

Information Booklet

Site Operative



A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Shelley First School, Kirkburton Middle School and Scissett Middle School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack, alongside your wider research about the Trust and schools, will encourage you to apply.



CEO – The Mast Academy Trust

About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of four schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX
www.themast.co.uk | 01484 865444

Our Schools



Birdsedge is a small, rural school on the outskirts of Huddersfield. The school is set in a beautiful location, surrounded by the rolling hills and woodland scenery of the Upper Dearne Valley. We are located in the village of Birdsedge and we are an active part of the local community, with strong links with local Church and other Community groups.

Birdsedge First School
Penistone Road
Birdsedge
Huddersfield
HD8 8XR
www.birdsedgefirst.org

Kirkburton Middle School

Turnshaw Avenue

Kirkburton

Huddersfield

HD8 0TJ

www.kirkburtonmiddleschool.co.uk



KMS provide a welcoming and secure environment in which pupils enter as young children and leave as confident young adults, each developing at the rate that is right for them. We specialise in supporting, nurturing and guiding young children through this time in their lives – emotionally, socially and academically – in order that they are able to achieve well and feel safe.

We believe strongly in the importance of the principle of inclusion, the development of the whole child and meeting the needs of the individual. To this end we provide a broad and balanced curriculum together with an extensive range of enrichment and extra-curricular activities.

Scissett Middle School

Wakefield Road

Scissett

Huddersfield

HD8 9JX

www.scissett.com

Children at Scissett Middle School enjoy a wide range of activities which extends their experience in many parts of the curriculum. Health and Safety is emphasised in all school activities, and always plays a key role in the organisation of field trips and visits. Scissett Middle School provides an outstanding education for all its pupils and prepares them for life in the 21st century.

We will create an inclusive culture of learning where all children will be challenged in their thinking, strive for continuous improvement and be motivated to become lifelong learners. We will empower our children to become respected citizens and enable them to make valuable contributions locally, nationally and globally.



We are fortunate to have a vibrant and happy school, supported by a wonderful school community. Our motto 'together we succeed' truly reflects our philosophy and successes.

We ask all of the community to adhere to our ethical code:

- Care, fairness & respect
- No barriers to learning
- Celebration and joy in all achievements



Shelley First School

School Terrace

Far Bank

Shelley

Huddersfield

HD8 8HU

www.shelleyfirstschool.co.uk

Joining the Trust

Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

We adopt a 'name blind' approach to shortlisting. Recruiting managers will not have access to personal information, including your name and contact details, until a shortlisting decision has been made.

Site Operative

For the Mast Academy Trust

Organisation	The Mast Academy Trust
Job Scale	Grade 6 (£22,369 full time rate. Pay award pending).
Hours	37 hours per week, 52 weeks per year.
Type	Temporary to 31 st August 2024
Job share	Not applicable
Location	You will be required to work at all schools within the Trust.
Responsible to	Trust Site Manager

JOB CODE	MASTSO0523
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The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.

Appointments will be subject to an Enhanced DBS check.



Overview

Reporting to the site manager for the trust, the site operative will have responsibility for specific caretaking tasks and for specific areas of the school, but can expect to assist the site manager in the full range of caretaker duties and anywhere in the school or trust if required by operational needs.

Basic Job Purpose

- To work with the site team in all matters relating to the satisfactory operation of the schools buildings, grounds and equipment.
- Provide a clean and safe environment for users of the school(s) buildings and grounds
- To act as cleaning supervisor to the cleaning teams across the Trust, providing instruction and carrying out cleaning audits.
- To promote fair and equal treatment of all staff, parents and pupils throughout the course of performing all duties contained within this job description.
- To be responsible for the safeguarding and promoting the welfare of all children.

