



St. Mary's C of E Primary Academy  
COLLABORATIVE LEARNING TRUST



# MULTI TRADE MAINTENANCE ASSISTANT

## INFORMATION FOR APPLICANTS

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NJC Grade C2 Scale Point 15-19

32.5 hours per week split between 2 sites, All Year Round  
Actual Salary £25,554.66 - £27,288.58 per annum

Permanent

Required January 2025



COLLABORATIVE  
LEARNING TRUST

Working Together to Secure Success

## MULTI TRADE MAINTENANCE ASSISTANT

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<b>Location:</b>	Based at St Mary's C of E Primary Academy School, Hunslet with travel to Micklefield C of E Primary Academy
<b>Contract:</b>	Permanent 32.5 Hours per week to be split between two sites All year round – 26 days annual leave plus bank holidays
<b>Closing Date:</b>	Sunday 8 <sup>th</sup> December 2024
<b>Selection Day:</b>	Week commencing Monday 9 <sup>th</sup> December 2024

## MULTI TRADE MAINTENANCE ASSISTANT

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Thank you for your enquiry regarding this post.

Please look on the school's website [here](#) for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

0113 271 7204

The closing date for applications is **Sunday 8<sup>th</sup> December 2024**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place on the week commencing **Monday 9<sup>th</sup> December 2024**.

Following the closing date, a recruitment panel will review the information provided on each application form and consider how well it matches the person specification. Shortlisted candidates will then be invited to take part in the selection activities and references will be requested. On the selection day a number of sessions will be organised which may include completing a data or written task, and meeting with Trust staff, school leaders, and trustees. The results of these sessions will inform the panel in their decision to take candidates through to a formal interview in the afternoon.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

All Collaborative Learning Trust schools are non-smoking/vaping sites.

Please note it is the Trust's policy that reimbursement will not be made with regard to candidates' expenses.

## INFORMATION ABOUT THE POST

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The Multi Trade Maintenance Assistant role will be mainly based at St Mary's C of E Primary Academy in Hunslet, but will also be required to travel to Micklefield C of E Primary Academy for 8 hours per week. The post holder may also be required to contribute to site work at other Trust schools from time to time.

It should be noted that this is a Collaborative Learning Trust Central Services role, with two specific functions:

- Accountability for the day-to-day running of the site and buildings at both St Mary's and Micklefield C of E Primary Academy Schools (with support from the Trust's Estate Manager)
- Contribution to specific maintenance or construction projects at other Trust schools when required, using joinery and plumbing knowledge and skills.
- There may be occasions where additional hours are required to be worked to cover any absences at other Trust schools.

The Multi Trade Maintenance Assistant role requires the post holder to have:

- Qualification in a core trade to an NVQ Level 2/3 or similar trade background
- A full UK driving licence
- Demonstrable previous experience of working with initiative and independence, whilst working as part of a team in line with organisational values, policies and procedures.
- Excellent customer service and communication skills

The postholder will be line managed by the Trust's Estates Manager, but also liaise with the Headteachers and Senior Leaders at St Mary's and Micklefield C of E Primary Academy Schools.

The school encourages staff to participate in any relevant training and expects them to be committed to continuous improvement leading to high levels of effectiveness in their designated role.

## INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

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Currently the Trust comprises:

1. Prince Henry's Grammar School, Otley, Leeds
2. Bramhope Primary School, Bramhope, Leeds
3. St Mary's Church of England Primary Academy, Hunslet, Leeds
4. Micklefield Church of England Primary Academy, Micklefield, Leeds
5. All Saints Church of England Primary School, Little Horton Green, Bradford
6. Trinity All Saints Church of England Primary School, Bingley
7. Ashfield Primary School, Otley, Leeds

### VISION

The Collaborative Learning Trust will be recognised as a highly successful learning community that provides outstanding, sustainable, and inclusive 'nursery to 19' education for young people of all abilities. Students will leave Collaborative Learning Trust schools having enjoyed their education and developed into lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to, and succeed in, our 21st century society.

