



FOUNTAINS PRIMARY SCHOOL

SITE TECHNICIAN

GRADE: 3 (Points 3-4)

ACTUAL SALARY: £10,212 - £10,397

Contract: 21 hours per week, TTO

Start Date: April 2023/ASAP

CANDIDATE INFORMATION PACK





What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Site Technician position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Based in Burton on Trent, Fountains Primary School is a special school providing education and care for children aged 2-11 years old.

We are seeking to recruit an enthusiastic individual who is able to carry out general maintenance, minor repairs including painting and decorating, joinery and plumbing. Typical duties will include the removal of debris from drains, moving cabinets, repairs to fixtures and fittings such as replacing doors and locks.

For further information, please contact Jackie Richards on 01283 247600, via email to jrichards@fountains.staffs.sch.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully

Julian Scholefield
Chief Executive Officer



About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.



Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the Site Technician post at Fountains Primary School. I am very pleased that you are considering applying to work at our school where we all work hard to ensure that every child 'achieves their full potential'.

At Fountains Primary School we pride ourselves on creating a rich and exciting learning experience for all children. All education in school is highly differentiated and is rooted within our four curriculum pathways. These pathways are underpinned by our school values which are centred on Personal Learning and Thinking Skills which develop each child's character.

Our staff team is passionate about empowering children to become as independent as possible, laying the foundations needed for life beyond Primary school and preparing them to meet their future aspirations, so that they will succeed in life.

Every team member is dedicated and has high expectations of the children. Through our inclusive curriculum we encourage all children to continually challenge themselves, embracing their mistakes and working together to 'achieve their potential'.

As Headteacher, I must ensure that all stakeholders (including children, parents and staff) are as supported, healthy and happy as possible. We are keen to employ a wonderful individual who is keen and willing to learn. You will be an effective team player and have a positive disposition to guarantee that each child is well supported.

As well as making a positive contribution to the education of our children, we can offer you a collaborative and professional environment in which you too, through Continuing Professional Development will have the opportunity to 'achieve your own potential'.

As well as this we can offer generous pension schemes (Teachers'/ LGPS Pension Scheme); a range of health and wellbeing services through Westfield Health; Free, on-site car parking and a commitment to staff well-being.



We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience required to fulfil this role.

Visits to the school are encouraged, to book your place please contact Jackie Richards, School Business Manager on 01283 247600.

The closing date for applications is Monday 13 March 2023 at 23:59 although we reserve the right to close the vacancy early should we receive suitable applications.

Interviews for this post will be held on Thursday 16 March 2023.

Kind regards

Nicola Price
Headteacher
Fountains Primary School



About Fountains Primary School

Fountains Primary School is a special school providing education and support for children aged 2-11 years old. We currently have 196 pupils on roll. This year, 59% of our children have a diagnosis of autism; 19% have a severe learning difficulty; 16% have a moderate learning difficulty and 6% have a profound and multiple learning difficulty.

At our school we have a strong curriculum design which has four curriculum pathways. Each of these ensure that all of our pupils (who are wide ranging in terms of cognition and ability) are challenged appropriately with a bespoke curriculum. Each pathway ignites curiosity and a love of learning. At the heart of each design is a clear vision which is underpinned by our school values, linking to Personal Learning and Thinking Skills.

Our four curriculum pathways are: the Early Years Foundation Stage Curriculum (for our younger pupils); the Engagement Curriculum (for our pupils at the lowest starting points); the Life Skills Curriculum (for our older pupils, usually with Autism) and the Functional Curriculum (for our pupils who follow subject specific learning). Each curriculum is recorded and assessed in different ways.

We strive to enable all our pupils to ‘always achieve their potential’.

Further information about our academy can be found on the website at
<https://www.fountainsprimaryschool.co.uk/>
<https://www.esteemmat.co.uk/>



The advertisement

Job Title: Site Technician

Locations: Fountains Primary School, Bitham Lane, Stretton, Burton upon Trent, DE13 0HB

Grade/Scale: Grade 3 (Points 3-4) £10,212 - £10,397

Start date: April 2023/ASAP

Contract: Part time, 21 hours per week (14:30 to 18:15 daily with 20:30 finish on Wednesdays), Term time only

Fountains Primary School is a special school providing education and support for children aged 2-11 years old.

