



SUCCESS FOR ALL EDUCATIONAL TRUST



Operations Recruitment Pack

Estates Team

Lettings Site Keeper

Post: Lettings Site Keeper

- **Job Title:** Casual Lettings Site Keeper - Based at Sanders Draper School
- **Grade:** Scale 3 (point 5-6) Hourly rate £17.57-£17.82 per hour including holiday pay per hour, on a timesheet basis
- **Hours:** Flexible working based on what is needed to cover lettings
- **Working Pattern:** Casual to cover evening (6pm - 11pm) and weekend lettings.



Dear Colleague,

Thank you for your interest in this role. To help you decide if this is the right opportunity for you, please review this recruitment pack. We hope it provides a clear sense of what our school community stands for and what we look for in our team members.

Our vision is rooted in our 'Commitment to Success for All', a drive to provide aspiration and opportunity for everyone within the Success for All Educational Trust (SFAET). Established in 2011, SFAET has grown into a vibrant network of five schools. We are constantly looking to the future, notably, we are preparing to open a new, purpose-built SEND unit in Summer 2027. While each school within our Trust celebrates its own unique strengths and achievements, we are united by a shared

mission to improve life chances for our students. You can learn more about our individual schools on our Trust [website](#).

As we deliver on this mission, our Estates team plays a critical role in creating safe, inspiring environments where both students and colleagues can thrive. By collaborating closely with Headteachers and premises staff, our Estates team has recently developed a forward-thinking strategy that ensures our facilities are not only fit for purpose but truly fit for the future. It is a particularly exciting time to join the Trust and contribute to the ongoing development of our estates.

If you are keen to become a member of our successful and thriving community, please apply via 'Mynewterm' by the **deadline of Tuesday 18th August** at 09:00.

Interview date: Monday 24th August

We reserve the right to close this vacancy early should we receive a sufficient volume of suitable applications; therefore, we encourage you to submit your application as soon as possible. If you wish to have an informal discussion about the post before applying, please feel free to contact the Estates & Facilities Manager - Gareth James on 01708 730141 or by emailing gjames@sfaet.co.uk.

We look forward to receiving your application.

Yours sincerely,

Mr Matthew Barrett
Chief Operations Officer

Why Work With Us?

As an employer, we are committed to promoting career development and recognise hard work and effort. As an equal opportunities employer we offer from day one of your employment parental leave, compassionate leave and carers leave at or above the statutory levels. We are committed to wellbeing and flexible working requests which can be submitted from day one.

As an employee, you will be covered by our excellent well-being support and medical cover programmes provided through the [Spark](#) and [Medicash](#) organisations. This includes access 24 hours a day to a GP helpline, physiotherapy, optical support, dental treatment, and access to a counselling service.

Our trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service (DBS) check (with children's barred list check)

The Success for All Educational Trust is an equal opportunities employer including blind recruitment.

"We welcome enquiries from everyone and value diversity in our workforce. Applications are welcome from all sections of the community regardless of gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, disability, religion or belief, age or sex and sexual orientation."

Further details can be downloaded from our website www.sfaet.co.uk or please contact the Estates & Facilities Manager - Gareth James, on 01708 730141 or by emailing gjames@sfaet.co.uk.

If you are looking to advance your career in a supportive and dynamic setting and are committed to providing the very best experience for our staff and students, we would love to meet you.

The Trust's January 2026 Staff Survey results confirm it is a great, safe, and supportive place to work. Staff are significantly more likely to recommend the Trust as a good employer compared to the national benchmark. This positive sentiment is consistent throughout, with general job satisfaction and communication outcomes also being substantially higher than the national benchmark.

The Trust is a Disability Confident Committed employer and we welcome applications from the whole community. All applications for flexible working will be accommodated if operationally feasible.

The use of AI is strictly forbidden to assist in any way with the interview/application process

*Previous applicants need not apply

Our Principles

Our four core principles are the foundation of our Trust, shaping everything we do and guiding the way we support our schools and communities. These are:

- **Unwavering Integrity**
- **Universal Respect**
- **Enduring Resilience**
- **Meaningful Opportunities**

Our Pledge

Community

The Success for All Educational Trust (SFAET) is dedicated to creating a vibrant and supportive community where everyone can flourish. Together, we enjoy working collaboratively to build a foundation for success for all. We recognise our role in the community reaches beyond our schools gates and enhances all those we serve.

Culture

At SFAET, culture is understood as the collective mindset, the shared beliefs, deeply held values, and established norms. Our culture informs our outcomes, our relationships, our expectations of, and commitment to, students and staff.

