



Candidate Recruitment Pack

Site Maintenance Lead

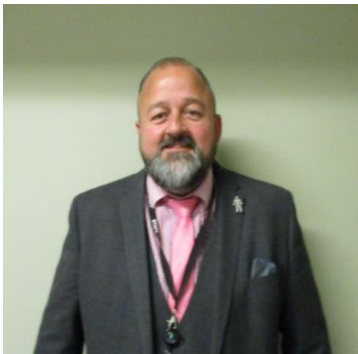
Applications considered upon receipt

www.unityeducationtrust.uk

jthompson@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.

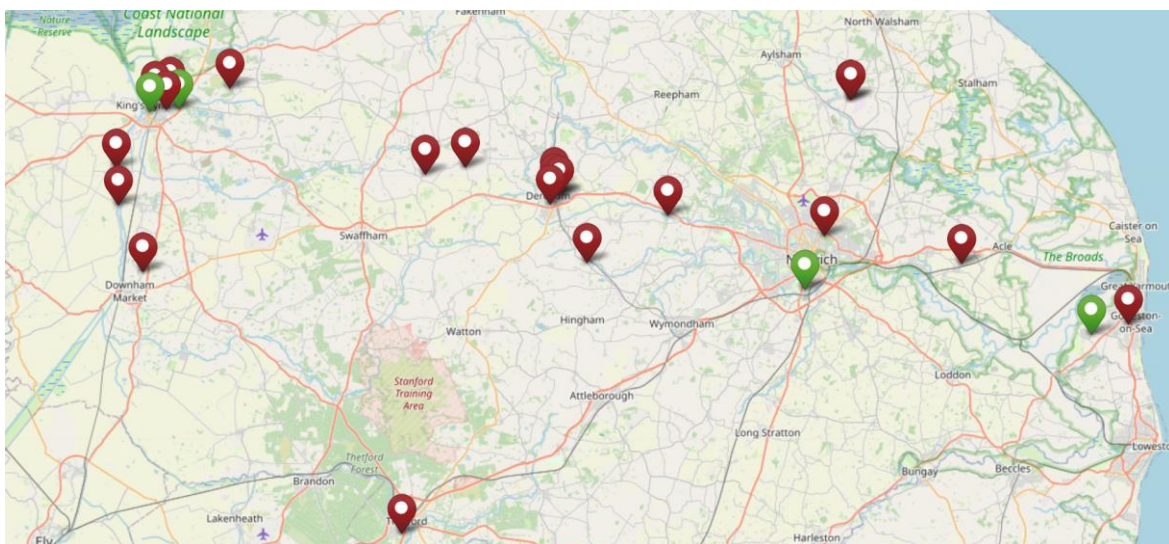
Furthermore we are committed to 'raising aspirations to fulfil potential' ensuring our learners are encouraged to build confidence, expand their leadership qualities and embrace British Values that enable all to thrive in an ever-changing society.

Our Trust –

Unity Education Trust (UET) is a Multi-Academy Trust built on developing like minded schools to outstanding and beyond through collaborative working that develops a unity of purpose in all that we do.

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 identities at the heart of their communities and engaging with all partners and stakeholders and other high performing educational organisations.



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

Job details	
Job title	Site Maintenance Lead
Section	Premises
Location	All trust sites
Grade	Scale F – 37 hours per week, All year round
Responsible to	Trust Estates Manager
Responsible for	Day-to-day coordination of site maintenance activities (no formal line management)
Effective date	1.4.26

