



**DIRECT LINK TO  
APPLY**



# Recruitment Pack

**Caretaker (Grade C)**

**Closing date: Thursday 18th July**

**Interviews: w/c 22nd July**

\*The post may close earlier depending on applications received so if you are interested, please apply as soon as possible\*

**Ted  
Wragg** TRUST



# Matford Brook Academy

We write our story



Headteacher  
Emily Simpson-Horne

## A 'once in a lifetime' career opportunity

This is an exceptional opportunity, and a rare one, to be part of a brand new, all-through school in a vibrant city. We opened in September 2023 to a new cohort of Year 7 pupils and look forward to our Nursery and Primary also opening from September 2024. We are looking for someone who is excited by the potential of a start-up school, enjoying all aspects of what this offers; someone who passionately wants to be in our founding team. With energy and ambition for this new school community, a resourcefulness for any challenge that arises, and a commitment to creating a flagship school in the South West, we will 'write our story' together.

Together, we are building a limitless environment for our children where everything is possible and where the exceptional is delivered as a norm. We show our love for our pupils in everything we do and in our relentless aspiration for every child in our school.

## Caretaker

As Caretaker, you will be working closely with our Site Supervisor to realise the mission and values for Matford Brook Academy. This colleague will be instrumental in supporting the maintenance, security and health and safety of the school site. We will be moving into a brand-new school building for our first cohorts of pupils.

Our Caretaker plays a crucial role in ensuring that our pupils, staff and other community users have a safe and attractive learning environment in which to learn, work and play. We are fortunate to have extensive facilities to support the curriculum for our pupils at all ages and stages.

Our Caretaker is a key person in our first staff team to set the highest of expectations for what the school experience at Matford Brook Academy should be.



## Mission and Values

Our mission at Matford Brook Academy is to provide an excellent, all-through education that empowers children to believe they can, and should, change the world around them. We summarise this in one mantra that is woven through the fabric of our school: at Matford Brook Academy, we write our story. We are providing a school with an excellent education and broad opportunities for our children, rooted in the core understanding that, in order for children to thrive both now and in their future, they need to believe that the greatest influence on their lives is themselves.

**We are a school where all staff build positive relationships with children, parents and visitors to the school, seeing this as fundamental to every child's success.**

**We reflect this through the Values of Scholarship, Kindness and Community.**

**You can read more about our Values on our website.**



## All-through Model

All-through schools are uniquely positioned for children to have a seamless educational journey, supported from the moment they first step into school to their aspirational next steps. Joining in the Nursery & Preschool, Reception or Year 7, pupils and their families benefit from the opportunity to stay at the same school for their whole school career.

Transitions can be a challenge; all-through schools avoid this with staff knowing pupils and their families well, providing continuous support and a consistent school experience.

For staff, whether your experience to date has been within EYFS, primary or secondary – or, indeed, all-through – you will be an all-through colleague, working closely with our whole team. With the opportunity to draw upon the expertise of colleagues across the phases, we provide the very best educational experience for all of our pupils.

Matford Brook Academy is intentionally designed as a 'cradle to career' school, modelled on the innovation at Reach Academy, Feltham and currently in development at Ted Wragg's other all-through school, Cranbrook Education Campus. We believe that schools are civic institutions that have a responsibility to its community and we are energised by the opportunity to build an integrated pipeline of support for our families.





# Why choose Matford Brook Academy?

## Our School Site

We are currently based in a temporary, satellite site at St Luke's CofE School, Harts Lane, Exeter EX1 3RD. We look forward to receiving our permanent building in July 2024.