Main Responsibilities - Site Operative

Security of Premises

- Take responsibility for the following tasks when scheduled to do so, in accordance with the published and agreed shift rota:
 - Routine and non-routine opening and closing of the school buildings and/ or premises, including operation of alarms (both fire and security), reporting malfunctions as necessary and arranging for repairs to be carried out in a timely fashion.
 - Ensure that the buildings and site are secured when not in use; all doors and windows are to be secured. Ensure that all lights, heaters and gas controls are turned off every night.
 - Take reasonable steps to deter trespass and unauthorised parking on the site, having regard to health and safety.
 - Undertake the responsibility of key holder. Liaise with contractors regarding opening and closing arrangements during school closure.
 - Undertake dynamic risk assessment of security risks to the school (grounds, premises and contents including vandalism/arson).

Lettings

- Assisting in the agreed procedures relating to lettings/functions on school premises, and for use as a polling station if applicable.

Cleaning and Hygiene

- To act as cleaning supervisor to the cleaning teams across the Trust
 - Ensuring standards are maintained
 - Carrying out cleaning audits
 - Providing feedback on audits and discussing areas for improvement
 - Managing cover for staff absence with support from the Trust Site Manager
- As part of the premises team, and when on duty:
 - Ensure children's toilets are checked/cleaned as specified on the cleaning requirement documents
 - Ensure that the caretaking/cleaning storage areas are kept clean and tidy.
 - Ensure that high standards of cleanliness and hygiene are maintained throughout the premises.
 - Ensure that stocks of cleaning materials, soap, paper towels etc. are maintained and replenished as necessary.
 - Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.
 - Ensure that litter and graffiti are removed from both inside and outside the buildings.
 - Ensure that policies and practices on caretaking and cleaning standards are adhered to, having regard to health and safety.

Maintenance of Furniture, Fittings and Equipment

- Carry out repairs to furniture, fittings and equipment as necessary.
- Assist with the seasonal exchange of equipment and related storage arrangements.

Maintenance of Buildings

- Assist with reactive and routine repairs and maintenance work to be carried out, as necessary.

Handyperson Duties

- These will include minor tasks and repairs, which will involve a basic level of maintenance skills for the school environment.
- To share responsibility for monitoring the state of furniture throughout the school and undertaking minor repairs.
- To make safe damaged or missing floor tiles, secure carpets or remove to make safe.
- To ensure that all caretaking equipment is in a safe and working condition.
- To carry out minor alterations/improvements.
- To carry out any minor repairs as instructed by the trust site manager.

Maintenance of Grounds

- Carry out maintenance and planting in the grounds.
- Ensure that the site is kept tidy throughout the year carrying out regular sweeping of hard areas, removal of litter, leaves and any other superfluous materials and the removal of weeds.
- Ensure that access to the school in the event of bad weather is maintained, ensuring that paths are clear of snow, ice, leaves, floodwater etc.

Health and Safety

- Be aware of and adhere to all school policies and procedures on health and safety, including asbestos procedures, fire safety procedures, hot work permits, plant and equipment inspections and management of legionella.
- Be observant at all times of things around the school which may compromise safety e.g. loose fluorescent light diffuse covers, and rectify these on discovery.
- To work safely and bring to managers' attention any faults, accidents, incidents or near misses and any other health and safety concerns in order that the school remains a healthy and safe environment for all stakeholders.
- To be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. the School's Code of Conduct and Equal Opportunities Policy; COSHH; data protection and copyright legislation.
- To undertake any other duties of a similar level and responsibility as may be required.

Energy Management and Conservation

- Ensure that boiler checks are carried out during the heating season.
- Ensure that light bulbs and fluorescent tubes are replaced as necessary, applying appropriate health and safety regulations.

Porterage

- Ensure that deliveries of equipment, furniture and materials are dealt with promptly and items repositioned as required.
- Undertake porterage of equipment, furniture and materials within the premises, as required, including setting up seating the hall for productions, etc.

Miscellaneous

- To undertake training, develop skills and knowledge, and participate in professional networks to keep updated with current and developing practice affecting the role.
- To undertake other reasonable tasks as directed by the trust site manager.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To take part in performance management arrangements and be responsible for your own Continuing Professional Development, undertaking training as appropriate.

