



United Learning
The best in everyone™

Briefing Pack for Applicants

Facilities Operative

March 2026

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Section 1 - Post Advertisement



Job title:	Facilities Operative
Location:	Sheffield Springs Academy, Hurlfield Road, Sheffield, S12 2SF
Starting salary:	£26,131 gross per annum
Contract:	Full-time, permanent
Start date:	As soon as possible

We are seeking to appoint a flexible, dynamic and hardworking Facilities Operative to complement the existing team at Sheffield Springs Academy.

This role requires a focused individual who is organised and enthusiastic about making a difference for our school and local community. The post-holder will have excellent building fabric and/or mechanical/plumbing knowledge and experience in a busy facilities environment/background.

Main duties will include carrying out routine planned and reactive maintenance (internal and external). Carrying out PPM inspections and addressing/assisting with the service and testing of alarms and recording/monitoring while fully utilising the academy's computerised helpdesk reporting system. To support in providing a clean, safe and secure working and learning environment. Overtime at weekends may also be available when business need arises.

Experience and knowledge are crucial in this role as it can be physically demanding at times. Candidates must have good organisational and communication skills, be self-motivated and a team player.

Sheffield Springs Academy is part of the Yorkshire Cluster of United Learning. United Learning is one of the largest and most successful Trusts in the UK, offering unparalleled opportunities for Continuing Professional Development (CPD) and training. We also provide access to extensive nationwide networking and collaboration, allowing you to grow within a community of professionals committed to excellence.

We are looking for a Facilities Operative who is:

- Reliable, highly motivated and self-driven.
- Experienced with an excellent knowledge and understanding in a busy facilities environment/background.
- Keen on attention to detail, has high standards and takes pride in their work, ensuring accuracy in record keeping/reporting.
- Keen to be part of a collaborative team of staff in our cluster of schools.
- A team player with good communication and interpersonal skills.
- Flexible to support various events happening during opening and out of hours.
- Someone with excellent building fabric and/or mechanical/publishing maintenance and practical skills and understanding.

If you possess these qualities, we will be delighted to hear from you. Please refer to the job description and person specification for further details.

To apply, please click the 'Apply Now' button at the top of the advert on our website using the following link to our vacancies page: [Sheffield Springs Academy - Vacancies](#) and complete our online application form. Please note that CVs are not accepted. **The closing date for this post is midnight on Monday 06 April 2025. Interviews will take place soon after.**

If you would like to discuss this exciting opportunity, please contact hr@unitedlearningyorks.org.uk

United Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Employees will, in accordance with statutory guidance, be subject to a comprehensive checking process including references from current and previous employers, health, right to work in the UK, an Enhanced DBS check and a further check against the appropriate barred list.

Section 2 – United Learning

The Yorkshire Cluster is part of United Learning which is a large and growing group of schools aiming to offer life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our Subject Specialists, Group-wide Intranet, our own curriculum and online learning portal all help us to share knowledge and resource, which supports simplifying work processes and managing workloads for an improved work-life balance.

As a Group we can reward our staff better and provide excellent career opportunities, better pay, employee benefits and ultimately, the satisfaction of helping children to succeed. We also invest in our staff wellbeing. Our academies each have at least eight INSET/training days per year (with three of those solely dedicated to planning) and an ongoing group-wide wellbeing programme. It is an ethos we call ‘the Best in Everyone’.

We are working hard to become a more diverse organisation, which is key to our commitment to bringing out ‘the Best in Everyone’. We welcome applications from everyone committed to this ethos and would particularly welcome applications from black and minority ethnic candidates who are currently under-represented in the Group as a whole. We always appoint on merit. We are open to discussing flexible working options.

<https://unitedlearning.org.uk/>

Section 3 – Letter from the Regional Director

Dear Candidate

Thank you very much for your interest in the role within the Yorkshire United Learning Cluster. The cluster itself is a close-knit group of four Secondary Academies: Barnsley Academy, Fir Vale Academy, Sheffield Park Academy and Sheffield Springs Academy, who work alongside a number of local Primary Academies; all from within the United Learning Trust.

