St Oswald's C of E Primary School
COLLABORATIVE LEARNING TRUST





MULTI TRADE MAINTENANCE ASSISTANT

INFORMATION FOR APPLICANTS

NJC C2 Scale Points 15 - 19

Actual Salary £25,147.30 - £26,853.24 Per Annum

30 Hours Per Week – All Year Round

Permanent

Required ASAP

COLLABORATIVE LEARNING TRUST

Working Together to Secure Success

MULTI TRADE MAINTENANCE ASSISTANT

Location:	St Oswald's C of E Primary School
Contract:	Permanent All Year Round 30 hours per week. Timings to be agreed with successful applicant
Closing Date:	Sunday 29th November 2026
Selection Day:	Week commencing Monday 30th November 2026

MULTI TRADE MAINTENANCE ASSISTANT

Thank you for your enquiry regarding this post.

Please look on the school's website St Oswald's C of E Primary School for more information about the school and for relevant policies e.g. safeguarding and child protection.

You will find in this booklet:

- Information about the post, school and the Trust
- 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 Nicki Towers, Business Manager at the school.

Nicola.Towers@stoswaldsleeds.org

If you would like to arrange a visit to the school and grounds, please contact Nicki Towers on 01943 873570 or Nicola.Towers@stoswaldsleeds.org.

The closing date for applications is **Sunday 29th November 2026**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately, and we anticipate the selection day will take place **week commencing Monday 30th November 2026.** On the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken. 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 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, sexuality, race, religion, 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

St Oswald's CofE Primary School are looking for a dedicated Multi Trade Maintenance Assistant to join the staffing team.

We are looking for a practical, reliable and experienced person to help keep our school site safe, well-maintained, and looking its best. This is a varied, hands-on role, requiring initiative and strong practical background.

The postholder will be line managed by the Trust's Estates Manager but will also liaise with the Headteacher and Senior Leaders at St Oswald's.

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 FROM THE HEADTEACHER
ST OSWALD'S C OF E PRIMARY SCHOOL

Dear Applicant,

Thank you for your interest in becoming our new Multi Trade Maintenance Assistant. It is an exciting time to be part of St Oswald's Church of England Primary School, after we joined the Collaborative Learning Trust on 1st March 2026.

St Oswald's Church of England Primary School has been at the heart of our community for many years, yet our passion for providing the very best education, underpinned by a strong Christian ethos, remains undiminished. We seek not only to support our children to achieve outstanding academic standards but also to encourage strong personal development so that they have the skills, characteristics and capability to make the most of their learning both here and in the wider world. In all we do we work towards enabling the children to become rounded, positive members of today's world, with the self-belief, confidence and determination to make their unique contribution to our community and beyond.

If you would like to learn more about life at St Oswald's Church of England Primary School, please explore our website.

Matilda Brown
Headteacher

INFORMATION ABOUT COLLABORATIVE LEARNING TRUST

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
8. St Oswald's Church of England Primary School, Guiseley, Leeds
9. The Whartons 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'

COLLABORATIVE LEARNING TRUST EMPLOYEE BENEFITS

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).

Free Will Writing Service:

A Will Writing Service provided by trained specialists for all staff members and their spouses.

JOB DESCRIPTION: MULTI TRADE MAINTENANCE ASSISTANT

Name:	
Job Title:	**Multi Trade Maintenance Assistant**
Salary Grade:	**NJC Grade C2 Scale Points 15 - 19** **Actual Salary £25,147.30 - £26,853.24 Per Annum**
Contract Type:	**30 Hours Per Week** **All Year Round** **Permanent**
Responsible to:	**Trust Estates Manager/Headteacher**

PURPOSE OF ROLE

St Oswald's CofE Primary School are looking for a dedicated and experienced Multi Trade Maintenance Assistant to join the staffing team.

The primary responsibility of this role is the day-to-day running of the site and buildings at St Oswald's. There may be opportunity for additional hours at other Trust schools to cover absences and support with other maintenance projects.

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

- Good DIY skills
- A full UK driving licence
- Experience of working with initiative and independence, as well as part of a team
- Excellent customer service and communication skills

The postholder will be line managed by the Trust's Estates Manager but will also liaise with the Headteacher and Senior Leaders at St Oswald's.

MAIN DUTIES

- To carry out day-to-day repairs and maintenance around the school, including basic plumbing and sorting blockages, joinery, minor repairs, changing lightbulbs and refilling consumable.

- 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. This may be out of normal school hours as required for lettings, contractors, community use, etc.

- To maintain the security of the school through regular security checks and operation of alarm systems, as well as responding to emergency callouts and making appropriate emergency arrangements.

- To assist with selecting, appointing and monitoring approved contractors for reactive and planned maintenance tasks liaising with the Estates Manager, ensuring that the Trust's procedures are always adhered to and work is completed to the required standard.

- To operate and monitor heating, lighting, and other building systems.
- To support waste and recycling arrangements in line with the Trust's waste management policy.
- To maintain safe and clean school grounds, via graffiti removal, grass-cutting, hedge trimming, litter picking, leaf clearance, gritting, etc., as required, using specialist machinery.
- To work with the Estates Manager to ensure that all areas of the site and buildings comply with current Health and Safety regulations.
- To deal with Hazard Reports issued in line with Health & Safety liaising with Estates Manager if required.
- To maintain and store tools and equipment appropriately and in good condition, ensuring working environments are tidy and safe.
- To undertake accurate record keeping.
- To be proactive in dealing with faulty equipment and other maintenance requirements.
- To assist with efficiently receiving deliveries.
- To assist and participate in the organisation and movement of furniture within the building and preparing facilities for events.

Job descriptions may change and/or be amended, the postholder may be required to undertake any other reasonable duties as commensurate with the post as determined by the Headteacher.

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 2026, 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

Title of Post	Multi Trade Maintenance Assistant
Specification Prepared By	HR
Date	September 2026

	Qualifications	**Essential/ Desirable (E/D)**	**How identified**
1.	GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths	E	Application and Selection process
2.	Strong DIY skills	E	
3.	Full UK driving licence	E	

	Experience and Professional Development	**Essential/ Desirable (E/D)**	**How identified**
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	

	Knowledge	**Essential/ Desirable (E/D)**	**How identified**
1.	Awareness and understanding of basic safety and security measures	D	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	

Skills and Abilities		Essential/ Desirable (E/D)	How identified
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	
Personal Attributes		**Essential/ Desirable (E/D)**	**How identified**
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	
6.	Excellent interpersonal skills, approachable to all members of the Trust	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	
Equal Opportunities		**Essential/ Desirable (E/D)**	**How identified**
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	
Safeguarding		**Essential/ Desirable (E/D)**	**How identified**
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	
Personal Circumstances		**Essential/ Desirable (E/D)**	**How identified**
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	

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GUIDANCE FOR COMPLETION OF THE ON-LINE APPLICATION FORM

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.

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