

Mercian Educational Trust



Estates Handyperson Recruitment Pack

Summer 2020

Email: CEO@metacademies.co.uk

www.metacademies.co.uk

Twitter: @METAcademies

Chief Executive Officer: Mr Dafydd Lawday

**Dines Green Primary School
Great Malvern Primary School
Malvern Vale Primary School
Somers Park Primary School**

**Mercian Educational Trust is an equal opportunities employer and committed
the protection and safety of its students.**



Mercian Educational Trust
Recruitment Pack Contents

Contents

Job Advert - Estates Caretaker/ Handyperson3
Post Information from the Chief Executive Officer4
Person Specification6
Job Description – Estates Caretaker/ Handyperson7



Job Advert - Estates Caretaker/ Handyperson

Inspire to Aspire



We have the following vacancy as part of the Estates Team within our Trust:

**Estates Caretaker/ Handyperson
Grade 3 - All year round
(Grade 4 considered for an exceptional candidate.)**

	Minimum	Maximum
Hours per week	30	37
Salary – Grade 3	£15,239 - £15,544	£18,795 - £19,171
Salary - Grade 4	£15,854 - £17,161	£19,554 - £21,166

To work closely with Estates Colleagues across the MET school sites within Malvern. The successful candidate will need to be proactive; have good DIY/Handyman skills and be able to work alone and within a team.

For an application pack please visit www.metacademies.co.uk where you will find the pack under the Vacancies tab.

Alternatively email Miss Liah Holdham, MET Administrator on office@metacademies.org.uk

Closing date: 12pm, Thursday 7th May 2020

Mercian Educational Trust is an equal opportunities employer and is committed to the protection and safety of its students and therefore this post will be subject to an Enhanced Disclosure and Barring Service check and satisfactory references.



Post Information from the Chief Executive Officer

MET Estates Caretaker/ Handyperson
30 – 37 hours per week full year
Grade 3

Dear Applicant,

Thank you for your interest in the post of Caretaker/ Handyperson within Mercian Educational Trust (MET). MET is a Multi Academy Trust based within Worcestershire with 4 primary school sites based within Malvern and Dines Green, Worcester.

We require a Caretaker / Handyperson to work within our Malvern schools. The role ensures that our school buildings and grounds are maintained to a high standard for our pupils, staff and community. This achieved through a combination of working individually and with other Estates colleagues under the supervision of the Estates Compliance Officer.

The successful candidate will need to be proactive within the role, ensuring work is completed effectively. They will use good DIY/ Handyman skills to complete tasks and sensibly identify works requiring external expertise or MET colleagues to assist. The role can be subject to additional out of hours work, for example to attend alarm calls, therefore close proximity to Malvern is required. Appropriate equipment, clothing and footwear to conduct this role safely will be provided.

Hours allocated to the role will be agreed at interview (between 30 – 37 hours per week) depending on candidate's skills and availability. Hours of work will include 1 hour per day opening of a school site. The remaining hours are designated for maintenance and H&S checks and will be flexible (on agreement) to suit tasks and colleagues. The salary for this post is Grade 3 but we will consider Grade 4 for an exceptionally skilful candidate.

Further details for the post can be found in the Person specification attached.

Mercian Educational Trust is an equal opportunities employer and is committed to the protection and safety of its students and therefore this post will be subject to an Enhanced Disclosure and Barring Service check and satisfactory references.

Application process:

All applicants are required to fully complete the [support staff application form](#) (PDF version [here](#)). Applications on any other form will not be accepted.

References - Applicants must enclose details of two references. These must be recent. Usually one will be a current or last employer. If this is not possible this can be a previous employer. We ask that friends and relatives are not named to provide a reference. We will ask for references from all candidates who are shortlisted and require both references to be received prior to interview. We may contact any previous employer listed on your form to clarify any information.



Shortlisting – Shortlisting will be based on the applicants' suitability for the post linked to the job description and person specification, please make sure your application matches these requirements.

Timescales –The closing date for applications is 12pm, Thursday 7th May 2020. Following shortlisting the following week, applicants will be invited to interview via email. In the current restrictions and social distancing interviews will be held via telephone or video.

We look forward to receiving your application.

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'D Lawday', written in a cursive style.

