



Candidate Recruitment Pack

Caretaker Kings Oak Academy and Greyfriars Academy -

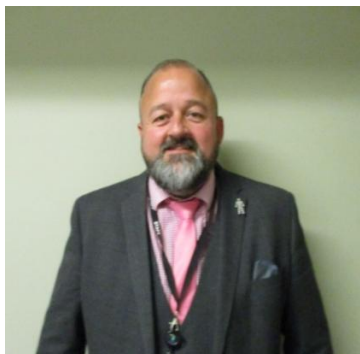
Applications considered upon receipt

www.unityeducationtrust.uk

hr@unityeducationtrust.uk

A welcome from the CEO

Dear Applicant,



Thank you for your interest in our vacancy at Unity Education Trust (UET).

As Chief Executive of the UET, I am delighted to offer you a warm welcome to our Trust. These are exciting times for all those associated to Unity Education Trust a Multi-Academy built on developing like-minded schools to be outstanding education providers through collaborative working that develops a 'unity of purpose' in all that we do.

UET has expanded its family of schools and education professionals. We welcome outstanding teachers, subject specialists, tutors, support staff and experienced leaders with a record of transformation in education.

All of our staff share the ethos of raising aspirations, unlocking potential and securing the best possible future for the 2700 young people attending our schools.

Our schools' range in size from 20 to 1200 students and effective collaboration across our schools is an important part of who we are, whilst maintaining individual schools' identity within their community.

I am proud that we are working in 'Unity' to meet the challenges in education head on and spearheading new developments for the benefit of all the children in our care.

We look forward to receiving your application.

Best wishes

Glyn Hambling

CEO

Our Story



UET was established in March 2017. As of 2024, its family of schools have expanded providing education for 3 - 19 year olds across mainstream and alternative provision settings and now comprises the following:

Mainstream

- Northgate High School and Dereham Sixth Form College
- Grove House Nursery and Infant School
- Kings Park Infant School
- Beeston Primary School
- Garvestone Primary School
- Great Dunham School
- Greyfriars Academy
- Highgate Infant School
- Kings Oak Academy
- Magdalen Academy
- St Germans Academy
- Wimbotsham & Stow Academy

Specialist

Pathfinder School –
Brooklands, Danby Wood, Douglas Bader,
Hooper Lane, Brooklands, Rosebery

Compass –
Belton, Lingwood, West

- UET Earthsea
- Churchill Park Academy
- The Pinetree School

The Trust sets high expectations in every aspect of our work, providing pupils with the best opportunities through outstanding teaching, the development of 21st century facilities, inspirational leadership and a growth mindset approach.

We will ensure that each of our academies maintains its unique identity at the heart of their community and engaging with all partners and stakeholders and other high performing educational organisations.

We have an unrelenting belief and focus that all students can achieve high standards, whatever their background and life experiences when given a positive climate of support, challenge and the development of Growth Mindset through outstanding teaching.

Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

Our Schools – Kings Oak Academy



Kings Oak Academy is an infant school for pupils aged 3-7 years with about 90 children on roll. We are proud to serve a wonderfully diverse community, rooted in strong relationships, mutual respect and a shared commitment to helping every child succeed. Our aim is to provide a safe, nurturing and inspiring place where children feel valued and supported. I am privileged to work with such a strong, caring and supportive team including staff, governors and parents who make this such a special place for every individual to thrive.

We place great emphasis on giving children the best possible start. Our staff know our families well, and we work closely together to make sure every child is seen, heard and given the encouragement they need to thrive.

Our creative curriculum is central to who we are. We believe that learning should spark imagination, build curiosity and open doors to the wider world. Through rich topics, hands on experiences and opportunities to explore, we help children develop confidence, resilience and a genuine love of learning.

