

# Candidate Briefing Pack

## Facilities Assistant (Caretaker)



Dear Applicant

We thank you for your interest in the role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being (as evidenced by our benefits below), we encourage you to apply.

Strong relationship building and providing outstanding customer service to all stakeholders will be vital for this role. We require a strong and capable facilities operative equipped to provide the level of support and challenge needed for our schools.

George Eliot Academy is a rewarding and professionally stimulating place to work. We are a mixed secondary school where pupils feel a real sense of belonging and there is a culture of mutual respect. We are passionate about our vision to develop successful pupils who are independent, well-rounded, behave well and with integrity and live happy and fulfilled lives.

Our vision is “We aim for excellence and improved pupils’ achievement, through an inclusive academic culture based on high aspirations and expectations. Our excellent daily practices embed our culture of kindness, gratitude and hard work; our STAR values and family ethos shape the character of our pupils.”

If you share our vision and would like to work in our close knit and family-orientated school, we would be delighted to hear from you.

**How to apply-** See Application pack

**Our offer:**

- You will be working in an Academy that “.... places kindness alongside ambition in the values it promotes” (Ofsted 2021)
- You will be working within an experienced, ambitious, forward thinking and highly effective team
- You will have the opportunity to work collaboratively with other United Learning schools
- We will support your ongoing continuing professional development
- You will be fully supported by your colleagues within the school to ensure you have the tools to deliver success and reduce your workload

**You will be:**

- An outstanding Facilities Operative
- Able to build effective working relationships with pupils, parents and staff
- A Team player

**Benefits of working for United Learning:**

- Access to a 24/7 confidential employee counselling and advice line
- Access to the Wisdom wellbeing app which can help you track your wellness, improve your mental health and includes workouts, podcasts and recipes
- Westfield Health cash plan – claim the cost back on health services such as physio, dental treatments, optical services and consultants (eligible after 6 months’ service)
- Westfield Rewards is a discounted shopping platform which offers access to an extensive range of discounts and cashback opportunities across a wide variety of well-known retailers and service providers (eligible after 6 months’ service)
- 1 day’s paid personal day in each academic year (available to both teaching and support staff)
- Cycle to work scheme
- Car lease scheme
- Free will writing service
- Teacher Pension Scheme / LGPS (approx. pension 23% contribution)

We thank you for your interest in this role. If you are looking for an exciting, challenging and highly rewarding role that offers a strong commitment to professional development and well-being, we encourage you to apply.

George Eliot Academy joined United Learning in December 2023. United Learning is an exciting organisation to work for; there is a real focus on developing people and empowering innovation where staff are appreciated and celebrated. A key benefit of being part of United Learning is to have the support of colleagues across a wider group and ample opportunities to network; we recognise the powerful impact that

collaboration and partnership have on colleagues. The groups aim is to ensure that the technology, finance, HR and data support is provided more effectively and efficiently that would otherwise be possible, so that leaders can focus on educational leadership.

United Learning is an inclusive employer and is committed to creating and sustaining a more ethnically diverse workforce. Therefore, we would very much welcome applications from professionals of all backgrounds who share our commitment but especially those of minority ethnic origin. We do hope you will get in touch with any questions ahead of submitting your application.

We very much look forward to hearing from you.

Homeira Zakary  
Principal  
George Eliot Academy

### **About United Learning**

United Learning is a group of schools which aims to provide excellent education to children and young people across the country. We uniquely comprise schools in both the state and the independent sectors and currently educate over 60,000 students and employ over 9,000 members of staff.

The growing range of outstanding group-wide activities that we can provide will mean that more young people will have truly exceptional and inspiring experiences. We believe that our Group contains the most developed relationships and practical interactions between independent and state schools in the country; creating benefits for all the schools involved whilst respecting both traditions and learning from each other.