Aspiration

At SFAET we promote high expectations by empowering staff and students to set ambitious goals, pursue excellence, and reach their full potential.

Inclusion

At SFAET, inclusion is about creating a community where everyone belongs and no one is left behind particularly including students with SEND and all vulnerable groups. We value Equity, Diversity and Inclusion, this means ensuring everyone feels welcome, valued for who they are, and has the opportunity to succeed in their own unique way.

SFAET Central Estates Team

The Estates Team is the heartbeat of our physical environment. We take real pride in creating and maintaining spaces that are safe, welcoming, and ready for whatever the future holds. To support the wider organisation, our team handles a dynamic range of responsibilities behind the scenes.

At a strategic level, we help shape the future of our sites through thoughtful master planning and by bringing exciting building projects to life, all while carefully managing funds and income streams. Keeping our spaces beautiful and functional requires consistent oversight and careful investment.

Because the safety and wellbeing of our community is always a top priority, we stay closely on top of statutory compliance, risk auditing, and hazard control.

At the heart of all this is our commitment to smooth daily operations. We support and guide our dedicated site staff, keep daily logistics running, and manage site security so that the rest of our staff and community can focus on doing what they do best.



Gareth James

Trust Estates and Facilities Manager

Estate Planning: Leads strategic master planning, asset management, and long-term improvements.

Strategic Management: Manages SCA funds, procurement, compliance, and lettings.

Leadership: Direct line management of Operations and H&S Officers.



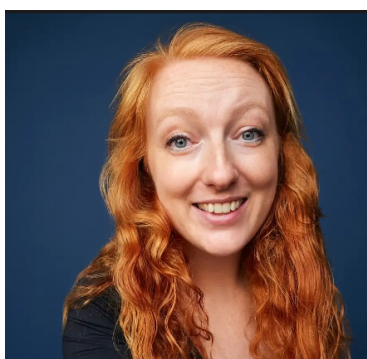
Annie Fletcher

Senior Operations Officer

Premises Compliance: Ensures all Trust schools adhere to health and safety regulations.

Line Manager: Direct line management for school-based site managers.

Operational Oversight: Day-to-day running, risk management, and sustainability projects.



Miffy Zelder

Health and Safety Operations Officer

Compliance Monitoring: Regular school visits, safety inspections, and audit support.

Risk Management: Central records for risk assessments, incidents, and audit tracking.

Staff Support: Direct guidance and specialist advice to site managers.

Our Schools & School Leaders

Redden Court School

Anthony Henry



Redden Court School is proud to be a founding member of the Success for All Educational Trust. Our commitment to partnership and shared success underpins everything we do.

Our staff greatly benefit from continuous professional development (CPD) opportunities, often taking the lead to support colleagues across our schools but also learning lots from other partnerships. This collaborative relationship is a core strength of the Trust, fostering a positive exchange of expertise that flows both ways. The fantastic working relationship across all our schools means we can consistently draw on the specialist knowledge and resources each academy possesses.

This powerful collaboration ensures that students at Redden Court School receive the very best educational offer and achieve excellent outcomes. Our clear vision for our community is strongly supported by the wider Trust network. In addition to the valuable educational expertise, the level of support we receive and the financial savings we are able to make are extremely welcome in today's climate.

Our Trust's networking and collaboration events are a proven strategy for staff recruitment and retention. By offering opportunities to connect, share best practice, and grow professionally across the Trust, we ensure our staff feel valued, engaged, and have clear pathways for career progression.

Being part of a focused, small Multi-Academy Trust like ours provides unique and powerful advantages:

- **Tailored Support and Autonomy:** We gain the benefits of shared expertise and significant financial savings while maintaining the crucial ability to set and drive our school's individual vision, culture, and curriculum.
- **Stronger Voice and Influence:** As a smaller, closely-knit group, we ensure that every school's voice is heard and actively contributes to the Trust's strategic development.
- **Belonging and Scale:** We benefit from the stability, support, and resource scale that comes with belonging to something much bigger, without losing our operational autonomy and strong community identity.

Redden Court School's commitment to excellence shines brightly, earning it significant local and national recognition. Our dedication to a high-quality education was formally acknowledged by Ofsted in October 2022, which judged the school as Outstanding in every category: Quality of Education, Behaviour and Attitudes, Personal Development,

and Leadership and Management, noting that "Pupils flourish here" and that their "behaviour is exemplary." Furthermore, the school has a strong tradition of academic and sporting excellence, receiving many accolades.