### Matford Brook Academy

March Close, Matford, Exeter EX2 0BZ

Tel: 01392 717140

[info@matfordbrook.academy](mailto:info@matfordbrook.academy)

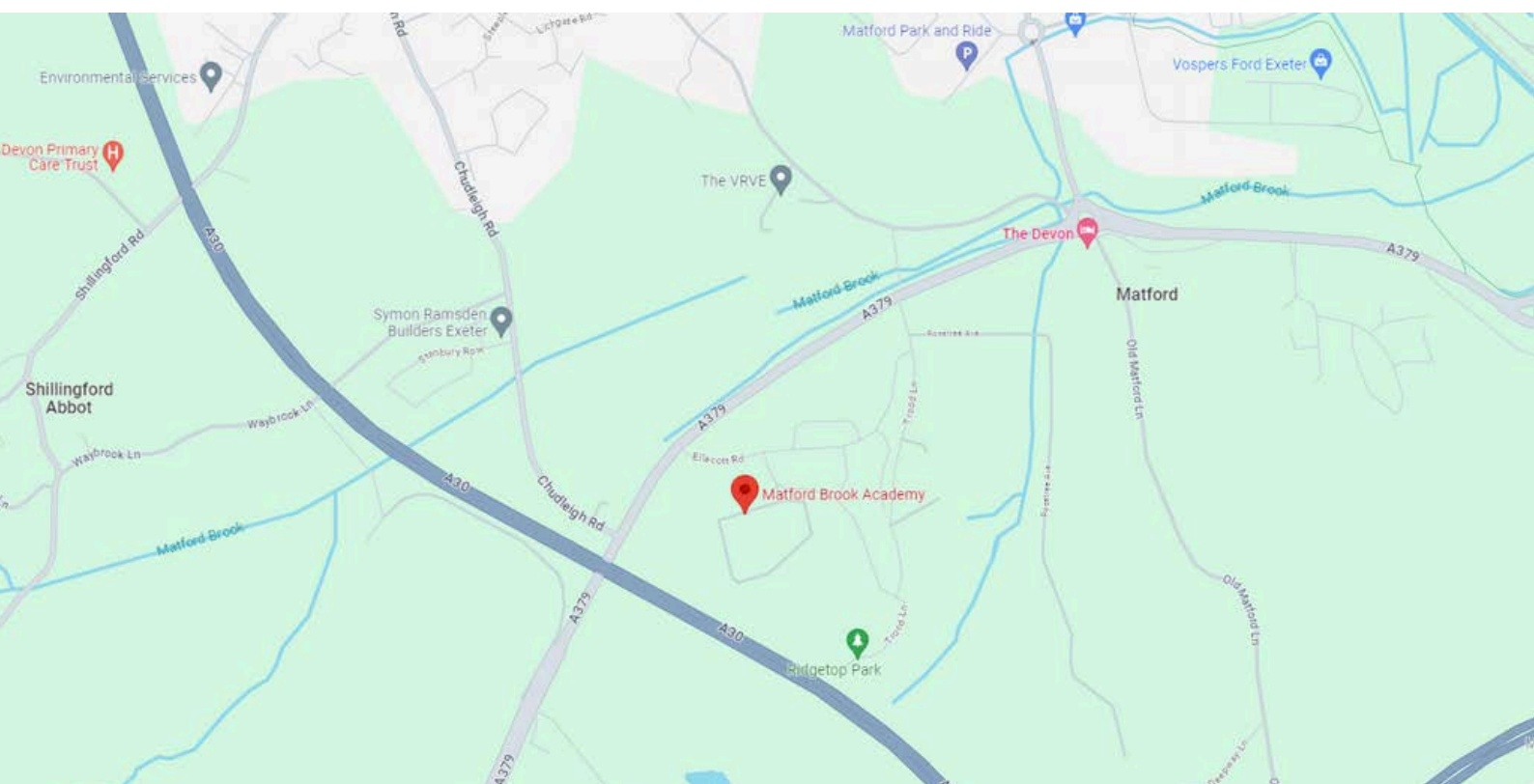


## Incredible facilities

Matford Brook Academy is a purpose-built two and three storey building. Whether in the EYFS, Primary or Secondary phase, all children will benefit hugely from learning in this exceptional space.

Covering approximately 9,196sqm, the state-of-the-art building provides excellent facilities such as a fully equipped theatre with tiered seating, quality sound and visual set-up, an activity studio, a spacious learning and resources centre and two recreational halls in addition to a dedicated dining hall. We have excellent classroom-based technology across the curriculum. Our staff car park has EVC points.

