



Dear Applicant

Thank you for your enquiry regarding the position of Maintenance Officer with the Field Studies Council at Castle Head. This post is offered on a live-out basis. Please find enclosed the following information:

1. Information about the FSC and Castle Head Field Centre
(Please also visit: www.field-studies-council.org)
2. Job Description and Person Specification, including a summary of the main terms and conditions for the post.
3. The FSC Application Form (if you need any help completing the application form please contact the centre on the number below).

If you wish to apply for the position please follow this procedure carefully:

1. Complete the Application Form as fully as possible
2. Write a short Covering Letter explaining why you are applying for the position
3. Send these addressed to: Mr Paul Bond (Head of Centre)
FSC Castle Head
Grange-over-Sands
Cumbria
LA11 6QS

using any of the following: by post to the address above, by fax on (01539) 536662 or
by email to: paul.ch@field-studies-council.org

If using the post, please also telephone Castle Head office on (01539) 534300 to let us know your application is on the way.

The closing date for completed applications is noon on Friday 12th February 2010

Applicants will be notified by telephone on the afternoon of Friday 12th February if they have been selected for interview.

Interviews will be held on Tuesday 16th February 2010

We would like the successful candidate to commence in post as early as possible.

As a charity, we endeavour to keep our administrative costs to a minimum and therefore you will only be contacted if we wish to progress your application. If you have not heard from us within five days of sending your application, you should assume that your application has been unsuccessful on this occasion, however, if this is the case, we sincerely thank you for your interest in our organisation and encourage you to apply for any future posts that may be advertised.

If you have any queries regarding this vacancy please call either myself or Lesley Flynn on the telephone number above. We look forward to receiving your application,

Mr Paul Bond
Head of Centre

Field Studies Council (FSC)

The Field Studies Council is an independent environmental education charity committed to helping people, discover, explore, understand and be inspired by the natural world. Its network of centres provides day and residential courses for all ages from young children to retired adults from schools and communities throughout the UK. It also reaches many others through its publications and community-based programmes.

FSC Castle Head

Castle Head lies between the fells of the Lake District and the shores of Morecambe Bay, in a secluded corner of north-west England. The Centre includes a Georgian house built by John Wilkinson the Ironmaster. Castle Head is a residential centre offering courses primarily in eco-adventure, fieldwork, conservation and adventurous activities. In 2009 Castle Head welcomed over 4500 visitors from all over the UK and beyond, mainly school groups at key stage 2, key stage 3 and A-level but also community groups, orchestras and summer camp. There are 24 staff at the Centre including Head of Centre, Catering Manager, Senior Housekeeper, Education team leader, Education team, Administrative team, Domestic and Maintenance team who cover all aspects of Centre operations.

JOB DESCRIPTION

| | |
|--------------------|---|
| Job Title: | Maintenance Officer |
| Based at: | FSC Castle Head |
| Reports to: | Senior Housekeeper |
| | This post holds no line management responsibility |

OVERALL JOB PURPOSE

To maintain the fabric of the grounds and buildings at a busy residential centre and assist in the monitoring and recording of maintenance and health and safety checks.

KEY RESPONSIBILITIES

The person appointed must be able to show competence in the following areas:

- Carpentry, Plumbing and General Building Works including Plastering
- Painting and Decorating
- Workshop organisation, tool storage and maintenance
- Short term repairs to furniture, fixtures and fittings
- Keeping maintenance records
- Long term maintenance planning
- Grounds maintenance
- Driving duties – the Centre has 3 minibuses

There is an expectation that the person will contribute to the wider team in terms of:

- Maintaining a flexible approach, eg. working weekends/evenings, with time off in lieu for additional hours worked
- Working safely within FSC Health, Safety & Hygiene procedures
- Providing a welcoming & friendly environment for our customers and staff
- Contributing to environmental performance through reducing waste and the efficient use of energy and materials
- Fulfilling your obligations under the FSC Behaviour Partnership
- Attending other FSC Centres and training events in order to share best practice and improve performance
- Any other duties that may reasonably be required by the Head of Centre to ensure the smooth and efficient running of the Centre.

