



THE  
**PEOPLE'S**  
LEARNING TRUST

# **SITE MAINTENANCE OFFICER**

## RECRUITMENT PACK

## WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



### **How we will help children achieve:**

We aim to ensure the highest standard of teaching across our Trust.

Our strategies include:

- *increasing the number of academies rated outstanding by Ofsted;*
- *providing robust support and challenge to schools for rapid improvement;*
- *diminishing attainment gaps between student groups to achieve whole school success.*

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

### **Our commitment to excellence:**

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the mission of Everton Football Club, "Nil Satis Nisi Optimum". Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.





### Join us:

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

### Our Mission:

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

### Our Values:

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.

### Our Goals:

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.



## ABOUT TPLT

The People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with a range of stakeholders to establish the core values that underpin our Trust.

Our Founder Schools - Everton Free School and Football College, Waterside Academy, Oldfield Primary School, Meadow Primary School, and Bidston Avenue Primary School - have been instrumental in shaping the Trust's development, contributing actively to our shared vision and strategic direction. The Bridge Short Stay School has also received an academy order to convert and join our growing Trust. In addition, we are currently engaged in due diligence with a number of schools who are interested in joining us, ensuring that strong alignment of values and aspirations is established on both sides before formal partnership begins.

We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they

embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.

## THE ROLE SUMMARY

**Job Title:** Site Maintenance Officer

**Hours Per Week:** 35 hours per week

- **Option 1:** Monday - Friday: 7:00 am - 2:30 pm (with 30 mins break)
- **Option 2:** Monday - Friday: 7:00 am - 11:30 pm and 3:00 pm - 5:30 pm

**Weeks Per Year:** 52 weeks

**Salary:** NJC Scale Points 11 - 17 (£28,142 - £31,022) FTE

**Contract:** Permanent

**Location:** Meadow Primary School

**Start Date:** ASAP

**Accountable to:** School Business Manager



# SITE MAINTENANCE OFFICER: JOB DESCRIPTION

## Main Purpose of the Role:

- Management of the Statutory compliance and pre planned maintenance and general upkeep of the Academy premises

## Key Responsibilities:

- Reporting to the Academy Business Manager and Headteacher team.
- Line management of any Estates and Facilities staff
- Overseeing site Health and Safety, Risk, and Compliance management for estates and facilities
- Managing security, including overseeing deliveries and porterage.
- Conducting regulatory checks and ensuring compliance with relevant regulations.
- Liaising with contractors and managing their activities on site.
- Managing or handling minor repairs and maintenance tasks.
- Management of the site security including systems and contractors
- Management of the Building Management System (BMS)
- Key Holding responsibilities for the site.
- Ensuring all statutory and mandatory Planned Preventative Maintenance (PPM) compliance is maintained and recorded. (training will be given)
- Managing subcontractor attendance and activities to ensuring health and safety and procedural requirements are met.
- Ensuring a safe and secure working environment on the site.
- Ensuring the environmental policies and procedures are adhered to across the academy.
- Challenging and escorting off-site any unauthorised persons.
- Performing regular checks of equipment and machines.
- Reporting defects found during building checks and management of the remediation
- Carrying out ad hoc duties as necessary to fulfil academy requirements.

## Health and Safety:

- Work collaboratively with the Trust's health and safety representative to promote a safe environment and identify improvements for the academy's capital building works.
- Conduct routine health and safety checks related to the premises, covering water, fire alarms, lighting, and the minibus, recording information on the 'Every Compliance' system.
- Comply with all procedures required by the Health and Safety Policy and the premises policy.
- Oversee cleaning and caretaking activities to ensure safe practices in accordance with COSHH regulations.
- Conduct fire procedures, testing alarms weekly, coordinating fire inspections, and managing alarm systems.

**Risk:**

Monitor and manage risk assessments of buildings, premises, and grounds, reporting relevant issues.

- Management of remedial actions for insurance claims (premises) and put together specifications and obtain quotations for premises-related matters.
- General maintenance of academy grounds, including completing termly risk assessments (training will be given)

**Compliance:**

Maintain accurate records of statutory compliances and their completion via contractors using the 'Every Compliance' system provided (training will be given)

- Keep logs for maintenance of fire safety, asbestos, legionella, and all areas of compliance in the required format.
- Carry out or Coordinate work needed to comply with recommendations from Conditions Surveys, Asset Management Plans, Accessibility Plans, and Disability Surveys.

