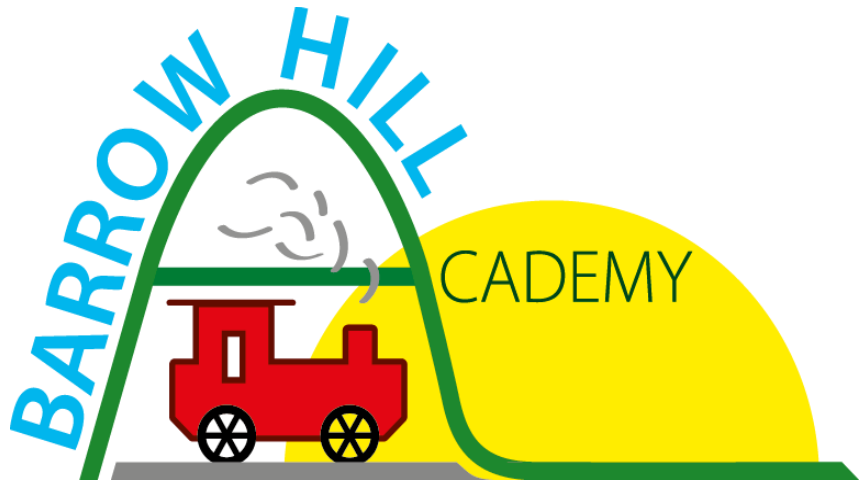


Briefing Pack for Applicants Facilities Assistant



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.

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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post:	Facilities Assistant
Location:	Barrow Hill Primary School
Pay scale:	NJC Grade 3 Point 5: £25,583 to 6: £25,989 Gross per annum
Actual Annual Salary	£10,371.49 to £10,536.08
Contract:	Permanent, part-time, 15 hours x 52 weeks per year
Start date:	1 January 2026

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD. Barrow Hill Primary Academy joined Minerva Learning Trust on 1st December 2024 as part of the Trust's merger with Cavendish Learning Trust. Exciting times lie ahead as the Trust continues to grow, partnerships are strengthened and the offer for all our children is enhanced.

Following the change in our current postholder, our new Facilities Assistant will be part of the wider facilities team in the Derbyshire Hub under the leadership of the Regional Facilities Manager. You will work to ensure that our school site is secure, warm and compliant to the Trust and regulatory requirements. We want our regional team to support each other therefore, a requirement to drive is essential. You may be required to provide cover on other sites. The successful candidate will have:

- A proactive approach to fulfilling the requirements of role.
- The ability to undertake minor repairs and maintenance.
- The ability to ensure all routine testing and inspections are carried out in accordance with the Trust's procedures.
- IT skills to record and keep up to date compliance records.
- Excellent communication skills and the ability to liaise with colleagues, contractors.

Candidates are encouraged to visit the school or have an informal discussion about the role with **Matt Wright, Regional Facilities Manager**. Arrangements for this can be made by contacting Matt on mwright@regional-mlt.co.uk.

The closing date is Tuesday 25 November 9.00am and interview will take place on Friday 5th December. Candidates must be available on this date.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Statutory Information - Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Please ensure that you do not fill in a Derbyshire County Council application form in respect of this vacancy, *ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.* Please provide telephone numbers and email addresses for yourself and referees.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

Thanks for your interest in the post at Barrow Hill Academy. We are excited about our new journey now that we have joined Minerva Learning Trust. We are proud of all of our amazing children and the community that we serve. Working together we aim for the highest possible standards and support each other to ensure they are achieved.

At the heart of our offer is a commitment to staff development. We believe that through investing in our staff, we can support all our children in excelling across the curriculum.

At Barrow Hill we believe it is important to provide a curriculum which is engaging, exciting, relevant and inclusive for all learners in the 21st century. We teach a curriculum based on the knowledge and skills that children need to acquire in order to be successful in each subject. Alongside this, children are given opportunities to develop learning attributes that will support them throughout their lives underpinned by our Mission, Vision and Values (see below).

If you believe you have the commitment, determination and drive to contribute to our vision, achieving the very best for all our pupils, then we look forward to receiving your application.