The extensive sport facilities include a traditionally built four court sports hall, a large 3G artificial turf all-weather flood lit pitches, netball courts, a full sized adult football pitch, a cricket square, a full sized adult rugby pitch, 400m athletics track and field provision, an outdoor learning environment including woodland area and a four-court multi-use games area (MUGA).



## “ Staff testimonials

I love working for such a forward thinking and collaborative team who really care about the wellbeing and success of each person in our community. It is such an exciting opportunity to create our school culture from the beginning and I have never been so optimistic about the outcomes of the children in my care. As a teacher and as a leader, I feel supported in my decisions that uphold the highest expectations for pupils, creating a high level of consistency in our classrooms that allows the really enjoyable aspects of the job to shine through.



**Abi**

Assistant Headteacher (Mathematics and Personal Development)



**Luke**

I was attracted to work at Matford Brook Academy for the unique opportunity to become a foundational root of a growing local community. It is so rewarding being part of a supportive staff body which prioritises a culture of high expectations and consistency. Ultimately, this has a profound impact on pupils' learning and their ability to become brilliant authors of their story.

Teacher of Sports, Health and Nutrition

I am incredibly proud to be part of the inaugural team growing something so special at Matford Brook Academy. Building a calm, focused yet stimulating learning environment around a truly kind and caring community has always been an ambition of mine. It is so incredibly rewarding to see our vision come to life.



**Emma**

Assistant Headteacher (Science and Curriculum & Assessment)



**Theo**

Being part of the inaugural team at Matford Brook Academy has truly felt like a once in a life-time experience. This school is something special. Everything I felt needed to happen in order to give pupils the very best is happening here and being able to share my voice and seeing the impact of that is everything that I wanted out of my career.

Pupil Empowerment Lead & DDSL



# Job Description

## Caretaker

### Key Purpose of the Role

To provide oversight of the school's premises, ensuring that all statutory and recommended requirements with regard to premises are fulfilled and monitored.

### Your Responsibilities

In liaison with the Site Supervisor, assist in the supervision of all building works including projects undertaken by contractors ensuring that a full and complete site induction is undertaken, as well ensuring that all documents are received and distributed as appropriate and any issues/concerns are reported to the Trust Estates Project Manager as appropriate.

Assist the Site Supervisor in the delivery of all site projects and refurbishment programmes which may include decoration and aspects of general building, in liaison with Senior Leadership Team (SLT), the Local Governing Body (LGB) and the TW Trust. Communicate all premises and health and safety issues to the Executive Headteacher, Business Operations Officer and Site Supervisor, in an appropriate and timely manner.

#### Security and site management to include:

Opening and closing of school site.

Carry out security checks as required.

Ensure all security systems are effective, including CCTV.

Respond to emergencies, including severe weather, affecting the school premises outside normal hours.

Ensure appropriate signage is displayed at all times.

Under the direction of the Site Supervisor, as required assist with the fire safety regulations, health and safety regulations, emergency procedures and rules for evacuating a building.

#### Routine maintenance to include:

Assist the Site Supervisor to arrange, monitor and record all required yearly, quarterly, monthly and weekly testing, including legionella, PAT testing, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, etc

Report any remedial works required as a result of the maintenance visits to the Site Supervisor.

Undertake essential maintenance work in order to respond to requests submitted by members of staff.

#### Health & Safety:

Work closely with the Site Supervisor to monitor all contracts for servicing and inspection to comply with legislation, making reference to the policies of the Trust and School and relevant protocols and procedures.

Assist in maintaining up to date records for the site – including maintenance visits, compliance testing and health and safety, ensuring that all documentation is available for review.

Report any accidents promptly and appropriately, using OSHENs if required



**Heating:**

Check the operation and controls of the boiler / heating plant and ensure that the premises are heated appropriately.

Ensure that all filters are cleaned and maintained in accordance with manufacturer specification.

Assist with the monthly readings for all utilities ensuring they are monitored on a regular basis.

**Cleaning arrangements:**

Work closely with the Site Supervisor to ensure staff are effectively deployed and cleaning schedules are adjusted accordingly.

**Other duties:**

Ensure that the site is kept free of litter and graffiti and that emergency cleaning duties are carried out during the day.

Ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate.

Complete fire briefing and health and safety briefing with all staff including new starters.

Assist with the manual tasks required in connection with the setting up, and moving of, equipment for campus functions and ensure that appropriate manual handling training is provided to all relevant staff.

Ensure health and safety regulations, relevant to site services and grounds are adhered to at all times.

Some flexibility in the pattern of hours worked and a willingness to undertake working outside of the normal daily hours to meet the site management and school needs. Liaise with Trust Premises Manager to complete annual risk assessments and monitor these, analysing, and where possible, minimising risk.



# Person Specification

## Caretaker

### Qualifications & Experience

GCSE English and Maths (grade C/4 or above) or equivalent level of experience (desirable)

Relevant qualification in building/Premises maintenance and/or security or equivalent trade qualification (desirable)

Significant practical previous experience of overseeing premises and ensuring that all statutory premises requirements are fulfilled (essential)

Experience of communicating effectively with a range of people, including colleagues, parents, consultants and contractors (essential)

Previous experience of working in the Education sector in a similar role (desirable)

### Knowledge, Skills and Understanding

Knowledge of Premises regulatory requirements i.e. Water Management, Asbestos Management, Fire Management

Able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint and be familiar with other bespoke databases

Able to work well as part of a team

Excellent communication, listening & problem solving skills

Approachable and flexible to adapt to issues as they arise

Ability to work using own initiative and implementing appropriate solutions

Ability to fulfil all spoken aspects of the role with confidence and fluency in English

Well organised and able to demonstrate a high level of accuracy

Displays a positive approach and is willing to assist others in order to resolve any problems or issues they may be encountering

Commitment to safeguarding and promoting the welfare of children and vulnerable adults

### Values

Ambitious: works hard, has the highest standards and is positive for the future.

Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities.

Collaborative: builds strong relationships and networks.

The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will also be completed.



# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**



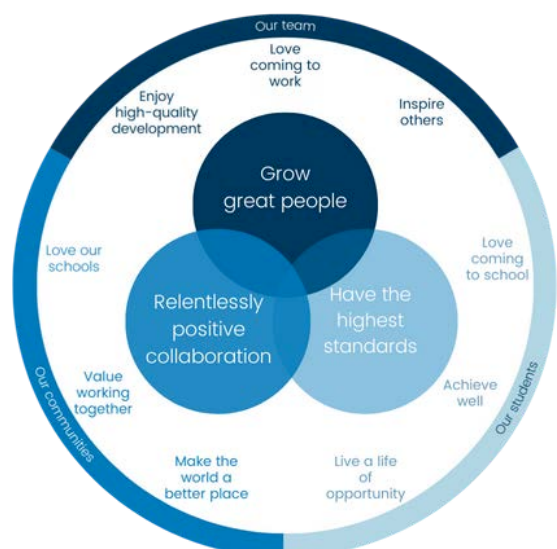
On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

We demonstrate our love through our values



How we will succeed



# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.