PERSON SPECIFICATION

| | |
|--|--|
| Post Title: MAINTENANCE OFFICER | Centre / Unit: CASTLE HEAD FIELD CENTRE |
|--|--|

| ESSENTIAL (E) /DESIRABLE (D) FACTORS FOR THE POST | | | How is this identified? |
|--|----------|----------|--|
| 1. EDUCATION / QUALIFICATIONS | E | D | |
| Any in Carpentry/Plumbing etc HND or similar | | ✓ | Application Form/Interview |
| Minimum of 5 GCSE or similar | | ✓ | Application Form/Interview |
| First Aid at Work Certificate | | ✓ | Application Form/Interview |
| 2. EXPERIENCE, KNOWLEDGE, SKILLS & ABILITIES | | | |
| General Maintenance work | ✓ | | Application Form/ Interview/Covering Letter |
| Record keeping and workshop order | ✓ | | Application Form/covering letter/Interview |
| Previous maintenance experience in a school or similar environment | | ✓ | Application Form/Interview |
| 3. PERSONAL QUALITIES | | | |
| Excellent attention to high quality workmanship | ✓ | | Application Form/Covering Letter/Interview |
| Have good interpersonal skills, a sense of humour, and a flexible approach to work | ✓ | | Application Form/Covering Letter/Interview |
| Trustworthy and reliable | ✓ | | Interview |
| Ability to work using own initiative | ✓ | | Application Form/Interview |
| Ability to work as a competent and effective team member | ✓ | | Application form/Interview |
| 4. COMMUNICATION SKILLS | | | |
| Have a pleasant manner and good command of English – being able to relate well to fellow workers (especially the Senior Housekeeper and housekeeping team) and our full range of customers | ✓ | | Application Form /Interview |
| Good written skills, in order to produce display notices etc | ✓ | | Application Form/Interview |
| Computer literate, in order to record data and produce reports | | ✓ | Application Form/Interview |
| 5. OTHER CIRCUMSTANCES | | | |
| Full Driving Licence | ✓ | | Application Form |
| Minibus driving experience /certification | | ✓ | Application Form |

January 2010

SUMMARY OF MAIN TERMS AND CONDITIONS

Contract Term:

This is a permanent part time post

Remuneration:

The salary will be in the range £9,442 - £10,775 per annum, based upon qualifications and experience. The salary scale is reviewed annually in line with inflation or as recommended by the FSC Joint Staff Committee.

Hours of work:

24 hours per week. Flexibility is expected in order to work around customer occupancy and so some weekend or early/late working will be required. The exact working pattern can be discussed at interview.

Annual & Bank Holidays:

The holiday year runs from 1 January to 31 December each year. You will accrue the entitlement to paid annual holidays equivalent to 5.6 working weeks during a complete holiday year. This entitlement includes the Public/Bank holidays or substitute days (as defined in FSC's Employee Handbook) when they fall on a contractual or scheduled day of work. Part time workers will receive a pro-rata of the entitlement. For anyone who joins part way through the year they will receive a pro-rata entitlement of the 28 days.

In addition to the above, we recognise and reward staff loyalty by awarding additional paid leave days, based on length of service, up to a maximum cumulative total of 5 additional days paid leave (pro rata for part time).

Sickness:

After a qualifying period and subject to compliance with organisational procedures, the post-holder will be paid their full rate of pay for between one week and two months in a twelve month period, dependent upon length of service. (Such payment to include SSP or any Social Security Sickness Benefit).

Pension:

The post-holder will be eligible to join the FSC Group Personal Pension Plan with Friends Provident.

Probationary Period:

This post has a 3 month probationary period, during which your suitability for the post will be assessed.

