

Mercian Educational Trust



Site Caretaker/Estates Technician Recruitment Pack

Northleigh CE Primary School

Start Date: August 2024



Northleigh
CE Primary School
Be **B**rave - Be **S**trong - Be **F**earless

www.northleighprimary.co.uk

Headteacher Northleigh CE Primary: Mrs Sarah Green
Email: NPSOffice@metacademies.org.uk

CEO Mercian Educational Trust: Dafydd Lawday
www.metacademies.org.uk

Mercian Educational Trust is an equal opportunities employer and committed to the protection and safety of its students



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Mercian Educational Trust Site Caretaker/Estates Technician

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Information from the Headteacher

Dear Applicant,

Thank you for your interest in the post of Estates Technician/Site Caretaker at Northleigh CE Primary School, which is part of the Mercian Educational Trust (MET). MET is an exciting and progressive Multi Academy Trust based within Worcestershire with currently five Primary school sites based within Malvern and Worcestershire.

The Role:

This is a great chance to join our Trust estates team at Northleigh CE Primary School WR14 1QS. We are looking for a dedicated, hands-on person to take pride in maintaining our school, from day to day repairs to carrying out security procedures, recording compliance checks and contributing to development projects. Previous experience in a similar setting would be great but isn't essential as full training will be given, and the right DIY skills, motivation, and personal qualities are just as important.

We offer a rewarding opportunity for a quality focused person and can consider flexible working arrangements. The successful candidate for this role will become a valued member of the school team. We hope that you will contribute to our vision of a safe, vibrant and happy environment for our pupils, staff and community.

- This involves a combination of working individually on a dedicated school site as well as sharing skills and systems collaboratively across the school sites within our Trust.
- The successful candidate will need to have a varied skillset and enjoy communication – you will be working with school leaders, staff, and contractors.
- Good DIY/ Handyman skills to complete tasks and sensibly identify works requiring external expertise or MET colleagues to assist.
- Health & Safety understanding and application.
- Be prepared to undertake relevant CPD and training to support and develop the role
- 20 hours per week on a variable all year contract (+/- 25%).

The salary for this post is Grade 4, SCP 7 to 11 (Full time Equivalent £24,294 to £25,979 / Pro Rata £13,131.89 to £14,043)

Full-year flexible contract.

The full time holiday entitlement is 26 days per annum raising to 31 days after 5 years. 15 hours per week, working Monday to Friday would give 104 hours holiday.

The benefits of working for our Trust

- A friendly and supportive community.
- Defined benefit pension scheme
- The support for continuous professional development.
- The opportunity to make a difference to the school environment.

Further details for the post can be found in the Person Specification attached but if you wish to find out more about the role or visit the site. Please email NPSOffice@metacademies.org.uk.





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Northleigh CE Primary School is a friendly, welcoming school with great facilities including forest school and a large playing field. We are a fully inclusive school who have high expectations and aspirations for all our pupils and school community in order to enable them to flourish.

Our school motto is:

Be Brave. Be Strong. Be Fearless. You are never alone.

We aspire to this for our whole school community and through our curriculum we will enable our pupils to become intrinsically Brave, Strong and Fearless for life. We are looking for an individual who shares our vision for both themselves and the children in their care.

If you would like to find out a little more about our school, you may choose to view our website www.Northleighprimary.co.uk our facebook page @Northleighprimary. Visits to the school are welcomed - it would be a pleasure to meet you and to show you around our school.

We look forward to receiving your application.

Yours Faithfully

Sarah Green
Headteacher

The Recruitment process:

The Recruitment process: All applicants are required to fully complete the correct application support staff application form which is freely available from our Trust. website,

<https://www.metacademies.org.uk/vacancies/> Applications or CVs in any other form cannot be accepted.

Closing date for applications	Friday 5 th July 12pm	Email applications to NPSoffice@metacademies.org.uk
Shortlisting	Friday 5 th July	Candidates to be advised by email
Interviews	Wednesday 10 th July	

Applicants must enclose details of two references. These must be recent; usually one will be a current employer who can comment on your suitability to work with children, however if this is not possible this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received prior to interview and we may contact any previous employer listed on your form to clarify any information.

Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements.





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Applicants will be invited to interview via email following shortlisting on the 5th July

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

All positions are subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check

We look forward to receiving your application via email to NPSoffice@metacademies.org.uk by 12pm on Friday 5th July 2024





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Job Advert



Site Caretaker/Estates Technician

20 hours (+/- 25%)

Fixed Term TTO

Permanent

Scale 4

Salary Range £24,294 to £25,979 pro rata

Actual Salary £13,131.89 to £14,043

Start Date: August 2024

Job Description – Estates Caretaker / Site Technician

Summary

- **JOB PURPOSE**

To oversee the site maintenance and estates compliance at the designated primary school and other Trust school sites as and when required.