United Learning comprises both United Church Schools Trust, which operates our fee-paying independent schools, and United Learning Trust, which operates our state-funded academies. To find out more about United Learning, please visit the website: [www.unitedlearning.org.uk](http://www.unitedlearning.org.uk)

## **Job Description – Facilities Assistant (Caretaker)**

**Directly reporting to:** Site Manager

**HOURS OF WORK:** 37.5 hours per week, 52 weeks per year (shift work between 6.30am and 6.30pm)

**Starting salary:** £25,000-£28,000 dependent on experience

### **JOB PURPOSE:**

- To work towards our target to be the best site team within United Learning
- To ensure the building and grounds are complaint by completing the relevant checks and tests
- To provide a safe innovative environment for students, staff and visitors
- To assist the Facilities Manager in ensuring that the main aims of the academy can be achieved by providing a service that ensures teaching areas are adequately lit, heated, ventilated, furnished and free of any hazards

**ACCOUNTABLE TO:** Site Manager

### **Duties and responsibilities**

- Responsibility for security of the premises together with the contents
- Maintenance, repairs and renovation of the academy and grounds
- Carry out routine maintenance tasks as directed with minimal supervision
- Opening and closing of the academy in the mornings and evenings and at other times by arrangement with the Estates Manager/Assistant Estates Manager
- Clear litter from the academy grounds and ensure regular and frequent emptying of bins
- Report any defects in the building or surrounds to the Facilities Manager/Assistant Facilities Manager
- Preparation of rooms and areas for academy functions
- Report any trespassers or any person causing nuisance or damage to the academy building or property to the Facilities Manager/Assistant Facilities Manager
- Monitor contractors and visitors onsite to ensure the security of the building and contents
- Replace and repair of consumables such as locks, light bulbs etc.
- Store, move and set out furniture and equipment e.g. for exams, evening and weekend events etc.
- Unlock, lock rooms and buildings and supervise lettings as delegated by the Estates Manager/Assistant Estates Manager
- Daily cleaning of areas delegated by the Estates Manager/Assistant Estates Manager
- Emergency cleaning as directed by the Estates Manager/Assistant Estates Manager
- To assist generally in such other duties as delegated by the Estates Manager/Estates Facilities Manager or other senior member of staff
- Removal of graffiti and chewing gum as soon as practicable after reported
- Process deliveries and goods in
- Complete necessary paperwork and record keeping

### **Performance Management**

- To participate fully in the academy's Performance Management process

#### Knowledge, Skills & Experience

- Training will be provided on all in house system
- Understanding and experience of handyman skills would be an advantage
- Experience of working with power tools and equipment would be advantageous
- Knowledge of building operation system would be desirable but not essential
- A methodical and logical approach is necessary
- Keep up to date with developments relating to your area
- Develop and maximise use of ICT
- Keep up to date with current H&S policy and ensure it is adhered to
- Show a commitment to your own professional development
- Ensure statutory requirements are met

#### Academy Policy

- Contribute to development of, and adherence to, academy policy
- Support the academy vision and ethos

#### Personnel

- Communicate effectively to all members of the team and academy members
- Manage time effectively
- Work to own initiative
- Have a keen eye for detail and high work standards
- Proactive, seek solutions and identify potential issues
- Reliable - our team is essential for the operation of the academy
- Meet in accordance with calendared meetings and with line managers as agreed
- Adhere to and actively promote H&S policy and process

#### Resources and Accommodation

- Ensure effective deployment of resources
- Report anything unsafe

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may, therefore, be altered from time to time to reflect the changing need of the service, always in consultation with the post holder.

Every member of staff at George Eliot Academy has a responsibility to promote and safeguard the welfare of children and young people with whom they come into contact.

We are an inclusive academy and strive to be a learning, caring and thriving institution.

**This post is subject to an enhanced DBS disclosure. We take the safeguarding of pupils and staff seriously at George Eliot Academy. All staff are expected to support this ethos.**

## How to Apply

Please complete an online covering letter (you will be prompted to do so after completing your profile) explaining the motivation for your application for this specific role and why you would be a good match for the role and stakeholders. This supporting statement should be no longer than 8,000 characters. In line with our compliance with safer recruitment, we will take references for all those candidates who proceed to interview, as well as asking candidates to complete a standard application form. Please provide us with 2 referees when prompted to do so.

The deadline for receipt of applications is **8am on Monday 5<sup>th</sup> January 2025**. We reserve the right to bring forward the closing date if we consider that we have received an appropriate number of candidates for the post.

## Further information

To arrange an informal discussion regarding the role please email [enquires@georgeeliotacademy.org.uk](mailto:enquires@georgeeliotacademy.org.uk)

## Terms and Conditions of employment

Please note the final detailed terms and conditions are subject to agreement between UL and the successful candidate:

- **Location:** George Eliot Academy
- **Start date:** As soon as possible
- **Starting salary:** £25,000-£28,000 dependent on experience

## Benefits of working for United Learning:

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