



Site Operative



Proud to be part of

Acorn
Education Trust

Welcome from Sara Edwards

Acorn Education Trust CEO

Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school-to-school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

Sara Edwards

Job Description

| | |
|---------------------|-------------------------------|
| Job Title | Site Operative |
| Reporting to | Head of Estates / Headteacher |

Main Purpose

The Site Operative will work alongside the Site Team to undertake a full range of duties to provide for general security, safety and maintenance of our school sites, buildings and grounds. This includes handyman activities, preventative maintenance duties, emergency response and compliance safety testing.

Duties and Responsibilities

- Grounds maintenance of Primary Schools within the Trust
- Premises maintenance of Primary Schools within the Trust
- Reporting condition issues identified through systems provided
- Data collection (including meter readings) in schools, where required
- Porter duties and transport
- Liaising with contractors and service providers
- Liaising with Headteachers and competent person(s) in primary schools
- Carrying out compliance checks
- Driving of the school minibus for maintenance or site matters
- Identifying and acting on any potential fire and/or health and safety risks
- Undertaking routine maintenance and minor refurbishment of premises, fixtures and fittings, as necessary.
- Gritting of the site(s) in the winter
- Ensuring school buildings and grounds are free of litter and graffiti
- Any other duties arising from use of the buildings or grounds

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Person Specification

| Criteria | Essential |
|------------------------------------|---|
| Qualifications and Training | <ul style="list-style-type: none"> • Holds a full clean driving licence • Has a recognised qualification in a trade (desirable but not essential) |
| Experience | <ul style="list-style-type: none"> • Can demonstrate previous experience and 'DIY skills' to identify, monitor and carry out minor repairs, maintenance and redecoration • Is confident using general garden machinery and power tools |
| Skills and Knowledge | <ul style="list-style-type: none"> • Can demonstrate knowledge of Health & Safety and hygiene procedures and precautions • Can demonstrate knowledge of moving and handling • Effective communicator, able to communicate with all levels of school staff, pupils, contractors, and outside users • Has basic IT skills (including Microsoft) or is willing to learn or improve upon them • Can work flexibly, if required, to cover other members of the Site Team and the school's opening hours • Ability to work under pressure and to meet deadlines, prioritising and scheduling effectively and efficiently • Is ambitious, forward looking and has the ability to work as part of a team • Is Energetic, enthusiastic and dynamic • Ability to engender positive energy, creativity and teamwork |

The Site Operative will be required to follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Support for **Our Staff**

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

Continued Professional Development (CPD)

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

Health and Wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

Pensions

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.

How to Apply

If you would like more information about this role, please contact the office via email at hello@acorneducationtrust.com or by phone on 01985 801055.

To Apply

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview

Kingdown School
Woodcock Road, Warminster, Wiltshire BA12 9DR
01985 801055
hello@acorneducationtrust.com

Acorn Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.

**Thank you for
taking the time to
read our applicant
information pack.**



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