The cluster is well-established and has excellent support from locally based cluster central services. These cover Business Management, HR, IT and Site/Estate Facilities, Finance, Operations. They are led by an Executive Business Manager. This provides our Academies with excellent trained advice and support in these areas; this benefits the leadership and wider staff of every Academy.

United Learning Trust is a national organisation serving Primary and Secondary Academies, all-through Academies and Independent Schools. Our ethos is, “the Best in Everyone”. This is a useful phrase that sums up the work and focus of the organisation. Every decision taken is done with this aim in mind: for staff, for students and for the community. The Trust values of Respect, Determination and Ambition are driven through the Character Programme, which each Academy has carefully interpreted in their own way. The Trust attributes of Creativity, Confidence and Enthusiasm are demonstrated at every level.

United Learning, and Academies within the Yorkshire Cluster, demonstrate a strong commitment to staff CPD and staff wellbeing. If you join our schools you will be inducted, supported and developed in a deliberate way from before you even take up post. Our status as an Academy Trust enables highly competitive rates of pay progression and our employee schemes, such as Perkbox, are an attractive feature of employment.

Above everything, we put young people first and seek to recruit adults who share this view. We work with students, parents and families to provide a structured, supportive experience that enables them to achieve as well as they possibly can and become excellent scholars and rounded individuals. We insist on classrooms and corridors that are respectful, orderly places where everyone is expected to display positive and mature attitudes.

Applying for a new job is a huge investment of time and emotional energy. The recruitment decision has to be right for employee and employer. I would encourage you to seek out any information you need in order to make the important decision to apply and we welcome visits to our schools in advance of applications wherever this might be helpful.

I do wish you the very best with your application and thank you again for considering us.

Best wishes,

Laura Moore
Regional Director
United Learning

Section 4 – Letter from the Principal of Sheffield Springs Academy



Sheffield Springs Academy
The best in everyone™
Part of United Learning

Dear Candidate

Thank you very much for your interest in the role at Sheffield Springs Academy. The school itself is a fantastic place to work and a brilliant place to learn. Our values are respect, excellence, ambition and pride; if you join our academy, you will see these demonstrated in all aspects of academy life and by all members of our wonderful team.

The team

I am extremely proud to be the Principal of Sheffield Springs Academy, I have worked at the academy for over 15 years and many colleagues have been here longer than this still; I believe this shows the team ethos and community-feel of our academy. The team are deeply invested in our students and new employees are warmly welcomed into this team.

Where we are and where we're going

Sheffield Springs Academy is an outward-facing school, learning from outstanding schools both within the group and beyond. We are unapologetic about our high standards and unashamedly ambitious for all our students and our staff team, we are embarking upon a journey towards becoming a great school. As part of this journey, we are creating an academic culture that is warm, disciplined and joyful and ensures impeccable behaviour. We aim for a culture that means teachers can teach and students can develop their knowledge.

We are committed to staff wellbeing and have a wide-reaching wellbeing programme in place, we listen to the views of our staff team and we strive to make Sheffield Springs a brilliant place to work. We hold celebration briefings, ensure early finishes on INSET days, have a realistic marking policy, calendar in meeting-free-weeks and host a range of wellbeing activities to make sure staff have the time and support they need to fully support our pupils.

Location

Our academy is located at one of Sheffield's highest points, with incredible views across our catchment area directly to Stanage Edge, Hathersage and beyond into the Peak District. We are less than 30 minutes from the beautiful Peak District National Park, only 15 minutes away from the M1 motorway network and just a 5-minute walk to the nearest Supertram stop which provides efficient links to all areas of the city. Sheffield is a vibrant and diverse city; we are incredibly lucky to be in such a fantastic location which offers so much.

Applying for a new job is a huge investment of time and energy. I would encourage you to seek out any information you need in order to make the important decision to apply and I welcome visits to our school in advance of applications wherever this might be helpful.