David Smith

Head of Academy – Barrow Hill Primary Academy



Our Mission, Vision and Values

Our Mission

To provide supportive and challenging learning opportunities that empowers all our children to be academically capable and be ambitious for their future.

Our Vision

Our vision is based upon the principle of "Be the best you can be"

Belong

A safe, nurturing, inclusive and supportive environment.

Participate

Children to be fully included and engaged in the school curriculum.

Achieve

Children to achieve to their potential and make accelerated progress from their starting point.

Our Values

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

Be Kind

to yourself and each other and demonstrate respectful and caring relationships across our school community.

Be Expressive

by communicating appropriately and effectively with each other in our work, play and when the going gets tough.

Be Resilient

when things are difficult, we are motivated and dedicated to do our best and keep trying.

Be successful

our achievements and special talents will be recognised, encouraged and celebrated across our school community.

Our Beliefs

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

Positive relationships and interactions to be modelled and promoted across our school community.
Children have the right to a high quality curriculum that is inclusive and engaging by design.
Children should be enabled to develop the skills of an independent learner.

Section 4: About Barrow Hill Primary Academy

Barrow Hill Primary Academy

We are a small, but growing, primary school and nursery located in the village of Barrow Hill, near Chesterfield in Derbyshire. We currently have 84 children on roll from Nursery up to Year 6.

At Barrow Hill Primary Academy, we want all our children to Belong, Participate and Achieve. We believe it is important for our children to have a sense of local identity and work in partnership with local community groups.

Our vision is to create a safe, nurturing, learning environment where children, staff and the community are proud of their achievements. We are:

- Kind
- Expressive
- Resilient
- Successful

Our school ethos is centred around giving our children real-life, purposeful learning opportunities to inspire them to 'be the best they can be' in their own lives. We are a growing and improving school, and we pride ourselves that we know each and every child inside out. We do our best to help each child find their strengths and talents so that they will flourish, be supported and be challenged.

We work closely with our families to ensure that all children achieve their potential across our community, having relentlessly high expectations for ourselves and others.

We warmly welcome visitors and would be proud to show you around our school.

Section 5: Job Description



Minerva Learning Trust

Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Facilities Assistant
GRADE/SALARY	NJC Grade 3, point 5-6 (FTE 25,583-25,989)
HOURS/WEEKS	15 hrs per week 52 weeks per year
LOCATION	Barrow Hill Primary School
RESPONSIBLE TO	Matt Wright, Regional Facilities Manager
PURPOSE OF THE JOB	To work proactively ensuring the upkeep of cleanliness, maintenance, security, hygiene and safety within the school buildings and its grounds, to ensure the health, welfare and safety of staff, pupils and visitors, in accordance with health and safety legislation.
RELEVANT QUALIFICATIONS	Health and Safety Awareness

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder must at all times carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES AND ACCOUNTABILITY

Reporting to the Regional Facilities Manager the post holder will:

Service Delivery

- Act as a primary key holder.
- Organise and deploy resources to carry out necessary work within the service area.

- Undertake efficient portage service including moving, handling and storage of goods and equipment, fixtures and fittings and supporting set up for school events.
- Participate in training and development as required to support safe and efficient working practises.
- Operate within the Trust's Estates and Risk Management requirements to ensure that
- Health & Safety standards are maintained, including the use of PPE.
- Liaise with external contractors and service providers as required and ensuring full
- induction and checks are in place before commencement of works.
- Assist the Regional Facilities Manager with oversight of progress against contract works.
- Contribute to project planning and delivery under the direction of the Facilities Manager.
- Be a point of contact for maintenance contractors and service providers to the school.
- To ensure access is provided to cleaning/contractors' staff within approved times.

Security, safety and critical incidents

- Contribute to the School's critical incident and disaster recovery plans as directed by the Facilities Manager and Headteacher.
- Ensure the site is secure at all times ensuring that daily routines for opening and closing are compliant with Trust procedures (including utility safety checks, arming/disarming security alarms and ensuring access gates are secured)
- Report risk or breach of security to the Facilities Manager and Headteacher to ensure an immediate response and support for safeguarding measures.
- Undertake on-call in the event of an emergency during school closure times (although a member of staff should not be expected to attend an emergency on site alone) and to contact the appropriate services in the event of an emergency such as fire, flood, break-in, vandalism and accident.

