

LEARN MORE ABOUT

Joining the MSJ Family



MALVERN ST JAMES
Girls' School



inspection judgement, which extends to all areas of Malvern St James. Malvern St James also received the highest rating of **'Excellent'** in the ISI's Educational Quality Inspection in May 2017 and has been compliant in all other ISI Compliance and Regulatory inspections since then, including September 2021. In March 2021, the School was awarded the Carnegie Mental Health Gold Award

WORKING AT MSJ

Malvern St James (MSJ) is a leading boarding and day school which presents an imaginative vision of education for girls from the age of 4 through to 18, taught within a positive, purposeful atmosphere. MSJ fosters creativity and bold thinking, challenging, and encouraging every girl to extend her personal horizons and realise her full potential.

Two hours from London and one hour from Birmingham, MSJ is in the heart of Malvern in Worcestershire, with excellent transport links. Great Malvern station is situated opposite the School. The MSJ bus service covers five counties to pick up and return pupils each day.

The School is home to a warm and welcoming community – girls, parents, staff, and governors alike, enjoying the friendly and buoyant atmosphere of shared celebration, extolling personal success in every field of endeavour. MSJ offers a range of boarding options (ages 7 – 18) to fit in with the demands of modern family life and girls can choose from full, weekly, or flexi-boarding. Ofsted recognised the exceptional standard of boarding with an **'Outstanding'**

for its outstanding pastoral care and support for pupil and staff mental wellbeing.

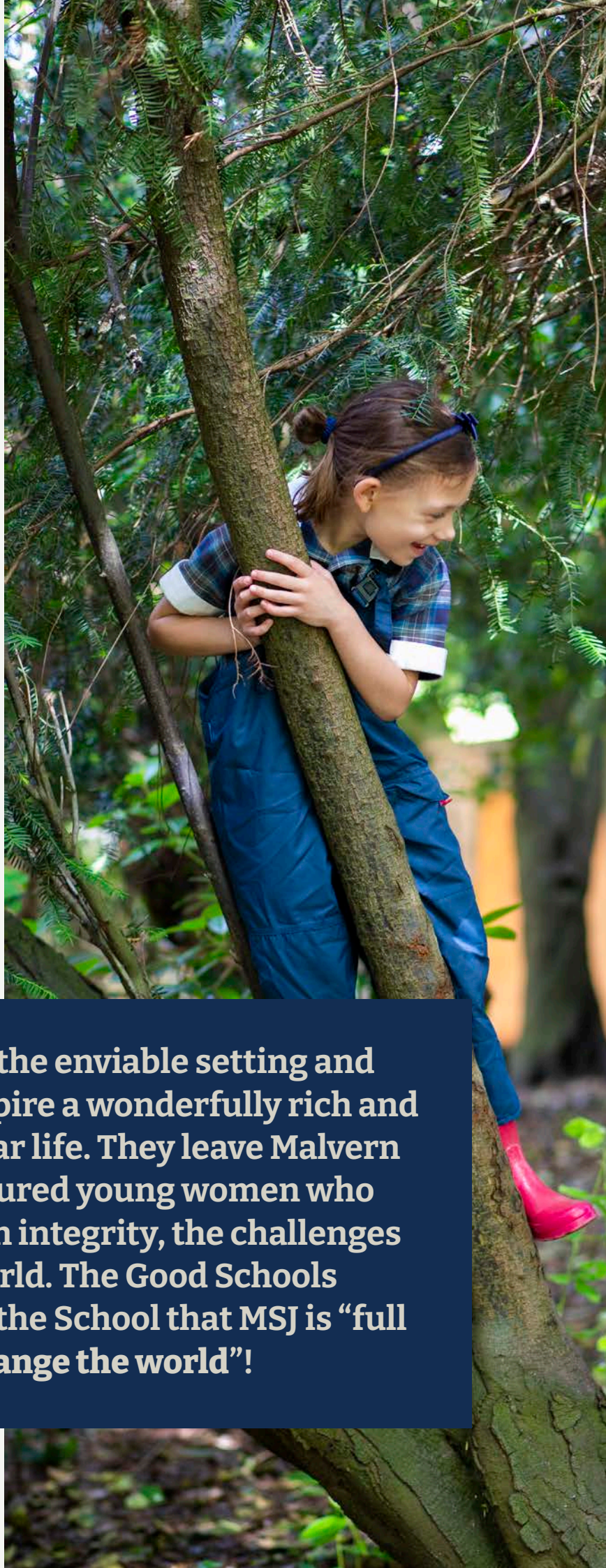
Intellectual and social confidence, personal development and achievement lie at the heart of the School and each pupil is treated as an individual. MSJ promotes academic excellence and innovation in teaching and learning throughout the school which provide each girl with the challenges and support to develop her talents, character, and abilities to the full. We prepare pupils for the most competitive UK and international universities and pathways. This individual emphasis is complemented with teamwork, community values and the importance of service to others.