I wish you the very best with your application and thank you for taking the time to consider Sheffield Springs Academy as a place of employment.

Best wishes,

Claire Cartledge
Principal
Sheffield Springs Academy

Section 5 – Job Description



Job Description

Post title	Facilities Operative
Salary	Band 2
Responsible to	Facilities Supervisor
Responsible for	The post-holder does not have any direct line management responsibility.
Role purpose	General maintenance and upkeep of the academy building and premises. To support in providing a clean, safe and secure working and learning environment. To be flexible with working patterns around staffing or business needs.
Relevant qualifications	Relevant experience in a similar position.

The postholder must, at all times, carry out their duties and responsibilities within the spirit of United Learning Trust and academy policies and procedures, and within the legislative framework applicable to academies.

Role Summary

Undertake routine maintenance (internal and external) as per statutory compliance requirements and utilise the academy's computerised defect reporting system to allocate work in accordance with Health and Safety priorities, ensuring that full site compliance is maintained and any remedial actions are addressed.

The post-holder may be on call on a rotational basis throughout the year, in instances of planned or unplanned absence.

Key Responsibilities

Main duties

- Provide comprehensive safe and secure access to all site areas and undertake inspections to facilitate education delivery, community use, specialist equipment service and repair, building maintenance and utility or emergency services activity.

- Ensure that buildings and site facilities are secure and that furniture, materials and equipment are made available, stored, safe and in good repair prior to and on completion of use.
- Respond to any security concerns, demonstrate a physical presence on site, remove any debris, record damage and enable repairs to be reported and undertaken.
- Undertake regular routine security and site inspection to identify any potential issues, respond to any security concerns, demonstrate a physical presence on site, remove any debris, record damage and enable repairs to be reported and undertaken.
- Liaise with the contractors, utility companies and the emergency services to ensure all appropriate access arrangements are in place for the safe and secure conduct of their activities.
- Monitor, inspect and check site facility services, for example, heating, water, electricity, gas, telecommunications and security to identify and highlight any areas of concern, or variance and intervene to ensure service objectives are achieved. Incumbent in this task is the monitoring and utilisation of the academy's computerised building management system and door access system.
- Undertake emergency cleaning and basic maintenance to make safe, repair or maintain the fabric of the building, facilities or equipment.
- To actively use the academy's defect reporting system and ensure the site is continuously monitored, appropriate protocols observed, and records maintained.

Supervision and Management

- The post holder has no direct supervisory responsibilities but will assist in the familiarisation of duties and site activities and communicate protocols to other colleagues, lettings staff and visitors to ensure compliance and highlight possible breaches.

Contracts and Professional Working Relationships

- Contractors, utility companies and the emergency services: to facilitate access and organise routine and emergency maintenance and repair.
- The post will involve regular contact with all teaching and support staff to determine workload, timescales and how they can best support and enhance the learning environment.
- Routinely interacts with students and public to ensure and promote safe site use.
- To liaise with the schools letting company in matters relating to school's facilities.

Resources

- Responsible for the security and safekeeping of all buildings, site facilities, furniture, materials, gardens, grassed and amenity areas, equipment and site services.

Work Environment

- Work Demands: work will be subject to interruption and change to respond to variations and unforeseen circumstances with the expectation of achieving planned outcomes and user expectations.

- Physical Demands: walking, bending, stretching, lifting, moving and handling furniture and equipment is a regular part of the job. Working in constrained areas will also be occasionally required. A call out rota will operate throughout the year from 8:00 pm to 6:00 am Monday to Sunday. There will be an expectation that staff will be fit to respond to call out requests and behave professionally at all times.
- Working Conditions: the work is mainly undertaken indoors with regular significant periods of external activity. The post could also involve some exposure to disagreeable conditions.
- Work Context: work includes undertaking security related duties, interaction with staff, students, the public and the operation of plant and equipment.
- Yorkshire Cluster: to support the other academies within the cluster should emergent business need arise.

