

# Information Booklet

Apprentice Assistant Site Operative



# A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdseye First School, Shelley First School, Kirkburton Middle School, Scissett Middle School and Scholes Junior and Infant School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack, alongside your wider research about the Trust and schools, will encourage you to apply.



CEO – The Mast Academy Trust

## About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of four schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

*We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.*

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

# Joining the Trust

## Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

## Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

## Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

## Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

## Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

## Apprentice Assistant Site Operative

For The Mast Academy Trust

Organisation	The Mast Academy Trust
Job Scale	Level 3 Apprenticeship
Hours	37 hours per week, all year round. This role does require evening work at specific times during the academic year.
Type	Fixed term – 18 months to cover the apprenticeship duration
Job share	Not applicable
Location	The role covers all school's within the Trust.
Responsible to	Head of Estates

JOB CODE	MATASO0126
----------	------------

**The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.**

**Appointments will be subject to an Enhanced DBS check.**



## Overview

Reporting to the Head of Estates, the Apprentice Assistant Site Operative will have responsibility for specific caretaking tasks and designated areas of the school, while also assisting the Trust Site Manager with the full range of caretaking and cleaning duties across the school or wider Trust, as required by operational needs. This is an excellent opportunity for someone looking to build a career in facilities and premises management. The successful candidate will be completing a Level 3 Facilities Management Supervisor Apprenticeship, delivered by the training provider TSP Learn, gaining the knowledge, skills and hands-on experience needed to contribute to the smooth and safe operation of our school environments.

## Basic Job Purpose

- To work with the site team in all matters relating to the satisfactory operation of the schools buildings, grounds and equipment.
- Provide a clean and safe environment for users of the school.
- To promote fair and equal treatment of all staff, parents and pupils throughout the course of performing all duties contained within this job description.
- To be responsible for the safeguarding and promoting the welfare of all children.

## Main Responsibilities – Apprentice Assistant Site Operative

### Cleaning and Hygiene

As part of the premises team, and when on duty:

- Assist with cleaning supervision
- Complete cleaning audits and deal with any findings.
- Ensure that cleaning storage areas are stocked, kept clean, tidy and in line with COSHH regulations.
- Ensure that high standards of cleanliness and hygiene are maintained throughout the premises.
- Ensure that all cleaning materials are stored and utilised in line with COSHH regulations.
- Ensure that graffiti is removed.
- Ensure that policies and practices on cleaning standards are adhered to, with regard to health and safety.

### Handyperson Duties

- These will include minor tasks and repairs, which will involve a basic level of maintenance skills for the school environment.
- To share responsibility for monitoring the state of all assets throughout the school and undertaking minor repairs.
- To assist with building maintenance as directed by the Trust Site Manager.
- To ensure that all caretaking equipment is in a safe and working condition.
- To carry out minor alterations/improvements.
- To carry out any minor repairs as instructed by the Trust site manager.

### Buildings Compliance

- To undertake routine health and safety and buildings compliance checks and tests using the allocated software to the timetable assigned by the Trust Site Manager.
- To report any defects or repairs via the agreed reporting system.
- To raise any concerns with the Trust Site Manager about any immediate Health and Safety or Buildings Compliance risks.
- Assist with monitoring costs of facilities management services.
- Assist and arrange facilities service requirements throughout the year.

### Health and Safety

- Be aware of and adhere to all school policies and procedures on health and safety, including fire safety procedures and COSHH.
- Be observant at all times of things around the school which may compromise safety e.g. loose carpet tile, and report these on discovery.
- To work safely and bring to managers' attention any faults, accidents, incidents or near misses and any other health and safety concerns in order that the school remains a healthy and safe environment for all stakeholders.
- To be aware of and adhere to applicable rules, regulations, legislation, procedures and policies e.g. the School's Code of Conduct and Equal Opportunities Policy; COSHH; data protection and copyright legislation.
- To undertake any other duties of a similar level and responsibility as may be required.

**Miscellaneous**

- To undertake training, develop skills and knowledge, and participate in professional networks to keep updated with current and developing practice affecting the role.
- To undertake other reasonable tasks as directed by the trust site manager.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- To take part in performance management arrangements and be responsible for your own Continuing Professional Development, undertaking training as appropriate.

