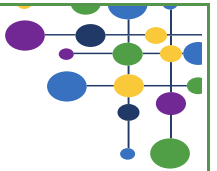


Application Pack for Specialist Technician



Welcome from the CEO

Academic Year 2022 /2023

Dear Applicant,



Thank you for taking an interest in this vacancy working across the trust. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,

John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of four secondary and five primary academies in West Yorkshire. Our academies are: Shelley College, Huddersfield; Royds Hall Academy, Huddersfield; Thornhill Community Academy, Dewsbury; Whitcliffe Mount School, Cleckheaton, Heaton Avenue Primary Academy, Cleckheaton; Millbridge Primary Academy, Liversedge; Woodside Green Primary Academy, Cowlersley; Lily Park Primary Academy, Huddersfield and Luck Lane Primary Academy, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our trust. Shelley College is the Teaching School Hub for Kirklees and Calderdale and as such, we can offer our teaching staff a wealth of first class, personal development opportunities as well as providing an excellent induction programme for Early Career Teachers. All staff receive full induction training and ongoing support to ensure they enjoy working for the trust.

More than seven hundred people work hard across the trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

As the Specialist Technician, you will join the Central Services Team which includes not only the Premises & Compliance Team but also ICT, Finance, HR and Payroll, all of whom work to standardised systems and procedures that are securely in place. The Central Services Team is a key part of the trust's infrastructure primarily ensuring Headteachers and Senior Leaders can focus upon teaching and learning, freeing them from the burden of administration and operations. You will be helping to play a strong role in our improvement strategy and vision for the future by joining the Premises & Compliance Team.



Specialist Technician – Role Profile

Role Title	Specialist Technician	Reporting to	Senior Specialist Technician
Section	SHARE MAT		
Contract type	Permanent, 37 hours per week, all year round. Some flexibility in hours is required (e.g. occasional evenings and travel)	Band	Band F

Part A – JOB DESCRIPTION

Overall purpose of role	To undertake upkeep and repair tasks and general building maintenance at all school premises (interior and exterior) within the MAT. To carry out duties of a general handyperson.
Safeguarding Requirements	This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS). People who may have contact with younger children (i.e. primary school age) are also required to complete a declaration about family or other members of their household.

Key Outputs
<u>General Maintenance</u> <ol style="list-style-type: none"> 1. Undertake general building maintenance which may include plumbing, plastering, joinery, internal decoration and painting. 2. Maintain constant awareness of the physical condition of the grounds, buildings, equipment and furniture, and taking appropriate steps to ensure maintenance and repairs where necessary. 3. Carry out maintenance and repairs to property, fixtures, fittings and furniture, equipment and appliances. 4. Support the programme of all planned preventative maintenance on site, including but not limited to proactive and reactive work. 5. Identify and report the need for major repairs. 6. Undertake light installation or carpentry (e.g. build cabinets) 7. Assist the Senior Specialist Technician with electrical repairs and fixes.

8. Perform routine landscaping on the grounds.
9. Communicate effectively with colleagues to minimise potential disruption to T&L e.g. exams, whole school events
10. Ensure all caretaking and cleaning equipment is safe and in working condition
11. Carry out routine procedures and inspection of ancillary equipment e.g. pumps, batteries, window blinds etc. and rectify issues within budgetary constraint.
12. Undertake duties as assigned or emergency tasks (e.g. snow shovelling).
13. Ensure safe access to school site in all weathers including salting pathways and access.
14. Undertake routine maintenance.
15. Ensure quality procedures relating to maintenance are followed.
16. Assist with the opening and closing of premises, facilities and grounds, to meet the routine and non-routine requirements of the buildings occupants
17. To line manage Site Technicians to ensure the day to day caretaking operation runs as smoothly as possible.

Other

18. Have a flexible approach to work, be willing to work outside of the normal working day as required to meet the needs of the role and school.
19. To undertake any other duties and responsibilities of an equivalent nature as may be determined by the Senior Specialist Technician or Premises & Compliance Manager.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers / Support Staff – up to 1500.
- Number of sites – liaise with all schools within the trust (up to 18 sites).
- Number of direct reports – up to 6.

Work/Business contacts

Internal: All teachers, support staff, students and stakeholders.

External: External Agencies, Suppliers, Contractors.

<i>Expertise in Role Required (At selection - Level 1)</i>	Essential or Desirable
<ul style="list-style-type: none"> • A broad range of craftsmanship, practical skills and technical knowledge • Strong general repair skills / competent at basic building repairs • Basic numeracy and literacy skills, ability to read and understand instruction • Basic computer skills 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>
<ul style="list-style-type: none"> • Experience with and ability to use hardware tools and electrical equipment 	<p>Essential</p> <p>Essential</p>
<ul style="list-style-type: none"> • Knowledge of health and safety procedures and precautions, including COSHH regulations • Well organised and apt at problem solving. 	<p>Essential</p> <p>Essential</p>
<ul style="list-style-type: none"> • Understanding of risk management, health and safety and compliance. 	<p>Essential</p>
<ul style="list-style-type: none"> • Experience of working on contracts/services with third party suppliers, building contractors, caterers or other suppliers. 	<p>Essential</p>
<ul style="list-style-type: none"> • A keen eye for detail, deft hands, physical strength and stamina. 	<p>Essential</p>
<ul style="list-style-type: none"> • Strong communicator with solutions based approach to problem solving. 	<p>Essential</p>
<ul style="list-style-type: none"> • Experience of working within facilities/infrastructure. 	<p>Essential</p>
<ul style="list-style-type: none"> • Ability to liaise with a wide variety of internal and external contacts. 	<p>Essential</p>
<ul style="list-style-type: none"> • A willingness to undertake courses in health and safety, plumbing, plastering, carpentry, and general maintenance as required by the MAT. 	<p>Essential</p>
<i>Other (Physical, mobility, local conditions)</i>	
<ul style="list-style-type: none"> • Has the ability to travel around the MAT area (and when required throughout the UK). 	<p>Essential</p>
<ul style="list-style-type: none"> • Is willing to work flexibly within scope of overall hours, e.g. occasional evening meetings. 	<p>Essential</p>
<ul style="list-style-type: none"> • Has a full current UK/European Driving Licence. 	<p>Essential</p>

Expertise in Role - After initial development - Level 2

- Experience of working in schools and promoting positive relationships with the operational team and school community.
- Highly developed organisational and prioritising skills with resilience to meet competing deadlines.
- Experience of managing a range of projects across the MAT.
- Provide value for money solutions across all operational areas.
- Evidence of making decisions based on needs for change with strong communication skills.

Expertise in Role (Advanced - Level 3)

- Used by colleagues as the main point of contact for all enquires.
- Developed and implemented systems and procedures to ensure operational services work efficiently and effectively.
- Expertise in MAT systems and processes.
- Strong knowledge of working practices and processes across all operational areas.

Structure

Premises &
Compliance Manager

Senior Specialist
Technician

Specialist Technician



Signatures

Approved by : : CEO



Approved by : Post Holder/or Representative

Rev Sept 2022

To apply, please complete an online application form by registering on the EVERY Education website, which can be found here:

<https://candidates.every.education/Vacancies?keyword=specialist&postcode=hd8+8nl&distance=10>

Or email Tracy Dickens, Payroll/HR Officer via tracy.dickens@sharemat.co.uk for an application form, CVs will not be accepted.

Closing date: 30th November 2022 at 9am

