









Staffordshire University Academy

Site Technician

Application Pack

Ofsted
Good
Provider

"There is a strong sense of community and togetherness."

Ofsted 2023



Principal's introduction

Thank you for showing an interest in joining Team SUA!

We are proud to be part of Staffordshire University Academies Trust (SUAT) whose family of twenty-one schools has a collective mission to 'Achieve Better Outcomes' for everyone.

At SUA, we have transformed our culture and approaches to education resulting in our academy achieving a 'Good' grading in all areas in our last full Ofsted inspection in November 2023.

We are at a really exciting stage in our history, we have rapidly growing student numbers, a growing sixth form and staff who are completely aligned to our vision in being relentless in our mission to achieve the best outcomes for our students.

Our students follow a simple RESPECT code which instils the right level of focus for the very best learning to take place. We underpin everything on our three academy values 'Aspire, Believe, Achieve!'

We are innovative in our approaches to teaching and learning, sourcing ideas from international practices. Successful learning is supported by having strong partnerships and we work to achieve this through excellent communication between the academy, parents, governors and the local community. We expect students to be engaged with the curriculum in a creative and innovative way, but not forgetting about the core values of education, ensuring they are equipped with the skills necessary for use in today's modern world.

For many years we have built a strong partnership with the Birmingham Repertory Theatre and with many local businesses who enrich the experiences of our students with once in a lifetime opportunities. We offer our students a range of residentials, both locally and internationally, and we are constantly exploring other opportunities to provide additional enrichment for the whole of Team SUA.

We are delighted that you are interested in joining the team, if you are able to, please come and see us in action!

Mrs. Rowena Hillier

Staffordshire University Academy

STAFFORDSHIRE UNIVERSITY ACADEMIES TRUST



Reasons to join SUA



Culture

We have an ethos of 'Culture Eats Strategy for Breakfast' – our positive culture is about the central mission of 'improving outcomes for all students'. Staff are friendly, positive and have brought around historical change at SUA through teamwork and innovation. We instill a sense of 'Belonging' in all of our students to support their journey whilst being part of Team SUA.



Wellbeing

Our staff satisfaction is excellent. Staff have access to a suite of wellbeing opportunities, such as daily tea and toast in our staffroom, golden tickets, not meeting for meetings sake, wellbeing days…but our approach is not tokenistic. We work as a team to reduce workload issues, such as marking, so that any growing pressures can be easily addressed.



Evidence Informed Practice

All of Team SUA (teaching and support) are evidence informed. Staff run year-long projects as part of their own appraisal process. In September 2023 all of our work was published in Ross Morrison-McGill's book 'A Guide to Questioning' – an achievement we are all really proud of. The work that colleagues complete then influences policy and future plans for the academy.



Wider Opportunities

Our sponsor, The University of Staffordshire, supports our staff in pursuing further qualifications, such as a master's in education. Staff are also encouraged to complete NPQs. We have proud links with The Birmingham Repertory Theatre as well as with many local businesses. As part of our sixth form, we also offer our own in-house football academy.



Quality of Education

Our curriculum is carefully designed to ignite ambition, secure knowledge and develop lifelong learners. Knowledge and skills are sequenced logically and progressively, with concepts mapped horizontally and vertically to ensure depth and coherence. Core substantive, disciplinary and hinterland knowledge are all considered as well as a wealth of opportunities to enhance both cultural and social mobility.



Coaching

We moved away from graded observations many years ago, which helped transform our developmental approach to teaching. We truly believe that no member of staff is the finished article. Staff at any stage in their career share typically great practice to constantly improve.

Contact us

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01543 224700

Post: Site Technician

Why here, why now?

Staffordshire University Academy is a rapidly improving academy. Due to increased student numbers, Team SUA are looking to appoint a site technician to join our site team.

We are committed to continually improving the quality of our provision. We have access to high quality facilities and resources and work within a strong team structure that allows best practice to be shared. Staff benefit from a positive working environment, with strong support for professional development. The successful candidate will join a team of friendly and supportive colleagues who want to achieve the very best for our students.

Salary: Grade 3 (SCP 5) £26,427
Hours: 37 hours per week, Full Year *(please note: the role requires 7:00am starts on a rota basis)*
Contract: Permanent
Start date: As soon as possible
Closing date: 9am, Friday 13th November 2026
Interview date: Thursday 19th November 2026

Job Description

Responsible to:	Site Manager
Responsible for:	To work under the direction and instruction of senior staff to provide routine cleaning and/or caretaking tasks to support the effective operation of the academy.
Academy Purpose and Values	Aspire, Believe, Achieve! Staff here at SUA want to change lives. They do this be being the most effective, reflective, and innovative practitioners that they possibly can be. It takes great people to deliver great outcomes. We want all of our staff here to be great. Staff develop to be great practitioners. They do this in an environment that is developmental and supportive. Staff share ideas freely, doors remain open, risks are taken, students are consistently and persistently given the same messages that centre around our core values of Aspire, Believe, Achieve! We are an evidence-informed academy, allowing every member of staff the time to research areas of interest that will help us in our mission to achieve 'the very best outcomes for the children of our wider community.'
Role purpose	• Work as part of the business team, supporting the effective operations of the academy site on a day-to-day basis.
Security and Safety	• Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out. • Check that the heating and lighting systems are operating satisfactorily and checking their efficiency with regard to energy conservation. • Check fire and/or security alarms are working satisfactorily. • Ensure that premises are in a safe, tidy, and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.

