment**

*Ursuline College are committed to safeguarding and promoting the welfare of children and require all staff to share this commitment. Offers of employment are subject to an enhanced disclosure and barring service check. We are an equal opportunities employer.*



# Ursuline College

Headteacher: Miss D Lancefield

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CEO: Mrs Annemarie Whittle