### Our vision is underpinned by the following values:

- **Education for the common good of the whole community** – supporting the development of lifelong independent learners with the creativity, adaptability, resilience and leadership skills to contribute to society
- **Education for dignity and respect** – a focus on equality for all, trust, integrity, respect and an appreciation of diversity
- **Education for wisdom, knowledge and skills** – high quality teaching and learning designed to secure the 'all round' education of young people and engender a passion and enthusiasm for learning
- **Education for hope and aspiration** – a culture of aspiration and success (in students, staff and governance)

### This will be achieved through:

- A commitment to a genuinely collaborative approach to ensure sustained school improvement towards the vision
- Strong ethical leadership and behaviour at all levels
- Autonomous ethos and identity for each school, whilst sharing core values and vision across both church and non-church schools
- Effective staff professional development and opportunities for excellent practitioners to develop their career

*'We as a Trust have signed up to the Yorkshire and Humber climate action pledge, making a commitment to protecting the climate and nature'*

## INFORMATION FROM LIZ MCDONAGH: HEADTEACHER, HUNSLET ST MARY'S C of E PRIMARY ACADEMY

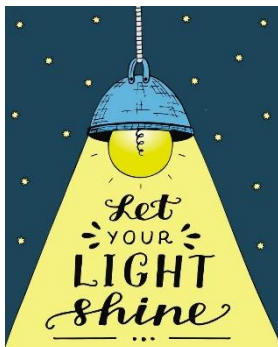
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Dear Prospective Applicant,

Thank you for expressing an interest in working at St Mary's Church of England Primary Academy. The school is situated in the very heart of Hunslet, in the shadow of the spire of the now demolished St Mary's church. Central to the future of the school is our Christian vision that brings light and hope to all our fantastic students and families.

### ***Our Vision***

***Develop the individual light in every pupil, so they can learn as much as possible and reach their unique potential. We want to ignite curiosity through our curriculum and create a culture of gratitude and good deeds. With hope and humility, we want our pupils to take on the world and make it a better place.***



We can only achieve this vision if we have the best staff team and if you feel you can 'fit the bill', I would encourage you to look at the school's website and, if possible, visit the school itself to find out more. Please contact the school to arrange a visit, we look forward to hearing from you.

Good Luck,  
Liz McDonagh

## COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

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The Collaborative Learning Trust promotes employee wellbeing across all of our schools. One of the many ways we implement this is through our fantastic employee benefits which include:

### **Employee Assistance Programme:**

A 24/7 confidential advice and counselling helpline available at no cost to all employees.

### **Pension Scheme:**

We offer a fantastic teaching and support staff pension scheme.

### **Cycle to work scheme:**

Spread the cost of a new bike over 12 or 24 months through salary sacrifice (terms and conditions apply).

### **Home and Tech scheme:**

Spread the cost of a Curry's or Ikea gift card over 12 months through salary sacrifice (terms and conditions apply).

### **bYond:**

A pre-paid card that lets you earn cashback when shopping at your favourite stores.

### **Extras discounts:**

Save up to 10% on the upfront cost of a wide range of big-brand gift cards.

### **Tastecard Promotions:**

Discount on an annual subscription which allows you to Save up to 50% off at hundreds of participating restaurants.

### **RAC Membership Cover:**

A 12 month salary sacrifice offering different levels of cover options for up to 4 vehicles (terms and conditions apply).

## JOB DESCRIPTION: MULTI TRADE MAINTENANCE ASSISTANT

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<b>Name:</b>	
<b>Job Title:</b>	<b>Multi Trade Maintenance Assistant</b>
<b>Salary Grade:</b>	<b>C2 Scale Point 15-19 - Actual salary £25,554.66 - £27,288.58 per annum</b>
<b>Contract Type:</b>	<b>Permanent, 32.5 hours per week, all year round Monday to Friday 24.5 hours per week at St Mary's, Hunslet and 8 hours per week at Micklefield Primary School</b>
<b>Responsible to:</b>	<b>Trust Estates Manager/Headteacher</b>

### PURPOSE OF THE JOB

#### Purpose of Role:

This Collaborative Learning Trust Central Services role has two specific functions:

- Accountability for the day-to-day running of the site and buildings at St Mary's and Micklefield C of E Primary Academy Schools (with support from the Trust's Estates Manager)
- Contribution to specific maintenance or construction projects at other Trust schools when required.

The postholder will be line managed by the Trust's Estates Manager, but also liaise closely with the Headteachers and Senior Leaders at St Mary's and Micklefield C of E Primary Schools.

The post has been advertised as 32.5 hours per week, all year round. Working pattern is to be confirmed. Flexibility will be required, and occasionally there may be a need for additional or flexible hours with possible evening and weekend working on rare occasions.