We are seeking to recruit an enthusiastic individual who is able to carry out general maintenance, minor repairs including painting and decorating, joinery and plumbing. Typical duties will include the removal of debris from drains, moving cabinets, repairs to fixtures and fittings such as replacing doors and locks.

Reporting directly to the Site Supervisor.

Benefits include; Local Government Pension Scheme, Westfield Health & Rewards membership and free parking.

For further information, please contact Jackie Richards, Fountains Primary School, on 01283 247600, via email to jrichards@fountains.staffs.sch.uk.

Please apply using the online application form on the Esteem website at www.esteemmat.co.uk/vacancies/. **CVs alone will not be accepted.** Application forms must be completed for all posts within Esteem Multi-Academy Trust to be considered for the role.

Closing date for applications: 13 March 2023 (23:59)

Interview date: 16 March 2023 at Fountains Primary School

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.



Job description and person specification

Job Description: Site Technician Esteem Multi-Academy Trust

Post Title:		Site Technician
Location:		Fountains Primary School
Purpose:		To work under the direction of senior staff to provide routine cleaning and/or caretaking tasks to support the effective operation of the school
Reporting to:		Site Supervisor
Responsible for:		General Maintenance, cleaning, minor repairs, securing sites
Liaising with:		Site Supervisor and Headteacher
Working Time:		Part time, 21 hours per week (14:30 to 18:15 daily with 20:30 finish on Wednesdays), Term time only
Salary/Grade:		Grade 3 (Points 3-4) £10,212 - £10,397 (£10.79 - £10.98 per hour)
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To Achieve the Above		<p>Security & Safety</p> <ul style="list-style-type: none"> • 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 safety 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. <p>Maintenance & Cleaning</p> <ul style="list-style-type: none"> • 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 school closure periods.



	<ul style="list-style-type: none">• 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 school 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 school particularly in adverse weather conditions (e.g. snow clearing, gritting). <p>Minor Repairs</p> <ul style="list-style-type: none">• 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. <p>Painting & Decorating</p> <ul style="list-style-type: none">• temporary making good of colourwash, 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. <p>Joinery</p> <ul style="list-style-type: none">• 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. <p>Plumbing</p> <ul style="list-style-type: none">• unblocking sinks, traps and waste pipes. Adjustment and rewashering of taps. Stopping leaks. <p>Resources</p> <ul style="list-style-type: none">• General portage and collection activities as required including setting up and clearing away furniture.• to attend to, when 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. <p>Support to School</p> <ul style="list-style-type: none">• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.• Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.• Be aware of, support and ensure equal opportunities for all.• Contribute to the overall ethos/work/aims of the school.
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		<ul style="list-style-type: none"> • Appreciate and support the role of other professionals. • Attend and participate in relevant meetings as required. • Participate in training and other learning activities and performance development as required. • Assist with peoples' needs as appropriate during the school day.
Other Generic Responsibilities:		
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • Line management of cleaning staff • To take and be accountable for all decisions made within the parameters of the job description • Participate with performance management and training and activities that contribute to personal and professional development • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified • Employees 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 MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 		
<p>This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.</p>		

Person Specification: Site Technician Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Several years' experience of working in a security, safety, cleaning or maintenance environment. • NVQ 2 school support staff or equivalent qualification, or experience in a relevant discipline.
Desirable		<ul style="list-style-type: none"> • To be discussed with candidate.
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Good understanding and ability to use specialist equipment/ technology. • Ability to work constructively using own initiative in the absence of senior staff and as part of a team. • Ability to relate well to children and to adults. •
Desirable		<ul style="list-style-type: none"> • A good standard of practical knowledge • Working knowledge of health and safety codes of practice/legislation.



Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2022' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.



Application process and timeline

Application forms are available on our website at www.esteemmat.co.uk/vacancies.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 13 March 2023 (23:59)

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For further information, please contact Jackie Richards, Fountains Primary School, on 01283 247600, via email to jrichards@fountains.staffs.sch.uk.