



WELLSPRING

We Make A Difference

# Caretaker / Estates Site Operative

Based in Barnsley



## About the Trust

**Wellspring is a growing community of twenty eight Primary, Secondary, Special and Alternative Provision Academies across Yorkshire and Lincolnshire. We believe in making a real difference by improving the lives and life chances of every young person in our care.**

**Our Academies are vibrant, autonomous, community focused and highly successful.**

Whether at the start of their school life or heading into adulthood, we treat all our pupils with 'unconditional positive regard.' This means we focus on understanding each child as an individual and meeting their own, unique needs.

At Wellspring, we have always talked about ethics and values as the heart of our culture. They have been our guiding lights. We have taken the harder path many times to remain true to our values. Our leaders are the custodians of our values.

Wellspring has ambitious plans to grow over the next five years, building on our strong reputation and performance to date. At the heart of this growth are our people and the culture they own.

We have earned our success thus far by empowering leaders within the context of a comprehensive and robust Trust-wide monitoring and risk assurance framework.

We aim to raise expectations and ambitions for every young person in our care. **We aim to make a difference.**



**Post Title:**  
Caretaker /  
Estates Site Operative

**Reporting to:**  
Estates Manager / Senior Site Operative

**Location:**  
Barnsley

**Salary:**  
£18,562 - £18,933  
(FTE) the salary is to be  
prorata to 25 hours

# Job Description

## Purpose of the post

- To provide a comprehensive, customer led, estates and facilities services to Wellspring Academy Trust by ensuring the efficient and effective running of maintenance operations for its schools.
- To ensure the schools are maintained to a high standard.
- To work on own initiative, unsupervised as part of the Wellspring Academy Trust estates management teams at the Wellspring Academy Trust sites.

## Duties and Responsibilities:

- In conjunction with the Senior Site Operative, monitor and maintain compliance.
- Assist by making a contribution to the development of the school sites to continually improve the buildings, sites, grounds to benefit pupils, staff and to enhance teaching and learning functions.
- Maintain building cleaning standards where appropriate.
- Assist with the inspection and condition of school grounds, buildings, building services and facilities.
- Assist with the co-ordination of contractors.
- Undertake planned preventative maintenance (PPM).
- Be responsible for the routine and opening and closing of school premises and grounds when required.
- Carry out necessary duties where alarm systems are installed.
- Ensure all gullies and drains at surface level are clear, as required.
- Carry out basic site maintenance such as painting and decorating, minor repairs.
- Undertake general portorage duties including the movement of furniture, equipment and general deliveries.
- Replenish consumable items such as soap, towels, toilet paper etc as required throughout the school.
- Remove all refuse internally collected from within the school.

- Assist with the cleanliness of all areas whether these are cleaned by in-house facilities teams or outsourced contractors.
- Assist in the supervision of cleaning staff (where appropriate).
- Maintain the FM tools and equipment in a clean, safe and secure & tidy condition at all times.
- To maintain complete confidentiality of all information.
- Carry out additional and ad-hoc duties as required.

## Standard duties in all Trust job descriptions

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people thrive in a safe environment.
- Participate in relevant and appropriate training and development as required.

## Method of working

The Wellspring Academy Trust expects all staff to work effectively and cooperatively as part of a team, delivering high quality support.

**This requires dealing with people politely and tactfully, and in accordance with Trust guidelines, policies and procedures. Wellspring Team members are expected to respect confidentiality and safeguarding practices at all times.**