**Reporting:**

Responsible for all reporting related to Site Maintenance, Cleaning, Repairs and Maintenance.

- Take responsibility as a main keyholder for security procedures, conduct perimeter checks, and manage alarm systems and processes.
- Ensure the safety, security, and maintenance of the site during emergency situations.

**Training and Supervision:**

Line management of the site cleaning team or cleaning contract.

- Provide training and appropriate instruction on the correct usage of cleaning materials and machinery, emphasising safe working practices (COSHH)

**Grounds Maintenance:**

Manage all aspects of ground maintenance, coordinating with the Academy Business Manager and Headteacher team and working with approved contractors.

- Ensure appropriate supplies of rock salt/grit and clear the site of frost/snow for safe access in bad weather.
- Perform light gardening duties as required.

**Other Responsibilities:**

Act as a First Aider and Fire Marshal (training will be provided).

- Oversee security procedures and carry out duties related to lighting and heating of the premises.
- Manage cleaning of premises, portage, and major and minor repairs.
- Support pupils, academy staff, and contribute to the academy's ethos and development.
- Attend and participate in meetings as required.
- Work as part of a team, recognising strengths and areas of expertise to support others.

**Key Attributes:**

- Competent DIYer with good practical skills.
- Adaptable and proactive.
- Organised, punctual, and reliable.
- Problem-solving skills.

- Friendly team player.
- Be willing to undertake all training requirements including Health and Safety Management, Safeguarding Children, Fire Warden, Asbestos Awareness, Legionella etc.

#### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and any safeguarding and child protection policies
- Work with the Designated Safeguarding Lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the Academy

#### **Support for the School**

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos, aims and development / improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake additional such duties as may be reasonably expected within the scope and grading for the post.

## PERSON SPECIFICATION

This table lists the essential and desirable requirements needed to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done

**Desirable:** Requirements that would enable the candidate to perform the job well

**Evidence:** A - Application form, I - Interview, R - Reference

Qualifications & Training	Essential	Desirable	Evidence
GCSE or equivalent level, including English and Maths	✓		A
COSHH, IOSH, PASMA, IPAF, NEBOSH, CITB		✓	A
Full Driver's Licence	✓		A

Knowledge & Experience	Essential	Desirable	Evidence
Experience working in a school environment or other public sector setting		✓	A
Good IT skills	✓		A
Ability to communicate with people at all levels	✓		A/I
Experience working collaboratively with colleagues	✓		A/I/R
General maintenance ability, including basic plumbing, carpentry and decoration		✓	A/I
Relevant experience in sustainability and decarbonisation of buildings and equipment		✓	A/I

Skills & Personal Qualities / Attributes	Essential	Desirable	Evidence
Team player with a flexible and adaptable approach	✓		A/I
An understanding of and sensitivity towards issues faced by vulnerable young people and their families		✓	A/I
Be able to meet the travel requirements of the post	✓		A

Disclosure of Criminal Record	Essential	Desirable	Evidence
The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring	✓		A
An understanding of and sensitivity towards issues faced by vulnerable young people and their families		✓	A/I

<b>Employment Checks Required:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Evidence of entitlement to work in the UK	✓		A
Evidence of essential qualifications	✓		A
Two satisfactory references	✓		R
Confirmation of medical fitness for employment	✓		A
Registration with appropriate bodies (where applicable)	✓		A



## HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Rachel Andrews, School Business Manager ([admin@meadow.cheshire.sch.uk](mailto:admin@meadow.cheshire.sch.uk)).

## SUBMITTING YOUR APPLICATION

Applications should be submitted via our recruitment platform, MyNewTerm. Applicants are encouraged to complete the online application form in full and use the supporting statement section to clearly demonstrate how they meet the criteria set out in the job description and person specification.

We do not accept CVs. All applications must be submitted through MyNewTerm by the advertised closing date.

Closing date for applications is **Monday 2<sup>nd</sup> February 2026**

Interviews will take place on **Wednesday 11<sup>th</sup> February 2026**

## DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.