Person Specification - Site Operative

E	Essential	A	Application Form
D	Desirable	T	Test/Exercise
		I	Interview
		R	References

Qualifications & Experience

E	Literacy and Numeracy skills equivalent to Level 1 of the National Qualification and Credit Framework e.g. GCSE Grades A-C.	A
E	Experience working in a premises/ facilities management environment.	AI
E	Handy person or DIY activities of a general building and maintenance nature e.g. minor repairs, including the use of associated hand and power tools.	AI
E	Completing administrative duties, including paperwork, maintaining accurate records and producing straightforward reports.	AI
E	Use of IT systems.	AI
E	Experience of use of appropriate specialist equipment/ resources e.g. scaffold, ladders etc	AI
E	Awareness of health and safety and hygiene procedures and precautions.	AI
E	Awareness of COSHH regulations, applying knowledge gained as appropriate.	AI
E	Knowledge and experience of safe moving and handling procedures.	AI
D	Relevant City and Guilds (or equivalent) trade qualification e.g. carpentry, plumbing, electrical or equivalent level of experience.	A
D	Driving licence (free from significant endorsement).	A
D	First Aid Certificate.	A
D	Building industry work.	AI
D	Previous experience of working with children in a school.	AI
D	Experience of caretaking or being a site keeper in a school or similar environment.	AIR
D	Ensuring tasks have been completed to deadlines and required standards.	AI

Knowledge, skills and abilities

E	Literate and Numerate.	AI
E	Ability to maintain positive relationships with children and adults.	I
E	Possess good organisational skills.	AI
E	Commitment to high standards.	I
E	Ability to work as part of a team.	AI
E	Capable of working with autonomy, within agreed boundaries.	AI
E	Desire and willingness to learn new skills.	I
E	Ability to respond to advice and guidance.	I
E	Ability to respond calmly to emergencies	I
E	Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at height (after training).	I
E	Personal commitment to continuous service	I
D	Knowledge of health and safety and hygiene procedures and precautions.	AI
D	Capacity to cope with conflicting demands, deadlines and interruptions, whilst maintaining accuracy and attention to detail.	I
D	Problem solving skills and good judgement to interpret information and make recommendations/ decisions for action.	I
D	Use initiative and work pro-actively to find solutions to problems.	I
D	The flexibility to adapt to changing workload demands and new organisational challenges.	I

Personal Qualities

E	an excellent record of attendance and punctuality	R
E	adaptability to changing circumstances/new ideas	I
E	ability to inspire confidence in staff, students, parents and others	I
E	a commitment to inclusive education	I
E	reliability, integrity and stamina	IR
E	A happy, positive disposition.	I
E	A calm and pleasant manner.	I
E	An ability to undertake all the physical aspects of the job	I

E	Clean and well presented.	I
D	determination to succeed and the highest possible expectations of self and others	I
D	intellectual ability and curiosity	I
D	resilience and perspective	I
D	personal impact and presence	I
Other		
E	Willingness to sometimes adjust working arrangements to meet changed circumstances.	I

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

Application Details

Thank you for taking the time to read this pack.

Applying for the role of Site Operative

If you wish to apply for the post of Site Operative then please complete the application forms found on www.themast.co.uk

Completed applications should be returned to:

Sorrel Hellewell
The Mast Academy Trust
c/o Scissett Middle School
Wakefield Road
Scissett
HD8 9JX

Your application can also be emailed to recruitment@themast.co.uk

The job code for this role is MASTSO0523 and should be included on the envelope if posting your application, or in the subject field if you are sending using email

If you would like an informal discussion with regards to the role prior to applying please contact **Mark Pritchatt, Trust Site Manager – mpritchatt@themast.co.uk**

Shortlisting

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the trust interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

Equality Opportunity Monitoring

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010, and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

We would appreciate it if you would complete an equal opportunity monitoring form by following (or by copy and pasting) this link

<https://forms.office.com/r/d2JqgY2K2u>

Dates

The **closing date** for applications is **Friday 2nd June** at 11.00am.

The **interview date** is expected to take place on **Thursday 8th May**.

If we have not contacted you by the 12th June please assume that on this occasion your application has been unsuccessful.

The expected start date for the succesul candidate would be as soon as possible.

Please accept this as acknowledgement of the time and interest you have shown