### SPECIFIC DUTIES

#### Security:

- To be responsible for the effective opening and locking of the school site and buildings, working with other colleagues as appropriate and in line with agreed procedures.
- To assist with regular security checks and the operation of alarm systems, where appropriate
- To deal with the security of the building, being available on a rota basis to respond to call outs in the event of break-ins and making appropriate emergency arrangements as required, in line with the agreed procedures



- To undertake, with the support of other colleagues, the opening and closing of the buildings/site out of normal school hours as required in relation to lettings, community use, contractors, school productions etc

### **Maintenance and Cleaning:**

- To ensure the effective operation of the system of Planned Preventative Maintenance, assisting with a daily programme of repairs and maintenance around the site and buildings (e.g. plumbing, joinery, changing light bulbs, unblocking drains etc.) and completing the necessary records for each of the completed maintenance tasks
- To select and appoint approved contractors for reactive and planned maintenance tasks in areas such as heating and lighting, liaising with the Estates Manager, ensuring that the Trust's procedures are always adhered to
- To be responsible for monitoring contractors working on site and ensuring work is completed to the required standard
- To control the building temperature as appropriate, operating the heating plant, cooling and lighting systems
- To collect and assemble waste ready for collection, including collection of leaves and litter, ensuring that recyclable items are sorted appropriately (e.g. scrap metal, paper and card, and general waste) in line with the Trust's waste management policy
- To undertake grounds maintenance duties, including the use of specialist machinery (e.g. grass cutting, hedge trimming, weed spraying)
- To undertake cleaning duties, as appropriate, including graffiti removal, litter-picking etc ensuring that the site and buildings are maintained in a clean and tidy condition throughout the day
- To work with the Estates Manager to ensure that all areas of the site and buildings comply with current Health and Safety regulations undertaking duties such as gritting etc
- To deal with Hazard Reports issued in line with Health & Safety liaising with Estates Manager if required
- To ensure the maintenance of a clean and orderly working environment ensuring all resources e.g. tools, materials, equipment etc are well-maintained and stored appropriately in a clean and tidy condition
- To ensure timely and accurate preparation of routine equipment/resources/materials as set out in instructions
- To undertake accurate record keeping as directed
- To refill and replace consumables e.g. soap and towels
- To report be proactive in dealing with faulty equipment and other maintenance requirements, liaising with the Estates Manager as required

- To maintain the security of the school premises by securing windows/entrances/exits as appropriate and reporting potential security breaches as required
- To ensure lights and other equipment are switched off as appropriate

### **Organisation:**

- To assist with the receipt, distribution, collection and despatch of goods / deliveries in an efficient and effective manner around the site
- To assist and participate in the organisation and movement of furniture within the building, preparing facilities for events, including special requirements and lettings
- To erect and dismantle scaffolding, as required
- To assist with the supervision of the car park during school events such as Parents' Evenings
- To maintain and arrange orderly and secure storage of supplies
- To operate everyday equipment in accordance with instructions

### **Specific Duties – Trust Wide**

- Use joinery and plumbing skills to contribute to maintenance and construction projects at other Trust schools
- To cover absent staff at other Trust schools in emergency situations and work additional hours if required
- To develop positive working relationships with other facilities management staff across the Trust, including maintenance supervisors, maintenance assistants and the Estates Manager

### **Other Responsibilities**

- To deal with staff, parents, students and members of the public in a friendly and effective manner maintaining a high standard of professional behaviour and appearance at all times, ensuring uniform is clean and presentable at all times, including footwear
- To undertake any other duties commensurate with the grade of the post
- To be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person
- To be aware of equal opportunities legislation and, along with colleagues, work towards ensuring that the Trust complies with its requirements

- To contribute to the overall ethos/work/aims of the Trust including the Trust's commitment to safeguarding and promoting the welfare of children and young people
- To appreciate and support the role of other professionals
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
- To establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school/Trust
- To recognise own strengths and areas of expertise and use these to advise and support others
- To participate in the Trust's Performance appraisal process and seek to develop skills further through professional development opportunities
- To attend relevant meetings and whole school training events as appropriate

*Job descriptions may change and/or be amended, the postholder may be required to fulfil other duties commensurate with the role.*

## **HEALTH & SAFETY**

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

## **SAFEGUARDING**

*Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

*In line with KCSiE 2024, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.*

Signed .....

Date .....

## PERSON SPECIFICATION– MULTI TRADE MAINTENANCE ASSISTANT

<b>Title of Post</b>	MULTI TRADE MAINTENANCE ASSISTANT		
<b>Specification Prepared By</b>	HR Assistant		
<b>Date</b>	Sept 2024		
<b>Qualifications</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	English & Mathematics GCSE Grade A*-C or equivalent	E	Application and Selection process
2.	Core trade qualification to NVQ Level 2/3, <u>or</u> similar trade background	E	
3.	Full UK driving licence	E	
4.	Appropriate qualification in the safe use of pesticides	D	
<b>Experience and Professional Development</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Experience of working as part of a team	E	Application and Selection process
2.	Experience of working in a school environment or similar	D	
3.	Experience of selecting and appointing external contractors, ensuring good value for money	D	
4.	Experience of grounds maintenance work	D	
<b>Knowledge</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Awareness and understanding of basic safety and security measures	E	Application and Selection process
2.	Knowledge of basic fire regulation requirements	D	
3.	Knowledge of Health & Safety procedures and precautions	D	
4.	Knowledge of moving and handling procedures	D	