Post Classification:

Category A (as defined in the FSC Code of Conduct)

Level of CRB Disclosure Required:

Enhanced

Date of issue: January 2010

APPLICATION FORM



POST APPLIED FOR: MAINTENANCE OFFICER

| | |
|------------------------|------------------------------|
| Surname: _____ | First Name(s): _____ |
| Title: _____ | National Insurance No: _____ |
| Contact Address: _____ | |
| _____ | |
| _____ | Postcode: _____ |
| Telephone: Day: _____ | Evening: _____ |
| Mobile: _____ | Email: _____ |

EMPLOYMENT HISTORY

Provide details here of your employment history starting with your current or most recent employer. You can include any voluntary or unpaid work that you may have done, that is relevant to the role you are applying for.

| Employer's Name & Address | Job Title / Brief description of duties | FT/PT | Dates From-To | | Reason for leaving |
|---------------------------|---|-------|---------------|--|--------------------|
| | | | | | |

(Continue on a separate sheet if necessary)

EDUCATION, QUALIFICATIONS & TRAINING

Please state here any job relevant qualifications and training, dates and attainment level.

| Qualification / Training | Dates From-To | | Grade/Level achieved |
|--------------------------|---------------|--|----------------------|
| | | | |

(Continue on a separate sheet if necessary)

ADDITIONAL INFORMATION

Please refer to the Person Specification, Job Description and Guidance Notes for Applicants when completing this section and ensure you include examples of **HOW** you have demonstrated skills, knowledge and experience in meeting the requirements of the post.

(Continue on a separate sheet if necessary)

OTHER DETAILS

| | | | |
|---|--|--|--|
| Period of notice required to terminate your current employment? | | | |
| Where did you see this vacancy? (If on the Internet, please state which website) | | | |
| Do you need a work permit to work in the UK? | Yes <input type="checkbox"/> No <input type="checkbox"/> | Do you hold a full, valid Driving Licence? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Have you previously worked for the FSC? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please give details | |
| If offered this position, would you continue to work in any other capacity? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If yes, please give details | |

EQUAL OPPORTUNITIES

FSC is an Equal Opportunities Employer and will not discriminate on grounds of past medical condition, disability or criminal record. However, certain positions (e.g. Field Tutor) do require a certain level of mobility and fitness in order to ensure the safety of our customers. Additionally **ALL** FSC posts are regulated by the Protection of Children Act. As a result, FSC is registered with the Criminal Records Bureau (CRB) and requires **ALL** new staff to undergo a CRB Disclosure check (see below).

| | | | |
|--|--|---|--|
| Do you have a criminal record (including any spent convictions)? | Yes <input type="checkbox"/> No <input type="checkbox"/> | If Yes, are they offences which are permissible under the FSC Code of Practice? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Please give details of any persistent illness or disability | | | |
| What adjustments (if any) need to be made to the working environment to accommodate your disability? | | | |
| Please give details of any illness/condition within the last two years which has incurred more than five consecutive days of absence from Work / College | | | |

REFERENCES

Please give names, addresses and contact numbers of two people, from whom we may obtain work experience and character references, of which one must be your current or most recent employer. However, if this is your first job you should provide details of two educational referees, one of whom must be from the educational establishment at which you are currently studying or last studied. The names and addresses of friends or relatives are not acceptable for this purpose. FSC may wish to obtain references prior to interview, if you would prefer that we did not approach your current employer, please indicate this below.

| Referee One | | Referee Two | |
|--|--|--|--|
| Name | | Name | |
| Job Title | | Job Title | |
| Address | | Address | |
| Telephone | | Telephone | |
| E-mail | | E-mail | |
| In what capacity does your referee know you? | | In what capacity does your referee know you? | |
| May we take up a reference from your current employer prior to the Interview? Yes <input type="checkbox"/> No <input type="checkbox"/> | | | |

DATA PROTECTION NOTIFICATION

The information you have provided in completing this application form will be used to process your application for employment. The Company will keep the information you have supplied confidential and will not divulge it to third parties, except where required by law, or where we have retained the services of a third party representative to act on your/our behalf. If you are not appointed your information will be held securely, in accordance with FSC Policy on the Retention of Recruitment & Selection documentation, for a maximum period of six months.