The School has excellent facilities which include an award-winning Science and Mathematics Centre, a Drama Studio, Music Centre in Avenue, several IT suites, and a multi-media Language Laboratory. The School also has a brand-new Astroturf, launched in October 2020. At MSJ we use Microsoft and there has been significant investment and development of E learning in recent years. The School is currently creating a state-of-the-art Learning Hub centred in the Library and radiating out to learning zones throughout the School to support its commitment to innovation and learning and initiatives in **STEAM** (Science, Technology, Engineering, Arts and Mathematics).

The Year 13 Sixth Form Boarding House was transformed in 2018 with an extensive, highly contemporary, refurbishment programme to provide a transition house for university. Benhams, the Year 10 Boarding House was refurbished in 2021. The next phase is the transformation of Hatfield, one of the middle school Houses in 2023.

Whilst a multi-faith community and non-denominational, the School is founded on Christian principles and has a Christian ethos which underpins the School's daily life. There are regular opportunities for Christian worship.



Girls take full advantage of the enviable setting and superb facilities, which inspire a wonderfully rich and imaginative extra-curricular life. They leave Malvern St James as poised, self-assured young women who can meet and embrace, with integrity, the challenges and risks of our modern world. The Good Schools Guide observed on visiting the School that MSJ is “full of girls who are going to change the world”!

NIGHT SECURITY WARDEN

JOB DESCRIPTION

AT A GLANCE



40 HOURS PER WEEK
TWO WEEKLY SHIFT PATTERN



REPORTS TO
ESTATES MANAGER

ABOUT THE ROLE

To ensure the efficient and effective running of the school buildings and resources through the provision of Night Security Warden services. Part of a two-person team, you will work a night shift rota to ensure the School is secure, while dealing with facilities issues that may occur during the shift and planned maintenance works. During School close down periods along with the wider Estates team participate in the on-call rota providing emergency response to facilities issues.

Key Responsibilities

- To provide a night-time security service to all school buildings and users.
- To secure and lock areas of the site as required and open the site before leaving at the end of the shift.
- To be familiar with the operation of the school fire and intruder systems including CCTV.
- To assist House Staff in the event of an emergency in the Boarding Houses.
- Taking a proactive approach to the maintenance of the school site by identifying areas for improvement and taking ownership to ensure remedial action is carried out
- Ensure the 'Freshdesk' ticketing system is kept up to date by recording works done, using the handheld devices provided
- To provide maintenance support to the House Staff by undertaking tasks within the Boarding Houses whilst on shift as required.
- To ensure the safety of the girls and staff by patrolling the site and surrounding roads.
- To liaise with the Sports Centre staff regarding outside lets and visitors to site.
- Report any significant occurrences or concerns to the Estates Manager after each shift
- Minor day to day maintenance services to all departments
- Re-lamping across the site

KEY RESPONSIBILITIES (CONTINUED)

- General maintenance (including both routine preventative and reactive works)
- Routine flushing of water services; temperature checks
- PA testing ad hoc items as presented
- Minor repairs and minor jobs (fitting shelving, notice boards, hanging pictures etc)
- Attending to blocked drainage
- Record and collect monthly meter readings for gas and electricity services
- Carry out routine emergency lighting checks
- Assist with routine fire alarm testing and maintenance of fire extinguishers records
- Ensure storage areas used by the Estates Team are always kept clean and tidy
- To assist other team members in various maintenance jobs as requested across the site
- Collection of goods/material from local suppliers
- Delivery of materials and equipment throughout the school
- Supporting events held in school with setting up and taking down of resources required to run the event
- General porter duties, moving goods and material around the school
- Planned cleaning maintenance to windows, light fittings, fans gutters, drains and pathways
- Familiarisation of heating/boiler controls and emergency isolating valves
- Participate in the on-call rota for out of hour emergencies
- Any other reasonable duties required by the Estates Manager

All School staff are expected to:

- a. Work towards and support the School vision and the current School objectives outlined in the School Development Plan
- b. Support and contribute to the School's responsibility for safeguarding pupils
- c. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
- d. Work within the School's health and safety policy to ensure a safe working environment for staff, pupils and visitors
- e. Work within the Equal Opportunities Policy to promote equality of opportunity for all pupils and staff, both current and prospective.
- f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- g. Engage actively in the performance review process.
- h. Adhere to policies as set out in the Staff Handbook and Regulations
- i. Undertake other reasonable duties related to the job purpose required from time to time
- j. Adhere to School Safeguarding and Child Protection Policies.