Fire safety, risk and control

- Reporting identified risks and concerns and support the Facilities Manager with actions in response.
- Record alarm testing, fire evacuation and exercises in the log book and any action points arising are reported to the Facilities Manager to inform the Fire Risk Assessment.

- Liaise with the emergency services as and when necessary and respond to any site security issues as required.

Facilities maintenance

- Ensure all areas of the school external grounds and internal buildings are maintained to a high standard.
- Undertake minor repairs and maintenance tasks.
- Maintain service and maintenance schedules using the Trust Compliance system.
- Be responsible for grounds maintenance and oversight of ground maintenance contractors whilst on site.
- Ensure an effective and responsive approach to ad hoc cleaning requirements, e.g. graffiti, spillages, adverse weather.
- Maintain an effective premises stock control system for materials and equipment.
- Ensure all school equipment and facilities are well maintained, compliant and safe at all times.
- Ensure that all mechanical and electrical equipment is regularly maintained and operational.
- Proactively maintain a safe, clean and secure working and learning environment that is in line with the Trust's building cleaning specification.
- Ensure cleaning is completed in line with Health & Safety requirements.
- Oversee the work of cleaning staff.
- Undertake inspection regimes for school equipment to ensure safety and fitness for purpose.
- Undertake inspection and clearance of external walkways, play areas and parking areas (including during adverse weather).

Building and Energy Conservation

- Ensure the Buildings Management System (BMS) is operational, monitored and routine meter readings are carried out and recorded.
- Undertake BMS training to support energy efficiency.
- Proactively identify issues and take responsive action.

- Contribute to the school's sustainability development plans.
- Undertake routine lighting inspection to maintain working order and efficiency.
- Undertake daily boiler room inspections ensure operational efficiency.

Lettings

- Oversee letting arrangements on the school site (where applicable) in liaison with the responsible letting administrator.
- To cover out of hours lettings of school premises as agreed through additional hours with the Facilities Manager. Including opening, locking and general supervision to ensure that the premises are left in a clean and tidy condition by the lettee.
- Ensure lettings checks are in place and comply with the trust letting policy and safeguarding requirements.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Regional Facilities Manager and Headteacher.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification

		Minerva Learning Trust Person Specification			
Post title: Facilities Assistant					
Minimum Essential Requirements				Method of Assessment	
QUALIFICATIONS AND TRAINING					
Training and/or qualification/experience in one or more of the following areas relevant to the nature of the role: facilities operations, trade qualification e.g. general maintenance, plumbing, electrical maintenance				AF/I	
KNOWLEDGE AND EXPERIENCE					
Recent experience of working in a school environment/or worked in an environment using similar skills				AF/I	
Experience of liaising with contractors and suppliers				AF/I	
Understanding of health and safety requirements in premises management				AF/I	
Knowledge and understanding of the statutory checks to be completed				AF/I	
PROFESSIONAL DEVELOPMENT					
A commitment to ongoing professional self-development				AF/I	
Evidence of recent continuous professional development in a relevant field				AF/I	
SKILLS					
Good organisational skills				AF/I	
Good communication skills and ability to develop relationships with people at all levels				AF/I	
IT skills to support the use of record keeping and administration of work				AF/I	
QUALITIES AND ATTRIBUTES					
The ability to establish effective working relationships with individuals, groups and organisations.				AF/I	
Flexibility and commitment to contribute fully to the tasks in school.				AF/I	
EQUAL OPPORTUNITIES AND SAFEGUARDING					
An understanding of safeguarding issues and promoting the welfare of children and young people.				AF/I	
A commitment to safeguarding students.				AF/I	
Suitability to work with children.				AF/I	
A commitment to equal opportunities.				AF/I	
Ability to recognise discrimination and willingness to put Equality Policies into practice.				AF/I	

Key: AA = Assessed activity
 AF = Application form
 I = Interview
 R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