Provide a clean and safe environment for all users of the school buildings and grounds; security duties as directed on schools' premises and site. Carry out and document checks to ensure legal compliance of the buildings

- **KEY AREAS OF RESPONSIBILITY**

- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- Handyperson duties which may include minor repairs to furniture and fixtures, plumbing and decorating tasks as recorded in the electronic defects book.
- Carry out and record regular Health and Safety checks. To include fire alarm systems, legionella and asbestos management plans, playground equipment, and school vehicle checks. Reporting findings, hazards, potential unsafe practices to the Compliance Officer / Heads of School.
- General portering duties including movement of furniture and equipment within the school.
- To assist with the annual testing of portable appliances (PAT)
- To liaise with contractors undertaking regular planned maintenance and co-ordinate capital projects within the school according to the plans.
- Undertake basic computerised and paper record keeping as required. Monitoring and updating an electronic defects book
- Undertake ad hoc cleaning duties, including graffiti removal, litter picking and assembly of waste for collection. Undertake emergency cleaning duties/activities e.g., spillages. Seasonal work such as gritting/ clearing of leaves/snow
- Deal with problems, unexpected situations, and emergencies
- To be a main key holder and attend to emergency call outs outside of normal working hours.





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- Ensure adequate supplies of domestic consumables are in all classrooms and toilets and work collaboratively with cleaning contractors to ensure smooth running and delivery of cleaning services
- Carry out rubbish removal as necessary and ensure bins are kept clean and tidy.
- Ensure all allocated equipment and materials are stored safely in order to prevent potential accidents/misuse.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are safe & tidy.
- Operate the heating and lighting systems, ensuring efficient use of resources & record meter readings.
- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible
- Liaise with Compliance Officer about the school's requirements of contractors and report any problems at the first opportunity
- Attend inspections by Health & Safety Governor and/ or External Advisor as required.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Be aware of, and comply with, policies and procedures within the Trust relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- Undertake other duties, consistent with the post and job description, as may be required from time to time by the Senior Estates Technician, Compliance Officer or Heads of School. This may include occasional working across other sites within the Trust.
- **SPECIFIC RESPONSIBILITIES**
- To carry out the duties in the most effective, efficient, and economic manner available. To play an active role in the life of schools.
- To undertake Health and Safety Training on areas within your remit and any other training appropriate to the role
- To accurately record information required to evidence estates compliance
- **SAFEGUARDING RESPONSIBILITIES**
- This role involves infrequent contact with children. The role does not require engagement in regulated activity relevant to children
- This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020
- **QUALIFICATIONS REQUIRED**
- Must be able to demonstrate they are numerate and literate.
- **SUPERVISORY RESPONSIBILITY – LINE MANAGEMENT**
- The post holder is accountable to Trust / School Leadership, through the Compliance Officer, for their duties and responsibilities





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- **SUPERVISION RECEIVED**
Senior Estates Technician
Compliance Officer
- **PRINCIPAL CONTACTS**
 - Estates Team Technicians
 - Compliance Officer
 - School Leadership CEO/ Head Teacher

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and stakeholders and is consistent with the Trust's equal opportunities policy and code of conduct.

This job description will be reviewed annually by the designated Line Manager they reserve the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Safeguarding & Safer Recruitment

Mercian Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of this commitment any job offer will be subject to child protection screening appropriate to the post, which will include an Enhanced Disclosure and Barring Service (DBS) check for the children's workforce and a Children's Barred List check.

- This role involves frequent contact with children.
- The role requires engagement in regulated activity relevant to children.
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For further application information forms please visit >> www.metacademies.org.uk/vacancies/









Completed applications should be returned to NPSoffice@metacademies.org.uk



Person Specification – Site Caretaker/Estates Technician

Key Criteria in addition to the statements in the advert. Assessment, shortlisting & final selection will be assessed initially through candidate's application forms and information. Shortlisted candidates will be further assessed through references and interview activities

Experience	Essential	Desirable	Experience	Essential	Desirable
Formal Health and Safety training			A qualification in a maintenance skill such as electrician, plumber, building		
Experience in premises maintenance.			To have experience and understanding of construction and maintenance regulations 2015		

Skills and Attributes	Essential	Desirable	Skills and Attributes	Essential	Desirable
Basic DIY/ Practical skills			Demonstrate numeracy and literacy skills including IT computer skills for emails & recording data and accessing electronic job list.		
Ability to analyse tasks and establish how they may be best achieved.			Excellent interpersonal and communication skills.		
Demonstrates a flexible approach to work to enable effective delivery			Full clean driving license		
Resides in close proximity to Malvern			Ability to be attentive to detail and accuracy and work to deadlines.		

Personal Qualities	Essential	Desirable	Education & Qualifications	Essential	Desirable
Ability to work within a team			Knowledge and/or certificates to show good practices in building services.		
Ability to work independently without close supervision.			Have the capacity to manage own work to the required standard and to agreed deadlines.		
Hard working and efficient approach to their duties.			Ability to follow policies & procedures		
Ability and willingness to undertake regular training.					

Personal Qualities	Essential	Desirable	Education & Qualifications	Essential	Desirable
Enthusiasm & a positive outlook					

Safeguarding	Essential	Safeguarding	Yes	No
Ability to perform a role that involves infrequent contact with children.		This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020		
Ability to perform a role that does not require engagement in regulated activity relevant to children.				