These outstanding results, coupled with our inclusive ethos and excellent facilities, demonstrate our relentless focus on delivering the very best educational experience and unlocking the potential of every student.

Rise Park Academies

Hayley Durrant



Rise Park Academies is made up of a popular Nursery provision and a 3 form Infant and separate Junior School all on the same site, providing education and opportunities for pupils aged 3 to 11 years old. The academies work closely together and share systems, strategies, staff and expertise to make the pupil's journey seamless as they transition through the school. Our academies joined the Success For All Educational Trust in September 2021.

Led by Executive Headteacher, Hayley Durrant, the school hosts great facilities including a purpose built Reception building and outdoor area, a large Multi-Use Games Area, heated outdoor swimming pool and the latest addition - an infant and junior pod and garden area for pupils with additional needs from our school.

The strong pastoral care and provision provides the pupils with the support that they need in order for them to flourish at Rise Park Academies and encompass the sense of community that lives within. The values of 'Respect, Belief and Excellence' underpin day-to-day school life. The school strives to ensure that there is 'success for all' with the curriculum vision based upon the schools 'Learning Powers' of Respect, Inspiration, Self-Belief, Excellence, Passion, Achievement, Resilience and Knowledge.

The Royal Liberty School

Lee Raftery



The Royal Liberty School is a boys school for students aged 11-16 and encompasses a SEND Unit for students with Communication and Interaction needs. The school has a very rich history and has a truly unique character, in a listed building with a very positive culture in which students feel safe and experience a calm and respectful environment in which to learn and develop.

Our Vision:

To be a forward thinking learning community which ensures success for all. At the heart of our vision is a commitment to the school motto 'Where boys are ambitious, where boys succeed' and the Trust motto of 'Success for all'. Our Values at Royal Liberty are to ensure students are:

- Aspirational
- Confident
- Independent
- Resilient
- Respectful

We have exceptionally high standards in all aspects of school life, including behaviour. Students are expected to be respectful and well mannered. 'The school has very high expectations of pupils' conduct and behaviour, which pupils rise to' (Ofsted 2024).

Our outcomes and attendance are significantly above the national average for all schools. We go above and beyond to ensure students succeed and have plentiful opportunities.

We place a great importance on our supportive and caring ethos; we firmly believe that all students thrive and achieve academic success when they feel safe, happy and confident. 'The school provides a very high level of pastoral care for pupils' (Ofsted 2024).

Sanders Draper School

Stuart Brooks



Sanders Draper Academy is a highly ambitious secondary school for students in Years 7-11. Rooted in a proud history, we are a community-focused school that embodies a culture of Resilience, Achievement, and Family (RAF). Our significant progress has made us a popular and well-regarded school, with waiting lists across all year groups. Our passionate staff are dedicated to raising standards and ensuring every pupil receives an exceptional education.

Our vision, "to be the best I can be," drives everything we do. We foster a supportive environment where students are encouraged to excel academically and personally by being "on top FORM"—Focused, Organised, Resilient, and Motivated. This approach, supported by our RAF values, guides our community to overcome challenges, celebrate success, and nurture a safe, inclusive atmosphere. We maintain a culture where distractions are minimised, and mistakes are viewed as vital learning opportunities. Our dedicated staff prioritise high standards and believe in the potential of every student. Together with families, we are united in delivering an education that prepares pupils for a successful future, measured by academic outcomes and the growth of confident,



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respectful, and resilient young people.

As a proud member of the Success for All Education Trust (SFAET), we are stronger through collaboration and dialogue with trust and fellow school leaders. Our core role is to develop young people into successful, independent, academic learners with excellent communication and employability skills, ensuring they have truly memorable experiences.

Sanders Draper Academy is built on strong values and continuous improvement. We are a local school for local people, proud of our past and determined in the present to prepare our students for future success and 'to be the best we can be' by staying true to our RAF values.

The support of our whole school community—children, families, and the school—is vitally important to our mission.

Lettings Site Keeper Job Description

Job Overview

- **Directly Responsible to:** Site Manager
 - **Indirectly Responsible to:** School Lettings Administrator, Trust Estate and Facilities Manager, Trust Senior Operations Officer, Trust Health & Safety Operations Officer, and School Headteacher
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Job Purpose and Context

The Lettings Site Keeper supports the site team by carrying out a range of duties, including security, safeguarding, and the supervision of the site and related equipment to allow pre-booked community groups to use the school facilities. The post holder will be expected to work flexibly and with initiative across the Trust to ensure facilities are safe, secure, and ready for out-of-hours activities.

