



# Thomas Deacon Education Trust

Application Information Pack

## Property Services Officer



Trust



Diversity



Excellence



Transformation

Working together to transform lives through education

## Welcome



Dear Applicant,

We are delighted that you are considering joining our dynamic community of educators and support staff.

At Thomas Deacon Education Trust (TDET), we are proud to be an organisation that makes a difference. Our commitment to raising educational aspirations and outcomes, within nurturing and inclusive environments, is at the heart of everything we do.

As part of our team, you will benefit from our positive and inclusive culture and a shared passion for education. We strive to empower both our staff and students, encouraging opportunities for professional growth and lifelong learning.

Collaboration is central to our culture at TDET, strengthening connections between our academies, the Trust, and external partners. Sharing expertise, best practice and resources creates a supportive environment and increased opportunities for both staff and students.

We are excited about the future of our multi-academy trust and continuing its positive impact in our local communities. If you're looking for a rewarding and vibrant environment to grow your career and make a difference, we encourage you to apply to join our dedicated team.

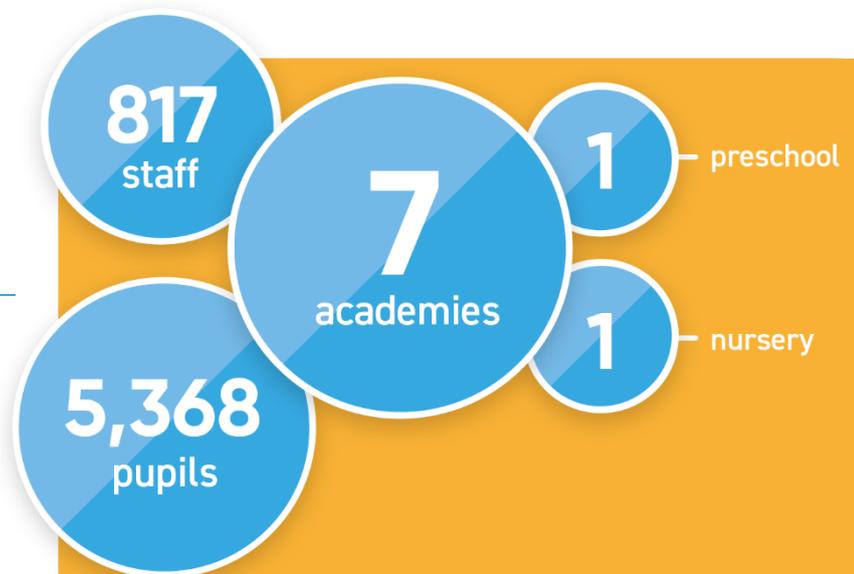
Thank you for considering Thomas Deacon Education Trust for your next professional step and we look forward to receiving your application.

Scott Hudson | Chief Executive

## About our Trust

Thomas Deacon Education Trust (TDET) is a highly successful multi-academy trust, operating seven academies and one nursery for pupils aged 0-19 years.

We are proud to be an organisation that makes a difference. From nurturing our young people to learn and grow to ensuring our employees have opportunities to develop and progress, our ethos is to work together to positively benefit the communities we represent.



Our *vision*

To be **one of the leading multi-academy trusts** in the country



Our *mission*

To provide a **truly world-class education** to all our learners

## Job Description

<b>Job Title</b>	Property Services Officer
<b>Reports to</b>	TDA Site Manager
<b>Salary/Grade</b>	Pathway 2
<b>Date Last Evaluated</b>	March 2026
<b>Core Purpose</b>	<p>To ensure the Academy remains a safe, secure, and fully operational environment for staff, students and visitors through proactive maintenance and diligent Health &amp; Safety reporting.</p> <p>As an all-rounder the post holder will take responsibility of the buildings fabric and conduct timely repairs across the site as well as statutory compliance checks.</p> <p>The role requires a flexible approach to working hours, that meet the needs of the Academy and Trust.</p>

## Key Responsibilities

- To maintain security of the premises together with its contents, attend to the Intruder Alarms where applicable, board up and make secure the building(s) following acts of vandalism.
- To attend to the heating of the premises and maintain the required temperatures, ensure boiler plant equipment is cleaned and maintained in accordance with the specification and report faults.
- To take reasonable care for the health and safety of themselves and others who may be affected by their activities in accordance with the provision of Health and Safety legislation and TDET Health & Safety Policies.
- To record all deliveries and maintain the required information. Ensure that adequate supplies are maintained to meet the needs of the Trust and the cleaning contractors.
- To support the external facilities hire company within your normal working hours. Occasional overtime may be available when required, including weekends.
- To give adequate directive advice to contractors, including cleaning staff, in order to maintain high standards of cleaning, security and maintenance and janitorial duties.
- To assist in dealing with matters concerning building maintenance, including internal decoration and basic plumbing and joinery work.
- To provide a range of “handyperson” services to the Academies.

- To ensure that all exterior hard surfaces, including artificial/turfed areas, are kept in a clean, tidy and safe condition to include the emptying of litter bins, cleaning drains and gullies, salting and de-icing hard surface areas, and moving of snow to ensure access to the premises.
- To remove graffiti from internal and external surfaces as soon as it is reported.
- To set out furniture, examination desks etc, as requested by the Headteacher/Deputy Headteacher.
- To carry out portering duties as and when required by the Academies.
- Undertaking any other duties to as directed by the TDA Site Manager or TDET Sites Manager / Facilities and Estates Manager.
- To travel to other TDET sites as required to cover, support and assist the wider TDET site team.
- To effectively use the Academies reporting system to log completed works, update the status of ongoing repairs and escalate urgent safety concerns to the Site Manager immediately.