Role and context
<p>Job purpose</p> <p>Under the direction of the Trust Estates Manager and in accordance with the practices and procedures of the Trust, the Site Maintenance Lead will take a lead role in the day-to-day maintenance and compliance of Trust sites, ensuring premises are safe, secure and maintained to a high standard.</p> <p>The post holder will coordinate maintenance activities across sites, support planned and reactive works, and act as a key link between individual sites and the Trust Estates Manager.</p> <p>Formal training such as IOSH can be provided.</p>
<p>Context</p> <p>The Unity Education Trust is a multi-academy trust operating across multiple sites, supporting both mainstream and specialist provision. The Trust is responsible for maintaining safe, secure and high-quality learning environments for all pupils and staff.</p> <p>The Site Maintenance Lead forms part of the Trust Estates function and works across multiple sites, supporting the delivery of day-to-day maintenance and site standards. The role sits between site-based caretaking provision and the Trust Estates Manager, providing a link between operational site needs and the wider estates function.</p>
<p>Other Job Information (e.g. any special factors or constraints)</p> <p>The Site Maintenance Lead works across multiple Trust sites and is responsible for planning, organising and delivering a programme of maintenance in line with Trust priorities. The role involves both coordinating works and undertaking hands-on maintenance tasks appropriate to the post holder’s skills, seeking specialist support through the Trust Estates Manager where required.</p> <p>The post holder is part of the wider premises function and shares responsibility for site security, including key holder duties. This includes responding to emergency call-outs outside of normal working hours where required. Working hours may vary depending on operational need and will be agreed with the Trust Estates Manager.</p>

Principal Accountabilities	
Accountability	Order of importance (1 = most important etc)
To coordinate and carry out the maintenance, upkeep and refurbishment of the Trust estate, premises and contents as required	1
To interpret, plan and work from verbal instructions, scale drawings, specifications and schedules	2

Principal Accountabilities (Continued)	
Accountability	Order of importance
To perform a wide range of work practices and trade skills within the concept of flexible multi skilled working to the Trust estate to include minor plumbing, drainage, decorations, grounds works, minor carpentry and masonry repairs.	3
To develop and apply new skills, techniques and practices across relevant trades, health and safety and grounds maintenance	4
To attend and participate in training and development programmes relevant to the post and as directed by the Trust Estates Manager	5
To support and deliver works within the department's planned maintenance schedule, including prioritising day-to-day tasks where required	6
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 carry out and comply with risk assessments for all risks associated with the activities of the position and the Trust.	7
To undertake portage duties with the removal and fitting of office and classroom furniture as directed by the Trust Estates Manager	8
To provide caretaker cover where required, under the direction of the Trust Estates Manager	9
To assist with the removal and safe management of waste and comply with any recycling and environmental initiatives introduced by the Trust	10
To undertake outside duties, for example clearance of drains and gullies, general tidying, incineration of rubbish, snow clearance, etc.	11
To perform such other duties of a like nature as may from time to time be required by the Trust.	12
To be aware of and comply with policies and procedures relating to child protection, security and confidentiality, reporting all concerns appropriately To promote and safeguard the welfare of children and young people To act in compliance with data protection principles in respecting the privacy of personal information	13

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Person specification	
Essential	Desirable
Qualifications	
<ul style="list-style-type: none"> • Relevant qualification or demonstrable experience in building maintenance • Full UK driving licence 	<ul style="list-style-type: none"> • Appropriate Health and Safety Qualification
Experience	
<ul style="list-style-type: none"> • Experience of general building maintenance or similar role • Experience of working independently and managing own workload • Experience of working across a range of maintenance tasks (e.g. basic plumbing, carpentry, repairs, general site upkeep) 	<ul style="list-style-type: none"> • Experience of working in a school environment • Experience of liaising with or overseeing contractors
Skills/knowledge/other	
<ul style="list-style-type: none"> • Good working knowledge of site maintenance, health and safety and safe working practices • Ability to prioritise and organise workload, including across multiple tasks or sites • Ability to interpret instructions, plans and schedules • Practical problem-solving skills and ability to work on own initiative • Willingness to travel across Trust sites • Flexibility to respond to emergencies outside of normal working hours 	<ul style="list-style-type: none"> • Basic knowledge of compliance requirements (e.g. fire safety, water hygiene, general H&S checks) • Experience of supporting planned maintenance programmes

General information
<ul style="list-style-type: none"> • The job descriptions details the main outcomes required and should only be updated to reflect major changes that impact on the outcomes of the job • All work performed/duties undertaken must be carried out in accordance with relevant Trust 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.

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 across all trust sites.

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:

This post is Scale F - Point 13 – Point 17. 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

Salary: £29,064 - £31,022

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 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
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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

If you would like an informal discussion. Please contact Joanne Thompson, Chief Finance Officer by emailing jthompson@unityeducationtrust.uk



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