DECLARATION

I have read and understood the above Data Protection notification and agree to the use of my personal data in accordance with the Data Protection Act 1998. I confirm that to the best of my knowledge the information given is true and correct and that any false or misleading information will give my employer the right to terminate any employment contract offered. I understand that if shortlisted I may be required to complete a confidential declaration of any criminal convictions, cautions, reprimands, final warnings and any other information that may have a bearing on my suitability for the post. I also confirm that I am legally entitled to work in the United Kingdom and if interviewed will produce such documents as may be requested in evidence.

Signed: _____

Dated: _____

GUIDANCE NOTES FOR APPLICANTS

Short-listing decisions will be made using the application form and this is your only opportunity to tell us about you, therefore, it is essential that you complete the form as fully as possible and enclose a covering letter demonstrating why you feel your skills and abilities make you suitable for this position.

Please note that a **Curriculum Vitae will only be accepted**, when accompanied by a fully completed application form. If you require this application form in a different format e.g. electronic, large print, etc, please contact the Human Resources Department on 01743 852117.

General points to be aware of and to remember:

- Please use the information provided in the job description/person specification to assess your suitability for the job.
- You will need to demonstrate that you have the skills, knowledge and experience necessary to do the job. It will not be sufficient to simply state that you fulfil certain criteria. Therefore, please provide supporting evidence, giving specific examples of how you meet the requirements of the post:

e.g. The post requires maintenance experience it will not be enough to say that you have maintained premises without giving information as to what was involved and your specific responsibilities such as repairing woodwork, working with plumbing, recording maintenance checks etc. When providing evidence/examples please remember that unpaid work or studies and work at home can be just as relevant as paid work.

PROCESS

After the closing date, all applications will be submitted to a short-listing panel.

- Short-listing is carefully undertaken by assessing the information provided on the application form against the requirements of the job.
- Interviews are normally conducted by a panel which will, so far as is practicable, usually by the immediate line manager of the post, a colleague who is familiar with the area of work and, where necessary, a third person, preferably from outside the department/team.
- It may be appropriate to use a selection test, relevant to the role, as part of the interview process. If you are short-listed, details of any test will be included in the letter inviting you to attend an interview.

ADDITIONAL NOTES FOR APPLICANTS

OFFERS OF EMPLOYMENT

All offers of employment are made subject to the following criteria:

- Proof of eligibility to work in the UK
- Proof of UK Residency
- Satisfactory Pre-employment Health Check, which involves the completion of a confidential medical questionnaire. A full medical examination may be necessary
- Satisfactory Criminal Records Bureau Check
- Satisfactory completion of a probationary period
- References that are considered satisfactory to the FSC

ELIGIBILITY TO WORK

The Asylum and Immigration Act 1996 makes it a criminal offence to employ anyone who does not have permission to be in, or work in, the UK. We will therefore not appoint an individual until we have seen evidence that they are eligible to work in this Country.

PROTECTION OF CHILDREN ACT

We take all practicable steps to safeguard the safety and welfare of children or vulnerable adults while they are in contact with the FSC and as such the activities of the FSC are regulated by the Protection of Children Act. All new employees are therefore required to undergo a Disclosure check with the Criminal Records Bureau (CRB), prior to appointment and at regular intervals during employment with the FSC, as defined in its Code of Conduct. The level of Disclosure will be as detailed in the Job Description for the post. The FSC Code of Conduct can be viewed at www.field-studies-council.org/appointments or you can request a copy.

FSC will not discriminate unfairly against applicants who have a criminal record and will not necessarily bar an applicant from employment due to an unspent conviction; the nature of the conviction and its relevance to the post will be considered. A copy of the FSC's Policy Statement on the Recruitment of Ex-Offenders is available upon request.