Mr Dafydd Lawday
Chief Executive Officer



Person Specification

Key Criteria in addition to the statements in the advert

Key:

AF- Application Form; I - Interview; C – Certificate; R- References

Criteria	Essential	Desirable	How assessed			
			AF	I	C	R
Basic DIY/ Practical skills	X		AF			
Ability to work within a team	X		AF	I		
Ability to work independently	X		AF	I		
Knowledge of good practices in building services		X	AF	I		
Excellent interpersonal skills	X		AF	I		
Good organisational and planning skills	X		AF	I		R
Formal Health and Safety training		X	AF			
Ability to analyse tasks and establish how they may be best achieved	X		AF	I		
Ability to be flexible in approach to work	X		AF	I		R
Full clean driving license		X	AF			
Resides in close proximity to Malvern	X		AF			
Effective communication skills	X		AF	I		R
Experience of maintaining records, using IT systems and paper based methods		X	AF	I		
Have the capacity to manage own work pressure	X		AF	I		
Enthusiasm to learn new skills and undertake training as required	X		AF	I		

Job Description – Estates Caretaker/ Handyperson

Key Criteria in addition to the statements in the advert

JOB TITLE: Caretaker/ Handyperson	Additional Responsibilities: Key holder/ out of hours contact
GRADE: 3 – 4 (Agreed on appointment)	HOURS: 30 – 37 per week; all year round

Relationships

- The post holder is accountable to Trust / School Leadership, through the Compliance Officer, for their duties and responsibilities.

General Responsibilities

1. Purpose of Job

To provide a clean and safe environment for users of the school buildings and grounds; security duties as directed on schools' premises and site

2. Main Areas of Responsibility

- Maintain the security of the school premises by locking and unlocking entrances and exits as required, securing the building using the alarm system and reporting any potential security breaches.
- To be a main key holder and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- General portering duties including movement of furniture and equipment within the school
- Undertake ad hoc cleaning duties, including graffiti removal, litter picking and assembly of waste for collection. Undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting/ clearing of leaves/snow
- Deal with problems, unexpected situations and emergencies
- Ensure adequate supplies of domestic consumables are in all classrooms and toilets.
- Carry out rubbish removal as necessary and ensure bins are kept clean and tidy.
- Work collaboratively with cleaning contractors to ensure smooth running and delivery of cleaning services.
- Take reasonable action to keep drains, downspouts, waste pipes etc, clean and clear of minor blockages that are clearly visible.
- Report any need for repair or maintenance work to the School Leaders
- Carry out regular health and safety checks relating to fire alarm systems, legionnaire testing, playground equipment, mini buses; reporting findings, hazards, potential unsafe practices to the Compliance Officer / Heads of School.
- Undertake light gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves.
- Operate the heating and lighting systems, ensuring efficient use of resources.
- Undertake basic record keeping as required.
- Welcome contractors on site
- Liaise with Compliance Officer about the school's requirements of contractors and report any problems at the first opportunity.
- Attend inspections by Health & Safety Governor and/ or External Advisor as required.
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.



- Undertake other duties, consistent with the post and job description, as may be required from time to time by the Estates Manager or Heads of School.
- Handyperson duties which may include minor repairs to furniture and fixtures and decorating tasks

3. Other Specific Duties

- To carry out the duties in the most effective, efficient and economic manner available.
- To play an active role in the life of schools.
- To undertake Health and Safety Training on areas within your remit.
- To undertake other training appropriate to the role

4. Problems and Decisions

- Advising Compliance Officer & School Leaders of faults to the buildings, fixtures and fittings which require specialist attention
- Monitoring and ordering an adequate stock of appropriate materials and equipment for their role.
- Liaising with contractors on site to ensure minimum disruption to the work of the schools

5. Finance and Resources

The postholder will support the Compliance Officer with the managing the resources required to support their role and the needs of the schools

6. Physical Effort

Moving and carrying furniture and other equipment e.g. desks, tables chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

7. Working Environment

Some of the work may need to be done out of doors such as repairs, and security checks in wet weather.

Promotion of Corporate Values

- To ensure that community care is maintained to the agreed standards according to the school's values
- To ensure that a high level of confidentiality is maintained in all aspects of the work.
- To encourage and develop optimum performance from staff and underline the school approach to community needs as reflected in the school's structure and ethos.

Special Conditions

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Signed	(postholder)	Date	
Signed	(for and on behalf of Mercian Educational Trust)	Date	

Mercian Educational Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