Colyton Grammar





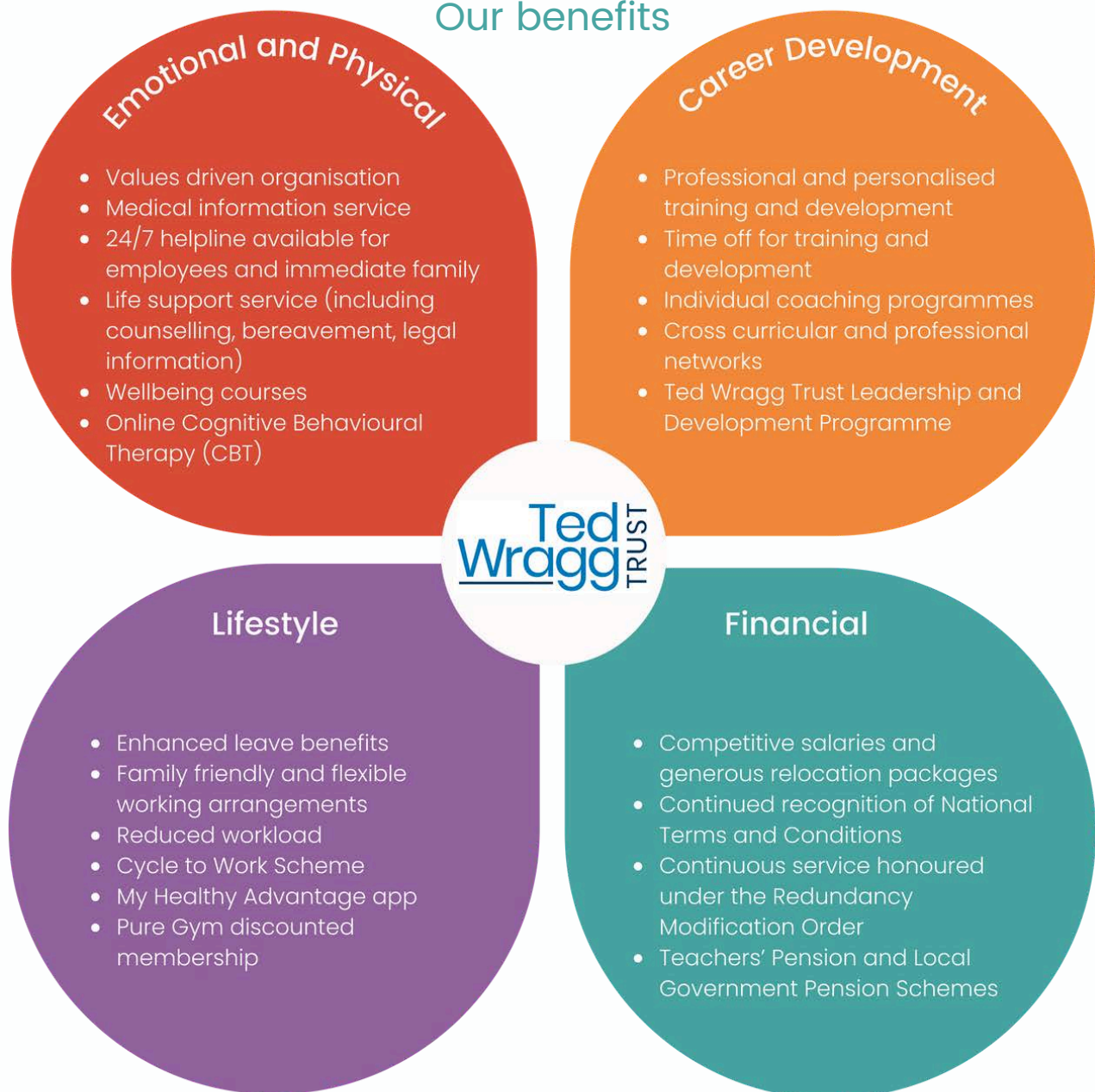
# Welcoming and developing great people

Working with the Ted Wragg Trust is an incredible opportunity for anybody wanting to further their career and professional development. The Trust schools are relentlessly positive, vibrant and ambitious; now is a truly wonderful time for a hardworking, inspirational leader, with a passion for social mobility, to join the team.

Tim Rutherford – Deputy CEO – Ted Wragg Trust

Our leaders have a real opportunity to make a significant difference to the life chances of our children, especially those from deprived communities. Our leadership teams work collaboratively to share ideas and expertise and we pride ourselves on a shared approach to school improvement.

## Our benefits



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.



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# Key Details

**Job Title:** Job Role

**Location:** Matford Brook Academy

**Salary:** NJC Grade C (£23,500 - £24,294)

**Working pattern** 37 hours per week, all-year round contract

**Required From:** As soon as possible

**Contract type:** Permanent contract

If you share our mission to transform lives and strengthen communities to make the world a better place, and live by the values of being ambitious, selfless and collaborative, we would love to hear from you.

# How to apply

Please navigate to vacancies available  
on the Trust website

and search under 'Matford Brook Academy' to make  
your online application

Any questions? Email: [hr@matfordbrook.academy](mailto:hr@matfordbrook.academy)  
or call 01392 714140