	• Maintain vigilance for Health and Safety concerns in and around the building including checking outside area for syringes, broken glass etc. and disposing appropriately.
Maintenance and Cleaning	• Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements. • Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g. toilet rolls, soap, towels, etc. • Clean designated areas not covered by alternative arrangements, e.g. outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during academy closure periods. • To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required. • In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed, and furnishings cleaned. • Remove spillages and resultant stains from floors and other surfaces. • Carry out the removal of debris from gullies, drains etc. and that the academy and ground are litter free. Litter bins are to be emptied and the contents disposed of on a daily basis. • Ensure clear and safe pedestrian access to the academy particularly in adverse weather conditions (e.g. snow clearing, gritting).
Minor Repairs	• Minor repairs to include minor plumbing, joinery, electrical work and internal decoration and maintenance, e.g. replacing door handles, replacing light bulbs/plugs with appropriate training. • Minor plant maintenance in accordance with agreed working practices, e.g. lubrication of heating pumps as appropriate. • Painting and Decorating • Temporary making good of colour wash, e.g. when cabinets are moved, and the blotting out of graffiti. Making good paint work e.g. touching up scratch damage. To undertake repairs, projects, and redecoration tasks as appropriate. • Joinery • Minor repairs to fixtures and fittings such as replacing locks. • Minor repairs to furniture, replacing door and window catches. • Minor improvements such as the erection of small shelves, display and notice boards. • Plumbing • Unblocking sinks, traps, and waste pipes. Adjustment and replacement of tap washers. Stopping leaks.
Resources	• General portage and collection activities as required including setting up and clearing away furniture. • To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the postholder's area of responsibility. • Attend to the replacement of paper towels, toilet rolls and soap in toilets and teaching areas, e.g. Technology, Science, Art, and Craft.
Lettings	• To ensure premises are ready and fit for private hirers out of academy hours. • Attend as necessary, to ensure the security of the site whilst lettings are taking place. • When on duty out of hours act as the first point of contact for all hirers/users.
Business Team	• To contribute to the planning, development and organisation of the business team systems, procedures, and policies. • To provide advice and guidance to staff and others on site matters.
General Duties	The expectations of all Staffordshire University Academy staff are: • To act professionally at all times. • To play a full part in the life of the academy community, to support its mission and ethos and to encourage staff and students to follow this example. • To be flexible and adaptable. • To adhere to the ethos of the trust. • To set an example of personal integrity and professionalism, by working as a team.

	• To maintain complete confidentiality. • Any other duties required by the principal that are commensurate with the grade of this post.
Health and Safety	• The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to. • Site team members are expected to be smart in appearance and wear academy uniform.
Safeguarding	Staffordshire University Academy is committed to keeping children, young people, and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of children, young people, and vulnerable adults that she/he is responsible or come into contact with.

Whilst every effort has been made to explain the main duties and responsibilities of the post it may not identify every individual task that is required. You may be asked to carry out any other duties as commensurate within the grade to ensure the smooth running of the academy. The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post-holder.

This academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment. This position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions in your application. As part of the recruitment process social media checks will be undertaken.

Person Specification

Post: Site Technician

In your application, please demonstrate how you meet these criteria.

Attributes	Essential	Desirable	How identified
Qualifications	• NVQ 2 Academy support staff or equivalent qualification, or experience in a relevant discipline. • Good level of numeracy and literacy.	• A* - C / 4+ or equivalent GCSE in English and maths • Further vocational qualifications	A
Work Related Experience and Associated Skills	• Experience of working in a security, safety, cleaning, or maintenance environment. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Good communication skills. • Effective use of ICT and proficient in the use of Microsoft Office • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. • Good understanding and ability to use specialist equipment/ technology. • Good understanding of general maintenance compliance and record keeping • Ability to work constructively using own initiative in the absence of senior staff and as part of a team. • A good standard of practical knowledge	• Working knowledge of health and safety codes of practice/ legislation. • Working knowledge of risk assessments/risk management processes	A/LO/I/R
Personal Skills/Specialist Knowledge	• Ability to work independently, using initiative, sticking to deadlines, completing tasks accountably. • Ability to articulate, form and maintain appropriate relationships and boundaries with children and young people. • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.		A/LO/I/R

	• Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic, and decisive. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.		
Personal Qualities	• Open, honest and an active listener. • Outgoing, warm personality, approachable, inclusive. • Positive, adaptable. • Energetic and enthusiastic. • Self-motivated, self-confident, reliable. • Calm under pressure, emotionally intelligent. • Sensitivity, fairness, tact, and discretion. • Commitment, generosity of spirit.	• Commitment to contribute to academy life.	I/R
A = Application I = Interview LO = Lesson Observation R = Reference			

Staffordshire University Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.