NIGHT SECURITY WARDEN

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Must be able to consistently demonstrate they are numerate and literate	Essential	Application Form Interview
Building maintenance, mechanical, electrical or other infrastructure systems experience	Essential	Application Form Interview
Ability to communicate effectively	Essential	Interview
Ability to work well as a team	Essential	Interview
Ability to follow policies and procedures	Essential	Interview
Ability to complete work to the required standards and to agreed deadlines	Essential	Assessment
Ability to use IT to respond to emails and to operate the handheld devices used for the job ticketing system	Essential	Interview
Ability to work in accordance with risk assessments	Essential	Interview
Enthusiasm and a positive outlook	Essential	Interview
Hardworking and efficient approach to their duties	Essential	Interview
Self-motivation and the ability to work without close supervision	Essential	Interview
Ability to develop and maintain effective working relationships with a wide range of people	Essential	Interview
Demonstrates a flexible approach to work to enable effective delivery of service.	Essential	Interview
Can-do attitude	Essential	Interview
Commitment to the safeguarding of children	Essential	Interview
Commitment to the school ethos and aims	Essential	Interview
Commitment to equal opportunities	Essential	Interview

NIGHT SECURITY WARDEN

PERSON SPECIFICATION

QUALIFICATIONS, EXPERIENCE, SKILLS & ABILITIES	ESSENTIAL OR DESIRABLE	HOW THIS WILL BE ASSESSED
Accurate and fluent spoken English	Essential	Interview
Minimum GCSE Maths & English Grades A*-C or equivalent.	Desirable	Application Form
Experience as a caretaker	Desirable	Application Form Interview
Previous relevant experience in a security role	Desirable	Application Form Interview
Previous relevant experience in an education setting	Desirable	Application Form
Experience of health and safety and or fire safety checks	Desirable	Interview
Up to date knowledge of statutory regulations and guidance relating to this post	Desirable	Interview
Knowledge of portable electrical appliance testing	Desirable	Application Form
Good personal organisation	Desirable	Interview

STAFF BENEFITS

AT MSJ

Malvern St James Girls' School prides itself on its warm, friendly and welcoming environment where all staff are encouraged to play a part in a successful and supportive community.

A selection of MSJ Staff benefits* can be seen below:



**COMPETITIVE
SALARY**



**FREE LUNCH
PROVIDED**



**GYM & SWIM
DISCOUNTS**



**PENSION
SCHEME**



**CHRISTMAS
SHUTDOWN**



**PROFESSIONAL
DEVELOPMENT**



**DISCOUNT ON
SCHOOL FEES**



**FREE
PARKING**



**TREAT
THURSDAYS!**

*Some benefits such as pension enrolment activate after completing three months' employment with Malvern St James

APPLICATION PROCESS

AT MSJ

1

Complete your application form, which must include all dates of previous employment and give reasons for any gaps in employment. **A CV will not be accepted instead of a completed application form.**

2

You should also include a covering letter with your application, which should not repeat the contents of the personal statement section within the application form.

3

Submit your completed application form and covering letter to the HR Department. Post to Malvern St James, 15 Avenue Road, Great Malvern, Worcestershire, WR14 3BA, or email to recruitment@malvernstjames.co.uk

4

Applications should be submitted no later than 8am 8th August 2022, however, we reserve the right to appoint as soon as we get the right candidate.

GENERAL REQUIREMENTS

This job description is not necessarily a comprehensive definition of the post; it is to be enabling rather than restrictive.

It will be reviewed at least once every year and it may be subject to modification or amendment at any time after consultation with the post holder.

REFERENCES

References of shortlisted candidates will normally be taken up before interview one of which should be from your most recent employer.

Two satisfactory references are required before the appointment is confirmed. The appointment of the successful candidate will also be subject to satisfactory Enhanced DBS checking.

Malvern St James is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service clearance at enhanced level.



MALVERN ST JAMES

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