The post holder may be asked to work across all schools within the Trust. The Lettings School Keeper will be deployed to each school by one of the above listed persons in order to cover lettings requirements. There will also be opportunities to cover Site Keepers during normal school hours where there is additional site capacity required. The post holder may be required to carry out tasks as requested by your line management that are commensurate with the grade of the post.

Roles and Responsibilities

Maintenance, Assets & Facilities

- Work with customers for the setting up and tidying away of any equipment required for activities, ensuring the premises are prepared for out-of-school use.
- Ensure that all facilities are clean, fit for use, and secure.
- Assist with the cleaning of the facilities, including basic maintenance tasks and inspections.
- Provide access, where possible, to the premises and classrooms in the event of snow, minor flooding, or similar emergencies.
- Support with basic tasks associated with the site team, such as event setup and keeping the site well presented.

Health, Safety, Security & Fire Management

- Operate the intruder and fire alarm systems.
- Provide emergency first aid cover and act as the fire warden on site for our customers.
- Act as a key holder, carrying out security procedures for the buildings and grounds.
- The routine and non-routine opening and securing of premises and grounds.



- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Quickly respond to emergencies and take steps to reduce any risk of emergency accordingly.
- Carry out in-house tests, check, inspection and service (including fire alarm test, fire equipment & escape route checks, asbestos condition checks, plant, equipment & buildings) on time and record on the relevant system.
- Act as the Pool Plant Operator if the site has a swimming pool.
- Ensure the site is clear of hazards, traffic is safe for users, and the premises are accessible to all, especially regarding emergency evacuation for those with special needs and disabilities.
- Record and report any accidents, incidents, near misses, or reactive repairs through the Trust's reporting process.
- Carry out routine health and safety walks. Make the Site Manager aware of any external and internal health and safety issues and report them onto the asset, helpdesk and compliance management software.

Lettings, Customer Service & Compliance

- Be responsible for the control of users with regard to their behaviour, taking appropriate action when persons fail to comply with operating procedures.
- Advise customers on the correct use of the facilities.
- Carry out routine procedures or spot checks on lettings groups inline with our policy, ensuring users have pre-booked and sign in and out of the school's register.
- Ensure all groups maintain their own attendance register and remain within their pre-booked area and allocated time slot.
- Dealing with Premises related enquiries from visitors, contractors, staff, and lettings clubs, and where appropriate, advise the school lettings administrators of their presence.
- Ensure that all room set-ups are done in a timely manner to help facilitate the smooth running of the school.
- Use computer systems such as the helpdesk and lettings booking system

General Duties

- Be available for an hour or two at least once a month to attend a line management meeting during normal school hours.
- Undertake any appropriate training considered necessary to fulfil the role.
- To be flexible with working times and willing to assist when needed, sometimes at short notice or at different locations.
- To show initiative and deal effectively with unforeseen problems as they arise.
- To contribute in a positive way to the effective running of the school.
- Practise energy conservation by making maximum use of water and energy efficiency during the day and evening.
- Take appropriate action to identify, evaluate, minimise, and manage risks in the immediate working environment.



- Complete school-based induction and undertake necessary training to improve performance.
- Work in accordance with the values, culture, ethos, and inclusion policies of the school, proactively promoting anti-racist, anti-sexist, and anti-discriminatory behaviours.
- To take proactive responsibility for promoting and safeguarding the welfare of all children and young people within the school, strictly adhering to the school's Child Protection and Safeguarding policies.



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Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to communicate clearly and effectively	✓		Application & interview
Ability to operate security, heating plant, and other routine building systems	✓		Application & interview
Ability to manage own time effectively and demonstrate a flexible approach	✓		Application & interview
Ability to negotiate effectively to defuse and manage conflicts should they arise	✓		Application & interview
Able and willing to work unsupervised, as a lone worker, and as part of a team	✓		Application & interview
Ability to work effectively with a range of adults	✓		Application & interview
Ability to use basic computer applications	✓		Application & interview
Ability to use cleaning products		✓	Application & interview
Knowledge			
Understanding of Trust and School Policies, procedures, and where to find them	✓		Application & interview
Good understanding of School emergency procedures	✓		Application & interview
Understand and implement Child Protection and Safeguarding procedures	✓		Application & interview
Awareness and commitment to equality and diversity	✓		Application & interview
Understand and support the differences between children and adults and respond appropriately		✓	Application & interview
Understand the role of others working in and with the school		✓	Application & interview
Training			
Basic Health and Safety		✓	Application
Basic Fire Safety		✓	Application
First Aid at Work		✓	Application
Safeguarding		✓	Application
Lone Working		✓	Application