

# Briefing Pack for Applicants Facilities Assistant



## Whittington Moor Nursery and Infant Academy

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:** **Whittington Moor Nursery and Infant Academy**  
**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:** **As soon as possible**

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.

Whittington Moor Nursery and Infant Academy joined Minerva Learning Trust in December 2024 and is committed to ensuring an inclusive education for our youngest children. The school prides itself in supporting all children to achieve regardless of their ability and create a sense of awe and wonder through playful learning opportunities.

Following the retirement of the 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](mailto:mwright@regional-mlt.co.uk)

**The closing date is Monday 12<sup>th</sup> of January 2026 and interview will take place on w/c 19<sup>th</sup> of January 2026. 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 Applicant,

Thank you for your interest in the post of Play Leader at Whittington Moor Nursery and Infant Academy. We are proud to be part of Minerva Learning Trust since December 2024.

I have had the pleasure of leading the school since 2019 and since that time we have established ourselves to be a leader of Early Years Education.

As a small school we pride ourselves on working together to ensure the highest possible outcomes for all our children, acknowledging and nurturing all talents and ensuring opportunity for all.

At the heart of our school is the unwavering commitment to staff development and ensuring all our children have the skills to be able to be successful in each stage of their education. We believe that through investing in our staff, we can support all children to blossom.

At Whittington Moor we believe it is important to provide a curriculum which is engaging, exciting and provides a sense of awe and wonder especially for our youngest children.

Most importantly we want our children to be happy, safe and achieve during their time at Whittington Moor.

If you believe you have the commitment, determination and drive to continue our vision of "We Nurture, We Thrive, We Blossom", then we look forward to receiving your application.

*L Kay*

**Lauren Kay**  
**Headteacher**

## Section 4: About Whittington Moor Nursery and Infant Academy

### ABOUT US

Whittington Moor Infant and Nursery School is a small Infant school just off Whittington Moor roundabout. We pride ourselves on being an inclusive school for all. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [www.whittingtonmoor.academy](http://www.whittingtonmoor.academy)



## Our Mission, Vision and Values

### OUR MISSION

All children will have the opportunity and ability to become independent, successful learners through a nurturing environment, empowering them to aspire and achieve.

### OUR VISION

Our vision is based upon the principle of 'We Nurture, We Thrive, We Blossom'

#### WE NURTURE

Children's personal, social and emotional development is prioritised to enable them all to feel, safe, secure and valued.

#### WE THRIVE

We all share a passion for the development of each individual child by providing an enabling environment and ensuring the highest standard of teaching and learning.

#### WE BLOSSOM

We envisage that given the right support at the right time all children can succeed, enabling them to develop lifelong love of learning.

### OUR VALUES

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

#### GROWTH

of every child

Our children's achievements and special talents will be recognised, encouraged and nurtured.

#### RESPECT

By learning from one another

Our children will develop respectful and caring relationships with all members of the school community.

#### OPPORTUNITY

For all

Regardless of a child's experiences, all children will have the opportunity to be the best they can be.

#### WONDER AND CURIOSITY

All children will experience awe and wonder through playful, child centred learning which enables the development of key life skills.

### OUR BELIEFS

- We believe in fostering strong relationships with children, parents and colleagues
- We are committed to the continuous learning and development of our staff and children
- We embrace innovation
- We are relentless in the pursuit of excellence
- We believe excellence is achieved through high expectations and leading by example
- We believe every child has the ability to succeed
- We recognise each individual's strengths and we are determined to promote an inclusive ethos

## Section 5: Job Description



# Minerva Learning Trust Job Description



Whittington Moor  
Nursery and Infant Academy

***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.***

<b>POST TITLE</b>	Facilities Assistant
<b>GRADE/SALARY</b>	NJC Grade 3, point 5-6 (FTE 25,583-25,989)
<b>HOURS/WEEKS</b>	15 hrs per week 52 weeks per year
<b>LOCATION</b>	Whittington Moor Nursery and Infant Academy
<b>RESPONSIBLE TO</b>	Matt Wright, Regional Facilities Manager
<b>PURPOSE OF THE JOB</b>	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.
<b>RELEVANT QUALIFICATIONS</b>	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 oversite 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
<b>QUALIFICATIONS AND TRAINING</b>	
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
<b>KNOWLEDGE AND EXPERIENCE</b>	
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
<b>PROFESSIONAL DEVELOPMENT</b>	
A commitment to ongoing professional self-development	AF/I
Evidence of recent continuous professional development in a relevant field	AF/I
<b>SKILLS</b>	
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
<b>QUALITIES AND ATTRIBUTES</b>	
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
<b>EQUAL OPPORTUNITIES AND SAFEGUARDING</b>	
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 ([jhoulding@whittingtonmoor-mlt.co.uk](mailto:jhoulding@whittingtonmoor-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 [jhoulding@whittingtonmoor-mlt.co.uk](mailto:jhoulding@whittingtonmoor-mlt.co.uk) by the closing date.

## **Section 8: Visitors to Whittington Moor Nursery and Infant Academy**

**Please use Google Maps for the most up to date travel directions.**

Please contact the school directly for any visits

Whittington Moor Nursery and Infant Academy  
Scarsdale Road,  
Whittington Moor  
Chesterfield  
S41 8NF