

# Applicant Pack



**Trust Estates  
Maintenance Officer**

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**[www.pinnaclelearningtrust.org.uk](http://www.pinnaclelearningtrust.org.uk)**



# Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Please take the time to read the 'Join the Pinnacle Learning Trust' booklet available from our website, in order to understand the benefits of working for our trust and how you might support us in achieving our vision and values.

Should you have any questions regarding the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

Please ensure you submit your application by the closing date stated in the advert.

We cannot accept information held on CVs and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements. The job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing during that time.

For teaching roles, please provide your results from the last three academic years, where available, together with your application form.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,  
HR Team

\*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



# The Estates Team

The Trust Estates Maintenance Officer role forms part of our Estates Central Services Team, led by the Trust Head of Estates. We ensure collectively that we have safe, secure, well-maintained and sustainable premises, which are compliant with all relevant legislation and regulations.

This is an exciting time for our Central Services teams, and as our Trust continues to grow, we expect the remit of the Estates Team to continue to positively evolve. Our Estates Team collaborates closely with academy staff on a day to day basis, and with our other Central Services teams: Finance; Governance; HR; IT; and, Marketing, so that we can proudly support the achievements of our students and our wider staff colleagues.



# Job Description & Person Specification

## Trust Estates Maintenance Officer

### Trust Estates Maintenance Officer

#### Purpose of the post

The main purpose of the role is to assist in the provision of an outstanding, safe, secure, well-maintained, clean, attractive and sustainable working environment for our Trust children and young people, students, staff and visitors. The main duties of this role will be to provide routine building maintenance and development of the site together with janitorial tasks and assist in the provision of security arrangements within the Trust if required.

The role involves working varied shift patterns to meet the needs of the Trust.

#### Summary of Main Duties and Responsibilities:

##### Officer Responsibilities:

- Work across the Pinnacle Learning Trust academies including the Oldham Sixth Form College Sports Campus.
- Deputise for Site Manager and Trust Head of Estates as required.
- Embed a culture of high performance and service excellence.
- Provide positive and supportive team leadership (as appropriate) and effective communication.
- Regularly review policies, procedures and processes to meet Trust needs.
- Share good practices, contribute ideas, and take a lead on relevant initiatives.
- Work independently with minimal supervision.

##### Specific responsibilities of Estates Maintenance Officer:

- Complete routine and reactive maintenance, janitorial and premises tasks.
- Assist the Site Manager and Trust Head of Estates with contractor selections, orders and maintenance specifications.
- Hold a valid qualification or relevant experience in plumbing, joinery, electrical or maintenance trade and be willing to keep up to date in the field.
- Liaison with, and management of cleaning and other contractors: facilitating contractor visits; assisting them to gain access to their working locations.
- Identify and rectify any work necessary to ensure the provision of a safe, secure, well-maintained, clean and pleasant working environment for Trust students, customers, staff and, in consultation with the, to assist with the carrying out of such work
- As part of the Estates Maintenance teams, keep accurate and up-to-date records in respect of all routine maintenance carried out.

# Partnership Governance Report

- Work safely, ensuring that health and safety procedures are maintained in all work.
- Ensure that the Trust buildings and site are clean and accessible and that the grounds of the Trust are well kept.
- Undertake, in consultation with the Site Manager, stock checks on estate equipment and consumables, order consumable items and keep appropriate records.
- Using our electronic health and safety and estates helpdesk system (Every) to log and update tickets and service desk requests, also promoting wider trust use of our Every system.
- Assist in the provision of an effective portage facility, including the receipt of deliveries and moving of items.
- Assist in the preparation for, and running of, Trust events, including Trust Open Days, evening events, etc.
- Work on a weekly rotating shift to assist in the provision of security arrangements, including:
  - Unlocking and locking of buildings
  - Holding keys and being available to attend call-outs;
  - Ensuring that risk management systems are serviceable
  - Promoting and maintaining a harmonious atmosphere in the public areas of the Trust
- Undertake any training and continuous professional development opportunities, identified as essential to the role, including: manual handling; health and safety; hazardous materials; working at heights etc.
- Wear the Estates Maintenance uniform (will be provided)
- Qualified First Aider.

## **Requirements of All Trust Staff:**

- To promote and uphold the PLT mission, vision, values and ethos.
- To comply with MAT level policies and procedures or those relevant to an individual PLT Academy, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in Performance Management Processes, undertaking professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other reasonable duties that are in accordance with the purpose and grade of the post, as and when required

	Essential	Desirable	Method of Assessment
<b>Experience</b>			
Experience of Estates maintenance and supervision	✓		Application/Interview
Experience in day-to-day operation and multi-skilled maintenance	✓		Application/Interview
Apprenticeship or relevant experience (minimum 3 years) as a qualified Plumber, Joiner, Electrician or other to NVQ/ City & Guilds level 3 or equivalent.		✓	Application/Interview
Experience of working in an education setting		✓	Application
<b>Skills and Knowledge</b>			
Undertake Working at Heights Training	✓		Interview
Undertake Manual Handling Training	✓		Interview
<b>Education and Qualifications</b>			
Good Standard of Education	✓		Application
Computer literate including Microsoft Office suite, Word & Excel		✓	Application/Interview
Qualified First Aider with First Aid at Work Certificate or willingness to undertake training to obtain qualification	✓		Application/Interview
NVQ/ City & Guilds level 3 or equivalent in Plumbing, Joinery, Electrical or other maintenance trade	✓		Application/Interview
Current clean driving licence		✓	Application/Interview
<b>Attitude and Personal Qualities</b>			
Ability to work independently and as part of a team	✓		Application/Interview/ References
Confidence in your abilities to deal with problems as they arise in a professional manner.	✓		Application/Interview/ References
A proactive approach and willingness to contribute to Trust improvements	✓		Application/Interview/ References
Good Interpersonal skills and ability to establish and maintain good working relationships with others.	✓		Application/Interview/ References
Ability and understanding of basic IT software, i.e. Microsoft Office and helpdesk systems	✓		Application/Interview/ References
Patience and ability to remain calm	✓		Application/Interview/ References
Willingness to work flexibly	✓		Application/Interview
Full UK Drivers License		✓	Application/Interview
Suitability to work with children	✓		Enhanced DBS clearance/References
Commitment to equality of opportunity and anti-discriminatory practice.	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
An enthusiastic and flexible approach to working routines and practices	✓		Application/Interview/ References

# How To Apply

To apply, please click [here](#).

## Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Employee Assistance Programme, offering health and wellbeing services
- Laptop/Chromebook allocated to teachers and support staff (if required)
- Cycle to work schemes available
- Free on-site parking
- Excellent opportunities for CPD and career development

Please see our Join The Pinnacle Learning Trust booklet for more reasons to work for the Pinnacle Learning Trust.

## **Commitment to Safeguarding**

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

**“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”**

**Rebekah Sutcliffe, Trustee and former senior police officer and director in local government**

PROUD  
TO BE  
PART OF



**To find out  
more or to  
apply:**

[pinnaclelearningtrust.org.uk](https://pinnaclelearningtrust.org.uk)  
[hr@pinnaclelearningtrust.org.uk](mailto:hr@pinnaclelearningtrust.org.uk)

**0161 287 8001**