# Person Specification



Criteria	Essential / Desirable	How Identified (Application/Interview)
<b>Education and Training</b>		
To be able to demonstrate a good all round standard of education.	<b>E</b>	<b>Application</b>
General DIY & basic building maintenance skills	<b>E</b>	<b>Application + Interview</b>
<b>Experience</b>		
Previous experience of a Facilities Management or an estates type role	<b>D</b>	<b>Application + Interview</b>
Understanding of providing a customer led service	<b>E</b>	<b>Application + Interview</b>
Experience of keeping work records	<b>D</b>	<b>Application + Interview</b>
<b>General and Specialist Knowledge</b>		
Awareness & understanding of basic health & safety and security measures	<b>E</b>	<b>Application + Interview</b>
Knowledge of compliance management	<b>D</b>	<b>Application + Interview</b>
Effective use of site equipment and resources	<b>D</b>	<b>Application + Interview</b>
<b>Skills and Abilities</b>		
Ability to work effectively and supportively as a member of the estates and school team	<b>E</b>	<b>Application + Interview</b>
Ability to act on own initiative and priorities work	<b>E</b>	<b>Application + Interview</b>
Ability to demonstrate good interpersonal skills to communicate with a range of people	<b>E</b>	<b>Application + Interview</b>
Basic computer skills	<b>E</b>	<b>Application + Interview</b>
<b>** Note - Full induction and training will be provided</b>	<b>E</b>	<b>Application + Interview</b>
<b>Additional Trust Requirements</b>		
Operate with the highest standards of personal/professional conduct and integrity, willingness to maintain confidentiality on all school matters	<b>E</b>	<b>Application + Interview</b>
Willing to work flexibly in accordance with policies and procedures to meet the operational needs of the Trust.	<b>E</b>	<b>Application + Interview</b>
Willing to undertake training and continuous professional development in connection with the post.	<b>E</b>	<b>Application + Interview</b>
Work in accordance with the Trust's values and behaviours.	<b>E</b>	<b>Application + Interview</b>
Full driving licence and ability to undertake appropriate travel in connection with the post, across multiple sites	<b>D</b>	<b>Application + Interview</b>
Able to demonstrate sound understanding of equality/diversity in the workplace and services provided especially in the access to delivery of the education of pupils and of own non-discriminatory practice and attitude	<b>E</b>	<b>Application + Interview</b>
Satisfactory DBS disclosure to work in an environment dealing with young people	<b>E</b>	<b>Application + Interview</b>
Ability to form and maintain appropriate relationships and personal boundaries with children, young people and vulnerable adults	<b>E</b>	<b>Application + Interview</b>
A commitment to safeguarding and promoting welfare for all	<b>E</b>	<b>Application + Interview</b>



# WELLSPRING

We Make A Difference

## Applications

We welcome informal conversation with candidates, these can be arranged by contacting John Howe at

[j.howe@theforest-academy.co.uk](mailto:j.howe@theforest-academy.co.uk)

**Post Title:** Caretaker / Estates Site Operative

**Reporting to:** Estates Manager / Senior Site Operative

**Department:** Estates Team

**Duration of Post:** Permanent/ Part Time (25 hours split shift working pattern)

**Work Commitment:** Full Time equivalent

**Start Date:** As soon as possible

**Department:** Education Support Team

**Salary:** £18,562 - £18,933 (Subject to qualifications and experience) - (FTE) the salary is to be prorota to 25 hours - £12,541 - £12,792

**Location:** Barnsley

## Further Information

Wellspring Academy Trust recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any Trust activities and expects all staff to share this commitment. An Enhanced DBS is required for this post.

If you are currently living overseas or have lived / worked overseas in the last five years please be aware that you will be required to provide an overseas criminal records check from the country/ countries you have resided in, if you are the preferred candidate for the post.

## How to Apply

To download an application pack please visit:

[www.wellspringacademytrust.co.uk/news/category/careers/](http://www.wellspringacademytrust.co.uk/news/category/careers/)

Completed application forms are to be sent via email to: [hr@wellspringacademies.org.uk](mailto:hr@wellspringacademies.org.uk)

Paper application forms are available from the school office.

Wellspring Trust Digital Media Centre,  
County Way, Barnsley, South Yorkshire S70 2JW  
T. 01226 720 742  
E. [info@wellspringacademies.org.uk](mailto:info@wellspringacademies.org.uk)

Discover how we make a difference at  
[wellspringacademytrust.co.uk](http://wellspringacademytrust.co.uk)