6. The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Student Support officer (sspencer@barrowhill-mlt.co.uk)

8. The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

9. Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

10. Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

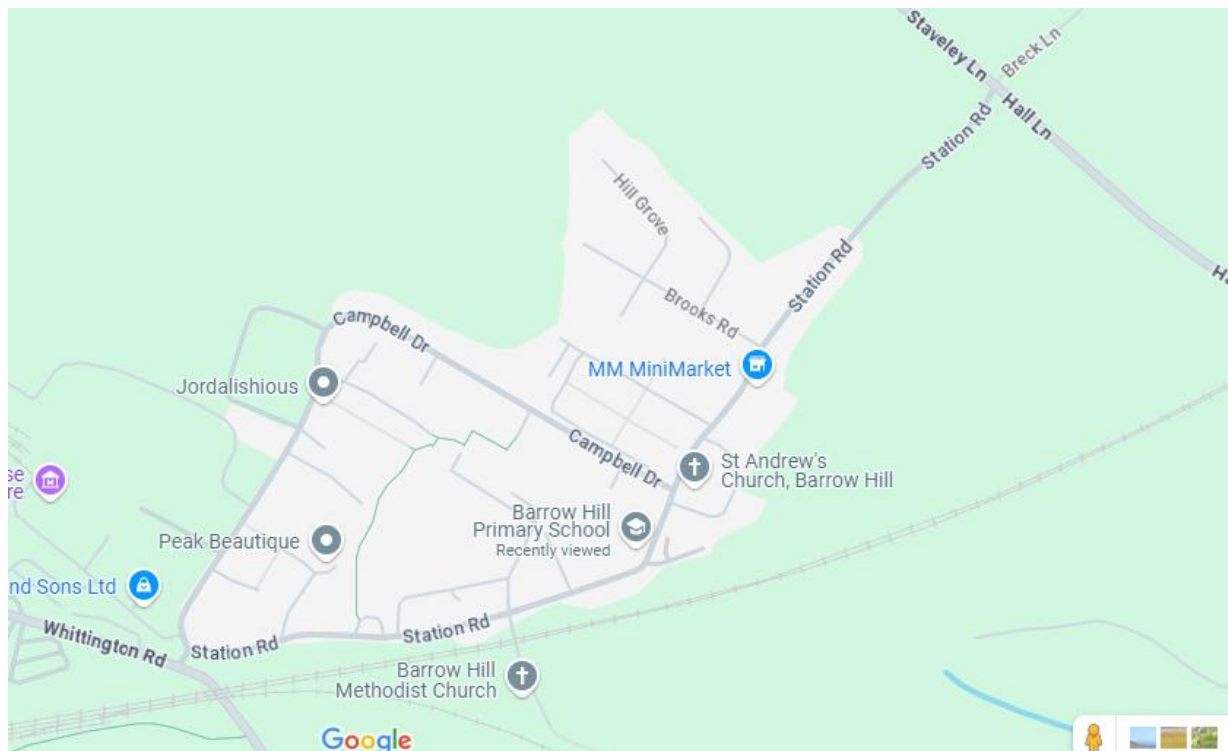
11. Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to sspencer@barrowhill-mlt.co.uk by the closing date.

Section 8: Visitors to Barrow Hill Primary School

Barrow Hill Primary Academy, located at Station Road, Barrow Hill, Chesterfield, Derbyshire, S43 2PG, is accessible from both the M1 motorway and Sheffield.

There is a shared car park with North Esteem Academy which is situated across the road from school.



From the M1 (Junction 30)

1. **Exit the M1 at Junction 30**, heading west on the A616.
2. At the **roundabout**, take the **4th exit** onto the A619, signposted for Chesterfield.
3. Continue on the A619 into **Staveley**.
4. At the **roundabout** in Staveley, take the **2nd exit** onto the B6053.
5. Turn **left** onto **Hall Lane**.
6. Follow Hall Lane for approximately 1 mile.
7. Turn **left** onto **Station Road**.
8. Continue through Barrow Hill; the academy will be on your right.

From Sheffield

1. **Head south on the A61** towards Chesterfield.
2. At the **roundabout** near Matalan, take the **3rd exit** onto the A617.
3. Follow the A617 for approximately 4 miles.
4. At the **roundabout** near the M1, take the **1st exit** onto the M1 North.
5. Exit the M1 at **Junction 30**.
6. Follow the directions from the M1 above.