General

- Develop excellent working relationships with colleagues internally, centrally and externally.
- Be an effective and flexible member of the team.
- Ensure any documentation produced is to a high standard and is in line with the in-house style.
- Participate in training and other learning activities as required.
- Participate in the Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff/colleagues as appropriate.
- To represent the academies at events as appropriate.
- To support and promote academy and United Learning's ethos, playing a part in strengthening relationships between academies and with central office.
- To be aware of, and comply with, United Learning's policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To actively participate in continuous professional development and act as a positive role model across the academies and Trust.
- 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 Facilities and Projects Manager and Human Resources.
- This job description will be kept under review and may be amended via consultation with the individual, Facilities and Projects Manager and Human Resources as required.

Information

This post may require the post-holder to have a degree of flexibility and willingness to work outside of normal working hours.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have therefore, been used in which case all the usual associated duties are included in this job description.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post-holder.

Elements of this job description and changes to it may be negotiated at the request of either the post-holder or the incumbent of the post.

I accept my job description and job title as detailed above.

Name (print)	
Sign	
Date	

Section 6 – Person Specification



Person Specification

Post title	Facilities Operative		
Salary	Band 2		
Education and Qualifications	Essential	Desirable	
A practical level of literacy and numeracy.	X		
Minibus Driver Awareness Scheme (MIDAS) certificate (although training will be provided if licenced)		X	
Experience	Essential	Desirable	
Previous experience of working in a facilities/premises role.	X		
Experience working in a customer service environment.	X		
Experience of working in a busy and dynamic environment.	X		
Maintaining positive relationships with a variety of different stakeholders.	X		
Experience of maintaining accurate records for compliance.	X		
Experience working in education.		X	
Knowledge and Skills	Essential	Desirable	
Good general building fabric/basic mechanical/plumbing skills.	X		
Good written and verbal communication skills.	X		
IT skills.	X		
Flexible and able to accept multitasking.	X		
Methodical approach to tasks with good planning/prioritisation skills.	X		
Ability to prioritise, multitask and manage workloads while maintaining a flexible response to urgent requests.	X		
Ability to maintain efficient record keeping systems	X		
Teamwork	Essential	Desirable	
Recognises the contribution and achievement of colleagues.	X		
Keeps colleagues, stakeholders and/or customers informed of progress.	X		
Treats others fairly, openly and consistently.	X		
Expresses disagreement or challenges views calmly, constructively and tactfully.	X		
Supports and co-operates with colleagues.	X		
Personal Qualities	Essential	Desirable	
Good interpersonal skills and ability to work with stakeholders.	X		
Organised and good attention to detail.	X		

Maintains high standards and takes initiative to make things better.	X	
Make recommendations for improvements to enhance quality of service.	X	
Ability and willingness to travel regularly to locations within the Cluster.	X	
Ability to drive and the use of a vehicle is advantageous.		X

Section 7 – The Appointment Process

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

The Application Form

The application form is accessible via the 'Apply' link on the job advertisement. Please complete the application form neatly, fully and accurately, including exact dates. You are requested to submit a concise application. CVs are not accepted.

Education and Training

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

Present Appointment

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

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.

Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. Reference will be taken if the candidate is successfully short-listed for interview. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

The Supporting Statement

The supporting statement is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post.

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 support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the academy website/s prior to attending the interview.

The Interview

Candidates will be invited to interview at the academy during which time they will have the opportunity to meet staff and students and see the academy at work.

Feedback

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

Section 8 – Visitors/Contacts



Sheffield Springs Academy

The best in everyone™

Part of United Learning

Sheffield Springs Academy
Hurlfield Road
Sheffield
South Yorkshire
S12 2SF

Website: www.sheffieldsprings-academy.org

Email: enquiries@sheffieldsprings.org

Telephone: 0114 2392631

Sheffield Springs Academy is an 11-16 secondary school and is Ofsted rated 'Good'. As part of United Learning, our aim is to bring out 'the Best in Everyone'. Our values are Respect, Excellence, Ambition and Pride, and these are demonstrated in all aspects of academy life by all members of our wonderful team.