
Trust Caretaker/Site Team Member

Contract Type:

Permanent / 37 Hours

Full Time - All Year Round

Required for:

ASAP

Closing date for applications:

Friday 1st March 2024 – MTOAT may close this vacancy prior to the advertised closing date should we receive a high level of responses.

Travel between all MTOAT sites will be required for this role, with most days based in Aylesbury.

This role may suit one individual or a job-share.

MERCHANT TAYLORS' OXFORDSHIRE ACADEMY TRUST

Merchant Taylors' Oxfordshire Academy Trust is a multi-academy trust currently consisting of Wallingford School, Brightwell-cum-Sotwell Primary School and Buckinghamshire UTC. The schools are successful, popular and are rooted at the heart of their local communities.

We are privileged to carry the Merchant Taylors' name and value our relationship with the Company. Their interest, benevolence and engagement with education resonate with our ethos as a Trust.

Our schools are about academic achievement but also personal development and opportunity so that our young people leave us equipped with the skills and experiences which will enable them to thrive. This vision is understood by all members of our school communities and lies at the heart of our ethos.

Our function as a multi-academy trust is to encourage collaboration, innovation and professional development within structures which ensure that our focus is on ensuring that the young people in our educational establishments have the very best possible provision. We work across and within our schools, recognising that the best school-to-school support is deep, embedded and impactful.

Our vision and values are rooted within a belief that every young person is capable of being successful regardless of background, prior attainment or previous school experience.

We believe that schools should serve their local communities and be able to offer the breadth and depth of educational experience which young people deserve in the 21st Century. For us school is about achievement and progress but it is also about supporting our young people to become rounded, well-adjusted young adults ready to lead fulfilling and rewarding lives and to play their part in society.

The approach taken by Merchant Taylors' Oxfordshire Academy Trust (MTOAT) is to focus on delivering a high quality of education in a small number of academies. This strategy enables the MTOAT leadership team to place the maximum possible focus on each academy as it joins the MAT and is, we believe, particularly well-suited to helping struggling schools to address the issues they face.

Main Purpose and Object:

Working at our Brightwell-cum-Sotwell (2 days) and Aylesbury UTC (3 days) to under the direction of Facilities Manager and leadership team, ensure that the school premises, grounds and its contents are properly maintained, secured and ready for use across multiple sites. Undertaking such tasks that are necessary for effective site management, including portage and administrative duties. Assist in the co-ordination of health and safety, ensuring that regulations are followed and adhered to throughout the school. Deputising for the Facilities Manager as required while supporting and contributing to the overall ethos, work and aims of the schools.

Operational

- Act as a key-holder and complete routine and non-routine opening/closing of the building. This will include following the protocols in place to ensure the security of the building is maintained and ensure that all security alarms are activated before leaving the premises.
- Provide maintenance to the school site, buildings and grounds to a high standard, including the removal of graffiti, cleaning of items and assistance with the disposal of recycling in the correct refuse bins.
- Assist in the running of the school's heating and utility systems/services.
- Undertake minor repairs and maintenance tasks or arranging for other repairs to be carried out, and organising emergency response where necessary.
- Deal with emergency spillages, floods, drain blockages and other emergencies as they arise.
- Undertake the removal of snow and other obstructions from entrances, steps and access pathways, monitoring stocks of salt and sand and reporting any shortages to the facilities manager.
- Complete risk assessments for approval from the Facilities Manager to ensure safety to Students, Staff and visitors to the sites.
- Undertake various porterage and administrative duties, including the efficient distribution of deliveries around the school.
- Under direction of the Facilities manager, liaise with outside agencies in respect of security arrangements.
- Complete maintenance and cleaning checks to company vehicles to identify and report faults.
- Work with fire, security and other premises systems to report, respond and maintain health and safety where necessary.
- Ensure, in conjunction with the headteacher and facilities manager, that all health and safety procedures and requirements are being met to ensure the health, safety and welfare of all premises.
- Ensure that appropriate signs and notices are displayed.
- Assist in ensuring that reporting of incidents, including accidents, is fulfilled in accordance with requirements.
- Assist the facilities manager in ensuring employment and safeguarding checks have been completed as per school policies and procedures before engaging contractors and reporting any concerns to the line manager.
- Maintain manual and computerised records and filing systems relating to all areas within her/his remit as required.
- Assist in maintaining up to date records of the school's assets.
- Ensure that financial procedures and activities are carried out as required by school policies and procedures such as taking meter readings.
- Ensure that best value principles are followed where possible.

General

- Establish and maintain good relationships with all students, parents/carers, colleagues, contractors and other professionals
- Work outside of normal school working hours for school events, and emergencies as required.
- Participate in school emergencies, including co-ordinating arrangements, locating students and staff, providing contact details and completing necessary documentation.
- Attend training sessions and meetings as required.

- Retain confidentiality in all aspects of school life.
- Commitment to school's ethos, aims and its whole community

Selection Criteria

Essential:

- Good numeracy/literacy skills / GCSE or Equivalent in Maths and English
- Use of basic office computer skills
- Handyperson experience
- Be able to follow confidentiality policies
- Ability to relate well to children and adults
- Ability to work occasional evening and weekends when required and attend out of hours' emergencies

Desirable:

- Caretaking/cleaning/site-keeping experience in a school or similar environment
- Relevant qualifications or experience in a trade (e.g. Plumbing/electrical/grounds/building)
- Further education qualifications in a related field
- Working knowledge of construction / building regulations/maintenance/health and safety/heating systems
- Willingness to develop knowledge of use of ICT and other specialist equipment/resource

Personal:

- Ability to carry out some heavy lifting
- Ability to prioritise work
- Able to follow direction and work in collaboration with colleagues, line manager and leadership team
- Flexible "can do" approach to work

Hours

This post is for 37 hours per week to be worked on a Monday – Friday.

This role may suit one individual or a job-share.

Salary

The salary for the post is Grade 7 Point 13 - 17 £13.93 - £14.91 per hour, £26,873- £28,770 per annum, depending on experience.

Pension Details

Please visit www.lgps.org.uk and www.oxfordshire.gov.uk/pensions for details of our Local Government Pension scheme.

Terms & Conditions

Merchant Taylors' Oxfordshire Academy Trust employs support staff on the conditions or service contained in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service (Green Book), the provisions of which allow for a 26-week probationary period for new employees.

This can be found through <http://www.oxfordshire.gov.uk/cms/content/schools-conditions-employment-green-book> . <http://schools.oxfordshire.gov.uk/cms/content/contracts-staff>

General Points

You will be able to contribute to the Local Government Superannuation Scheme.

Applicants should be aware that the School operates a non-smoking policy.

We are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All successful candidates will be subject to a Disclosure and

Barring Service Check (previously named as a CRB check) along with other relevant employment checks. Any offer of employment is subject to satisfactory medical, references and DBS clearance and also The Asylum and Immigration Act ID checks.

We look forward to receiving your application.