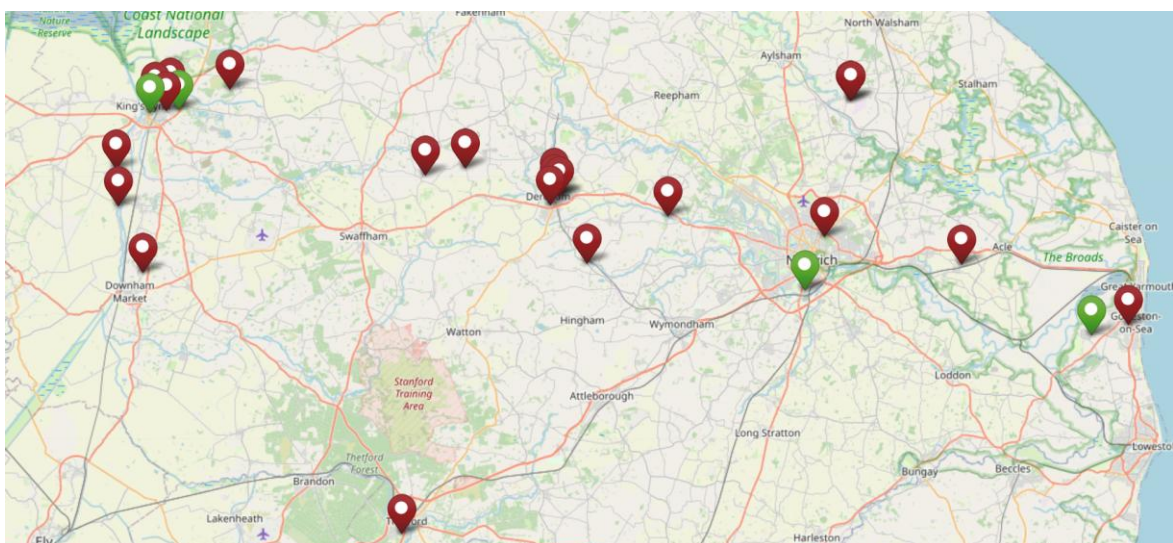
Cheryl Kirby
Executive Headteacher

Greyfriars Academy



We are a happy, caring and busy school in King's Lynn.

We offer a lively and engaging curriculum and we want all our children to develop a love of learning and to achieve their very best.



Underpinning principles



Supporting Our Staff

Unity Education Trust is committed to supporting all staff in their personal, professional and career aspirations by providing a range of development opportunities. We foster a culture which encourages you to develop your talent and strengths throughout your journey with us.

We are committed to providing the highest quality support to ensure our schools excel and give our students the education they deserve. Our Headteachers have a good deal of autonomy as school leaders within a framework developed collaboratively with our Director of Education and the Education Directorate.

Each Unity Education Trust school benefits from a comprehensive programme of support and challenge, including a strong emphasis on CPD and a regular programme of training events to improve performance across all sectors within our schools.

We believe it is very important that each of our academies plans in such a way that financial and human resources are deployed to support their educational strategies fully. This is supported by our experienced Central Service team, who are available to advise on financial planning, audit, HR, legal and property matters.



Job Description

Caretaker

JOB DESCRIPTION

Job Title	Caretaker
Location	Kings Oak Academy and Greyfrairs Academy
Grade	D
Responsible to	Head of School, Premises Manager
Responsible for	Contractors, cleaners and assistant caretakers as required
Effective Date	13 July 2026

Role and Context

Job Purpose	<ul style="list-style-type: none"> Under the direction of the Headteacher and in accordance with the practices and procedures of the school, to ensure that the school premises and contents are properly maintained, secured and ready for use. To work with colleagues in the premises team to complete project and emergency work at Trust schools To help keep the school clean and tidy
Context	<p>Job Family: Site Management and Maintenance</p> <p>The Unity Education Trust is a 3-19 Multi Academy Trust sponsoring academies who work with some of the most vulnerable and challenging young people and mainstream primary, secondary and post 16 provision.</p>
Other Job Information (e.g. any special factors or constraints)	<p>The Caretaker has a 24-hour responsibility for the security of the school premises. Within this the hours of attendance for work will be determined by the needs of the school and undertaken by agreement with the Headteacher. Key holder responsibilities extend beyond regular working hours to cater for emergencies at any time day or night.</p>

Principal Accountabilities

<ul style="list-style-type: none"> To be responsible for the security of the premises and its contents, including the operation of fire and burglar alarms and undertaking key holder responsibilities, involving locking/unlocking entrances, checking and securing windows and internal doors, activating and switching off alarm systems, etc. To be available to answer emergencies outside of regular working hours and pre-planned lettings. To undertake general repairs, decoration and maintenance of the Trust estate within own skill set and under the direction of the Estates Manager recording these on the electronic premises management system. To undertake statutory testing of water systems, alarms and other services in line with the appropriate schedules; recording these on the electronic premises management system.

- To ensure that heating and lighting systems and other equipment are working properly, including such systems in accommodation used solely for school meals where there are common services. To regulate heating/ventilation as necessary.
- To supervise other caretaking and cleaning staff (where applicable) under the general directions of the Headteacher/Estates Manager.
- To monitor the work of cleaning contractors (where applicable) by making regular inspections to check that the specification is being met in terms of frequency and quality of work. To bring initial discrepancies to the attention of the contractor's site supervision, and refer ongoing problems to the Estates Manager. To assist the Estates Manager in the completion of satisfaction certificates by providing information about general standards of cleaning.
- To allow access to authorised maintenance or building contractors and ensure they are aware of any potential hazards connected with their presence on the premises, having regard to the Health and Safety at Work Act 1974.
- To be fully aware of and to comply with all departmental instructions and procedures relating to Health and Safety at Work and to recognise the responsibilities required under the Health and Safety at Work, etc. Act 1974.
- To undertake portering and handyperson duties, including moving goods and furniture, minor repairs to property, fixtures, fittings and equipment.
- Incidentally to the primary functions of the job, to clean designated areas and ensure that they are kept in a clean and hygienic condition. To be responsible for sanitary conditions and replenishing sanitary materials.
- To maintain and operate plant and equipment including, where applicable, maintenance of swimming pools.
- To undertake general duties, such as collection and distribution of mail, dealing with lost property, general cleaning of store rooms and boiler rooms, obtaining or storing equipment/materials for teaching and other staff.
- To take responsibility for the duties associated with a reasonable number of evening and weekend lettings.
- To undertake outside duties, for example clearance of drains and gullies, general tidying, incineration of rubbish, snow clearance, etc.
- To perform such other duties of a like nature as may from time to time be required by the Headteacher/Estates Manager.

Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Basic literacy, numeracy and computer skills ▪ Clean full driving licence 	<ul style="list-style-type: none"> ▪ Relevant trade qualification
Experience	<ul style="list-style-type: none"> ▪ DIY/practical skills or work in the trade 	<ul style="list-style-type: none"> ▪ Caretaking or related field, dealing with contractors
Skills/Knowledge	<ul style="list-style-type: none"> ▪ Excellent practical/DIY skills are essential. ▪ Can self-motivate and think for themselves. Shows initiative, needs little supervision ▪ Able to plan and organise a work routine 	

	<ul style="list-style-type: none"> ▪ Is well-organised – can prioritise a number of jobs ▪ Able to work as a member of a team ▪ Can manage a team ▪ Has flexibility – can work full days for special events ▪ Desirable but not essential – able to offer a trade (electric/plumbing/building) etc ▪ Be prepared to take part in appropriate training ▪ Able to complete paperwork and cost materials/equipment. ▪ Is willing to meet the needs of all staff and negotiate timescales ▪ Observant – notices what needs to be done ▪ Deals with health and safety issues first and promptly ▪ Efficient ▪ Knows the mission and priorities of the school and supports these in his/her work. ▪ Lively and enthusiastic ▪ Clean and well-presented ▪ Confident to deal with visitors ▪ Confident to deal with contractors on site ▪ Is willing to give generously to school life ▪ Honest with integrity ▪ Remains cool under pressure ▪ Has high standards ▪ Cheerful/respectful disposition ▪ Own transport is essential 	
<p>Physical attributes and other circumstances</p>	<ul style="list-style-type: none"> ▪ Ability to physically fulfil the responsibilities of the post. ▪ Willingness and ability to attend appropriate meetings and training. ▪ Reasonable personal presentation. ▪ Excellent punctuality 	

General Information

- The job descriptions detail the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and school safeguarding requirements at all times.
- All work performed/duties undertaken must be carried out in accordance with relevant Academy policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.



Joining Us

LOCATION

The post will be located at Kings Oak and Greyfrairs. The Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable.

PROBATIONARY PERIOD

New employees of The Unity Education Trust will be required to serve a probationary period of six months.

REMUNERATION

The current salary for the post is within the range:

Salary: £25,989 - £26,403 Annual Actual (£25,989 - £26,403 FTE)

This post is Scale D. Point 6 – Point 7. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer

HOURS OF WORK

The normal working week is one of 37 hours per week all year round. This is a permanent position.

DRESS CODE

The post-holder will be expected to wear appropriate business attire and will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify UET colleagues.

BENEFITS

- Comprehensive induction
- Commitment to your ongoing training and career progression
- Pension scheme
- Eye care vouchers (if criteria are met)
- Paid for enhanced DBS
- Wellbeing support
- FastTrack treatment service including physiotherapy

Terms and Conditions

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

EQUAL OPPORTUNITIES

UET has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. UET also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

DISCLOSURE AND BARRING SERVICE CHECK

This post is subject to a Disclosure and Barring Service Check. Disclosure and Barring Service and Disclosure of Convictions Policy for employment of persons with criminal convictions – refer to our website www.unityeducationtrust.uk

Immigration, Asylum and Nationality Act Information – refer to our website www.unityeducationtrust.uk

How to apply

Click on the **Apply Now** button. You can save your application and return to it later. Please ensure you have completed your application before the end date.

No CVs accepted – please complete an application form if you wish to be considered for this role.

Candidates are advised that they may be subject to an online check from information in the public domain.

We aim to be an equal opportunities employer and welcome applications irrespective of race, gender, religion, disability, sexual orientation and/or age. We value the individuality and creativity that every worker potentially brings to the workforce.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Unity Education Trust is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo safeguarding screening appropriate to the post, including checks with Disclosure & Barring Service and at least 2 references which cover the last 3 years; for all our services we will request references from where you have worked with either children or vulnerable adults. Please be advised that references may be requested prior to interview for roles within our schools.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for this role.

We reserve the right to withdraw this vacancy at any time ahead of the closing date if there is a sufficient level of response. Therefore, we recommend you submit your application as early as possible.

We also reserve to right to interview shortlisted candidates ahead of the closing date.

Interview process

Application will be considered upon receipt.

Interview process

- Candidates will be shortlisted
- References will be requested

The interview process will include:

- Tour and Task
- Interview
- Classroom Familiarisation



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