NPCAT

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APPLICANT PACK

Secondary Site Operative (Caretaker)

All Saints Catholic Secondary School, York

Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Secondary Site Operative (Caretaker) at All Saints Catholic Secondary School. Although we are a Catholic Trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
b) Job Description and Person Specification
c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their completed application forms to recruitment@npcat.org.uk by the **closing date, Monday 13th April 2026 by 9am.** Any gaps in previous employment must be explained.

Should you wish to have an informal discussion, please do not hesitate to contact Liz Barker, Buildings Manager at barker.l@npcat.org.uk

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

Job Advert

Required:	As soon as possible
Salary:	£26,824 - £28,142 per annum
Hours:	37 hours per week, Whole Time
Contract Type:	Permanent
Location:	All Saints Catholic College, Mill Mount, York, YO24 1BJ

This is an excellent opportunity for a suitably experienced caretaking professional who will join a team delivering effective estates and facilities management services across our schools.

Duties will include:

- Completion of all site-based duties including weekly compliance activities
- General maintenance
- Painting and decorating
- Minor refurbishment works
- Porterage
- Key holding

All Saints is a Catholic 11-18 Mixed Comprehensive serving York and the surrounding community. All Saints is highly regarded in the local area and recognised as a friendly and welcoming school with high academic standards. The school has a very positive learning culture and our Ofsted report (2024) regarded the school as outstanding.

Nicholas Postgate Catholic Academy Trust is a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

For further information or to arrange a visit, please contact Liz Barker, Buildings Manager at barker.l@npcat.org.uk

Closing date: Monday 13th April 2026 by 9am

Please refer to the back cover of the application pack for details of how to apply for this position.

Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks.

Job Description

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.

Post title: Secondary Site Operative

Grade: F, SCP 8-11

Responsible to: Buildings Manager / Regional Estates and Capital Manager

Job Purpose

Estates Site Operative to work in our secondary schools under the direct instruction and supervision of the Regional Estates and Capital Manager. The Site Operative will be responsible for the completion of all site-based duties including weekly compliance activities, general maintenance, painting and decorating, minor refurbishment works, porterage, key holding, Safeguarding and other key associated duties.

Responsibilities

- To effectively lock and unlock Trust schools across the estate ensuring all buildings are secure and safe to operate daily.
- Complete daily security checks of the premises.
- Fully complete estates compliance checks to ensure Trust buildings are safe to enter and use.
- Lead on painting and decoration works as part of the Trust's long term building improvement plan.
- Complete minor repairs and refurbishment works on request of the Trust.
- Effectively operate mechanical, electrical and life safety systems within school such as central heating, lighting, fire alarm and security alarm systems.
- Manage waste on site by effectively removing and transferring to a designated collection point.
- Regularly complete litter picking duties ensuring the premises are clean and tidy.
- Undertake minor cleaning duties such as graffiti removal
- Undertake emergency duties such as incidental cleaning
- Complete seasonal activities such as gritting and flower bed maintenance
- Undertake minor grounds maintenance duties and cut overhanging branches /bushes, which may cause harm.
- Manage resource and material requirements on site under the supervision of the Regional Estates and Capital Manager.
- Complete work instructions and procedures set out by the Regional Estates and Capital Manager.

- Ensure records and documentation is kept fully up to date at all times.
- Actively engage and use Trust ICT operating systems.
- Be committed to being a part of providing an Estates and Facilities service of excellence fully supporting the improvement of Trust process and procedures.
- Replace and refill consumable items such as hand towels and dispensers.
- Complete porterage duties such as receiving scheduled deliveries and transfer them to a safe designated storage place.
- Report any faults or defects to the appropriate person in a timely manner.
- Safely relocate furniture and set up for annual school events when required to do so.
- Ensure buildings are safe, warm and secure prior to the working day.
- Safely operate school equipment in line with manufacturer's instructions.
- Undertake fire warden duties in case of fire or emergency evacuations.
- Be willing to actively undertake first aid duties where trained and requested to do so.
- Fully comply with "keeping children safe in education" policies and procedures.
- Formally induct contractors and visitors onto the premises including the completion of authorisation to work permits.
- Report any safeguarding issues or concerns where required to so immediately.
- Fully comply with all Trust policies and procedures.
- Attend all training courses relevant to the post ensuring continual personal and professional development.
- Act as Trust role model.
- Undertake additional reasonable duties as requested in accordance with the changing need of the job role and organisational objectives.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Trust may determine.

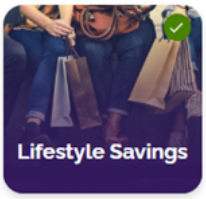
PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL ACADEMY TRUST POLICIES. THE SUCCESSFUL APPLICANT WILL BE SUBJECT TO FULL ENHANCED DISCLOSURE CHECKS – AND THESE WILL BE SUBJECT TO RECHECKING AS APPROPRIATE.

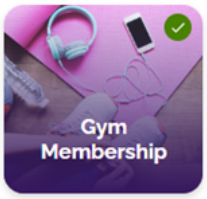
Person Specification

Stage	Essential		Desirable	
Qualifications & Education	E1	Be willing to complete all training courses associated with the role annually.	D1 D2 D3	A relevant facilities management or site management qualification. Support Work in Schools (SWIS) Level 2. Level 2 Numeracy/ Literacy or willingness to work towards.
Experience & Knowledge	E2 E3 E4	Hands on and practical skills. Awareness of Health and Safety legislation. Complete work activities in accordance with Risk Assessments, processes and procedures.	D4 D5	Trade qualification such as City & Guilds NVQ level 1, 2 or 3. Formally, write and review task related Risk Assessments.
Skills	E5 E6 E7 E8 E9	Display a "can do" attitude and have the ability to work as part of a team. Effectively use ICT equipment including PC, tablet or mobile devices. Be willing to learn and develop new skills when required to do so. Supervisory skills for example effectively monitoring contractor's performance on site. Complete tasks and work using your own initiative.		
Personal Attributes	E10 E11	Communicate well with all stakeholders across the Trust. Relate well to children and adults.		

	E12	Be willing to embrace change and adapt to new ways of working.		
Special Requirements	E13 E14 E15 E16	Suitable to work with children/young people (Enhanced DBS). Commitment to the Catholic ethos and aims of the Academy Trust. Travel between schools within the Multi Academy Trust when required to do so. Hold a clean UK driving licence and be willing to drive a Trust vehicle when required to do so.		

Why work for us?





The Nicholas Postgate Catholic Academy Trust family of 32 primary schools, six secondary schools, promotes the dignity, self-esteem and development of every one of our pupils and staff.

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation. Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Situated in Teesside, North Yorkshire and the City of York, our schools offer high-quality education, with a curriculum that meets requirements of our young people and gives them every opportunity to succeed in adult life.

NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We offer:

- Competitive pay and annual cost of living adjustment
- Performance-related pay progression and recognition of additional responsibilities
- Defined benefit pensions
- On-site parking at our school premises

Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

We encourage staff to undertake training and development and to explore new challenges within the Trust wherever appropriate.

How to Apply

Application form and further information is available from:

npcat.org.uk/current-vacancies

Applicants should complete and return a **Support Staff Application Form** & **Recruitment Monitoring Form** to:

recruitment@npcat.org.uk

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

Job Description: This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Person Specification: This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Liz Barker, Buildings Manager at barker.l@npcat.org.uk

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.

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