## Person Specification – Apprentice Assistant Site operative

<b>E</b>	Essential	<b>A</b>	Application Form
<b>D</b>	Desirable	<b>T</b>	Test/Exercise
		<b>I</b>	Interview
		<b>R</b>	References

### Qualifications & Experience

<b>E</b>	Literacy and Numeracy skills equivalent to Level 1 of the National Qualification and Credit Framework e.g. GCSE Grades A-C.	<b>A</b>
<b>D</b>	Experience working in a premises/ facilities management environment.	<b>AI</b>
<b>D</b>	Completing administrative duties, including paperwork, maintaining accurate records and producing straightforward reports.	<b>AI</b>
<b>D</b>	Use of IT systems.	<b>AI</b>
<b>D</b>	Experience of use of appropriate specialist equipment/ resources e.g. Cleaning equipment, ladders etc	<b>AI</b>
<b>D</b>	Awareness of health and safety and buildings compliance within a school environment	<b>AI</b>
<b>D</b>	Awareness of COSHH regulations, applying knowledge gained as appropriate.	<b>AI</b>
<b>D</b>	Knowledge and experience of safe moving and handling procedures.	<b>AI</b>
<b>D</b>	Driving licence	<b>A</b>
<b>D</b>	First Aid Certificate.	<b>A</b>
<b>D</b>	Previous experience of working in a school.	<b>AI</b>
<b>D</b>	Ensuring tasks have been completed to deadlines and required standards.	<b>AI</b>

### Knowledge, skills and abilities

<b>E</b>	Literate and Numerate.	<b>A</b>
<b>E</b>	Ability to maintain positive relationships with children and adults.	<b>I</b>
<b>E</b>	Possess good organisational skills.	<b>AI</b>
<b>E</b>	Commitment to high standards.	<b>I</b>
<b>E</b>	Ability to work as part of a team.	<b>AI</b>
<b>E</b>	Capable of working with autonomy, within agreed boundaries.	<b>AI</b>

E	Desire and willingness to learn new skills.	I
E	Ability to respond to advice and guidance.	I
E	Ability to respond calmly to emergencies	I
E	Able to undertake some tasks which need some physical effort and fitness appropriate to the duty, including being able to work at height (after training).	I
E	Personal commitment to continuous service	I
D	Knowledge of health and safety and hygiene procedures and precautions.	AI
D	Capacity to cope with conflicting demands, deadlines and interruptions, whilst maintaining accuracy and attention to detail.	I
D	Problem solving skills and good judgement to interpret information and make recommendations/ decisions for action.	I
D	Use initiative and work pro-actively to find solutions to problems.	I
D	The flexibility to adapt to changing workload demands and new organisational challenges.	I

### Personal Qualities

E	An excellent record of attendance and punctuality	R
E	Adaptability to changing circumstances/new ideas	I
E	Ability to inspire confidence in staff, students, parents and others	I
E	A commitment to inclusive education	I
E	Reliability, integrity and stamina	IR
E	A happy, positive disposition.	I
E	A calm and pleasant manner.	I
E	An ability to undertake all the physical aspects of the job	I
E	Clean and well presented.	I
D	Determination to succeed and the highest possible expectations of self and others	I
D	Intellectual ability and curiosity	I
D	Resilience and perspective	I
D	Personal impact and presence	I

---

**Other**

---

<b>E</b>	Willingness to sometimes adjust working arrangements to meet changed circumstances.	<b>I</b>
----------	---	----------

---

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

## Application Details

Thank you for taking the time to read this pack.

### **Applying for the role of** Apprentice Assistant Site Operative

If you wish to apply for the post of Apprentice Assistant Site Operative then please complete the application forms found on <https://www.themast.co.uk/job-vacancies>

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

The application form requires you to provide in addition to personal details, educational achievements and employment history clear and concise examples of how you meet the requirements and person specification of the role and why you would like to be considered for the role:

If you require support to complete the application, please contact [recruitment@themast.co.uk](mailto:recruitment@themast.co.uk) or telephone 01484 598898 to speak to the HR department.

The job code for this role is MATASO0126

If you would like an informal discussion with regards to the role prior to applying please contact Ashley Carver, Head of Estates via email – [acarver@themast.co.uk](mailto:acarver@themast.co.uk) or telephone: 07836741881.

### **Shortlisting**

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the trust interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

### **Equality Opportunity Monitoring**

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

**Dates**

The closing date for applications is Friday 27<sup>th</sup> March at 9:00am.

The interview date is expected to take place on 17<sup>th</sup> April 2026.

If we have not contacted you by 3<sup>rd</sup> April, please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be as soon as possible.

Please accept this as acknowledgement of the time and interest you have shown