<b>Skills and Abilities</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to work with initiative and independence, but also as part of a team	E	Application and Selection process
2.	Ability to relate to people both in person and on the telephone	E	
3.	Ability to deal with day-to-day issues on own initiative, manage time effectively, multitask and complete tasks / projects on time	E	
4.	Ability to move heavy furniture	E	
5.	Ability to present a positive personal image, contributing to a welcoming school environment	E	
6.	Multi trade skills (including joinery and plumbing) and basic technical repair and maintenance skills in other areas	E	
7.	Good literacy skills	E	
8.	ICT skills	E	
9.	Ability to operate specialist grounds maintenance equipment	D	
<b>Personal Attributes</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined “no excuses” approach to raising standards	E	
9.	Commitment to upholding the schools’ and the Trust’s ethos, values, policies and procedures	E	

<b>Equal Opportunities</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
<b>Safeguarding</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
<b>Personal Circumstances</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	

*Collaborative Learning Trust is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

## **GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM**

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Please complete the application form in full, giving as much information as possible and answering **all** questions before submitting the application.

### **REFERENCES**

Please supply details of two referees, one of which must be your current or most recent employer. If you are currently working in a school setting then one of the referees must be the current Headteacher. Friends and family cannot be used as referees.

If you are not currently working with children, but have done so in the past, then an additional reference from that employer will be required.

Safer Recruitment procedures require that we contact at least one referee before interview.

### **EMPLOYMENT HISTORY**

Please list previous appointments in sequence, current or most recent first. Please include your salary grade in the Position Title e.g. Reception Teacher M4 + TLR2A. Please also include at the end of the Responsibilities section the reason why you left the post e.g. promotion, relocation etc. Please also list other work experience and the details and nature of the work/activity. If you were not in work at any time please give details of what you were doing e.g. Gap Year Jan 2011-Jan 2012, Unemployed July 2010–December 2010 etc.

### **EDUCATION HISTORY**

Please ensure that you advise all your qualifications, in date order current or most recent first, including those obtained at school. Please advise the grade achieved with regard to degree qualification i.e. BA in History 2:1. Please list all A levels together in one box and in another box list all GCSEs together, along with the grades obtained.

### **OTHER COURSES OR PROFESSIONAL DEVELOPMENT**

Please include any professional development that may be relevant including dates and grades obtained.



## INFORMATION TO ADDRESS THE PERSON SPECIFICATION

Please use the sections provided to detail your Skills & Abilities, Knowledge and Experience as described in the Person Specification and relevant to the Job Description. You can use the Additional Information section to detail anything else that you feel is relevant to the role and why you feel you would be an ideal candidate for this post.

## STATEMENT ON THE RECRUITMENT OF EX-OFFENDERS

- As an organisation which is exempt from the Rehabilitation of Offenders Act and using the Disclosure & Barring Service to assess applicants' suitability for positions of trust, we comply fully with the DBS Code of Practice and undertake to treat all applicants for positions fairly. We do not discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed.
- We are committed to the fair treatment of our staff, potential staff or users of our services, regardless of race, gender, religion, sexual orientation, responsibilities for dependants, age, physical/mental disability or offending background
- We actively promote equality of opportunity for all with the right mix of talent, skills, and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications, and experience.
- All applicants who are offered employment in a school will be subject to an Enhanced Disclosure and Barring Service (DBS) check. This will include details of cautions, reprimands and warnings as well as spent and unspent convictions. An enhanced disclosure may also contain non-conviction information from local police records which a chief police officer thinks may be relevant. A statement advising that a Disclosure will be requested in the event of the individual being offered the position will be shown in all job adverts and recruitment packs.
- We can only ask an individual to provide details of convictions and cautions that we are legally entitled to know about. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).
- We ensure that staff involved in recruitment have received appropriate guidance on the relevant legislation relating to the employment of ex-offenders (e.g. the Rehabilitation of Offenders Act 1974 and its amendments in 2013) and know how to access advice and support.
- You will have the opportunity for an open and measured discussion on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment or disciplinary action which could result in dismissal.

- We make every subject of a DBS check aware of the existence of the DBS Code of Practice and make a copy available on request.
- We undertake to ensure that any matter revealed in a Disclosure is discussed with the person seeking the position before withdrawing a conditional offer of employment.

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offences.



# St. Mary's C of E Primary Academy

COLLABORATIVE LEARNING TRUST



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**COLLABORATIVE  
LEARNING TRUST**

Working Together to Secure Success