## General Responsibilities

- Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.
- Be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To engage with appropriate training opportunities to promote professional effectiveness in this role.
- Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.
- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and

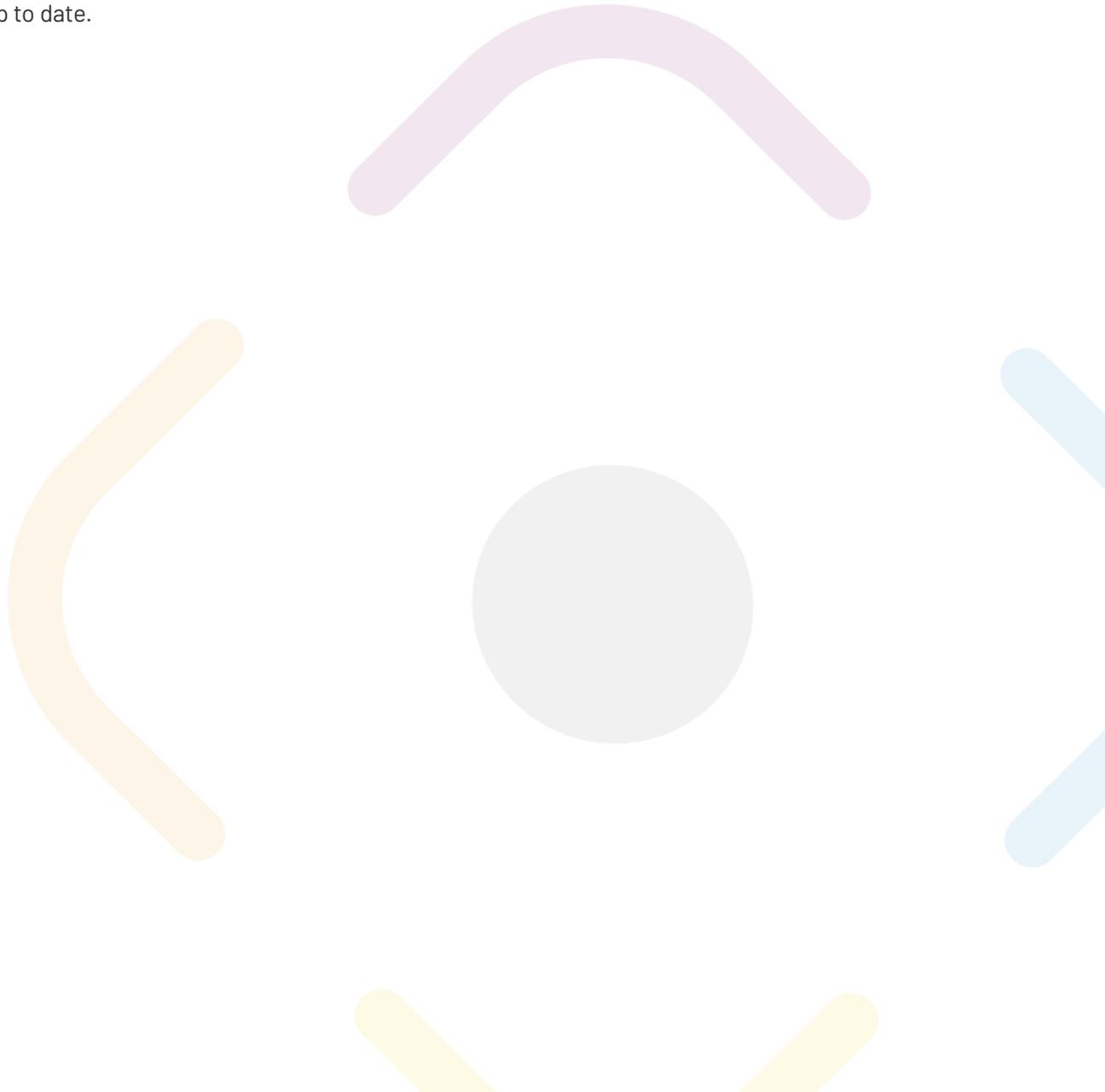
Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

Note: Every job description in the organisation will be subject to a review either:

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.



## Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
GCSE Maths and English (or equivalent).	D	A
Full clean driving license.	E	A
Relevant maintenance/trade qualification.	D	A/I
<b>Knowledge &amp; Understanding</b>		
Knowledge and understanding of maintenance within an education environment.	D	A/I
Knowledge of Health & Safety regulations and procedures, including hygiene and moving and handling.	E	A/I
<b>Skills &amp; Abilities</b>		
Ability to use own initiative and problem solve independently.	E	A/I
Ability to work flexibly to meet the needs of the Trust.	E	A/I
Ability to work to tight deadlines and in a pressurised environment.	E	A/I
Ability to use a range of DIY/maintenance tools.	E	A/I/T
A good understanding / Knowledge in similar maintenance roles.	E	A/I/T/R
<b>Experience</b>		
Experience of carrying out maintenance tasks.	E	A/I/R
Experience of working in a similar role.	D	A/I /R
Experience of working with contractors, suppliers, and other third party companies.	D	A/I
Experience of working in a school environment.	D	A/I
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

A – Application      I – Interview      T – Task/Activity      L – Lesson Observation  
R – References



**Gladstone Primary**  
Academy



**Queen Katharine**  
Academy



**Richard Barnes**  
Academy



**Thomas Deacon**  
Academy



**Upwood Primary**  
Academy



**Warboys Primary**  
Academy



**Welbourne Primary**  
Academy