



# SITE OPERATIVE

## WELLFIELD ACADEMY



Dear Applicant,

Thank you for your interest in the position of Site Operative at Wellfield Academy.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and two primary schools formally in the Trust.

Our Trust is a mix of good schools and schools which have been in challenging circumstances. Where there has been work to be done, the impact has been rapid and significant. We are committed to growing our Trust further and we are strengthening our central team to ensure we have the capacity to continue to support where we are needed most. All of our schools and our staff provide us with rich opportunities to learn from and with each other.

We strive to ensure that our family ethos is tangible; that we work as a team; that we want the best for everyone. We are also staunch in our commitment to working in a way which protects the wellbeing of our staff; our commitment to reducing workload is non-negotiable. We seek to thrive; individually, collectively, in our classrooms, staffrooms, schools, our central team and across the Trust.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', with a stylized flourish at the end.

David Clayton  
Chief Executive

# ENDEAVOUR LEARNING TRUST

## OUR SCHOOLS



Dear Applicant,

Thank you for your interest in the Site Operative position at Wellfield Academy, a school within Endeavour Learning Trust.

Wellfield Academy is an ambitious, growing and thriving school. At our school, students experience inspirational and challenging teaching, excellent pastoral care and a genuine belief that every child can succeed. The successful candidate will join us at an incredibly exciting time for the school. We are one of just a small number of schools nationally to be chosen for the Department for Education's Schools Rebuilding Project, which will see us move into a brand-new state of the art school in the coming years. In addition, our fantastic reputation in the local community has secured a significant growth in the number of students attending Wellfield. The number of families choosing Wellfield as their first-choice secondary school has more than trebled in the past three years and we are excited to welcome more staff into the Wellfield family as a result.

As a school situated in the heart of Leyland, one of our many strengths is our community spirit and family feel. Each student is known as an individual and supported by key staff, as well as being challenged to be the best they can be. At Wellfield, we believe that every child should be treated as we would want our own children to be. As a result, our students feel safe and valued in an environment where we find the right balance between support and challenge. Our mantra is 'Nothing but the Best' and this permeates everything that we do for every student and every member of staff. Our family ethos is tangible: we work as a team, and we want the best for everyone.

We are dedicated to developing students who are aspirational, inclusive of one another and rooted in their community. We are extremely passionate about ensuring the successful development of each individual child within an ambitious learning environment. Our students behave well, and they thrive in our warm and inclusive environment. We are proud of our significant improvement over recent years, and we will continue to provide the very best for each and every one of our students. However, we are also staunch in our commitment to doing this in a way which protects the wellbeing of our staff and our students. Our commitment to reducing workload is non-negotiable. We seek to thrive; individually, together, in our classrooms, staffrooms, schools and right across the Trust.

We hope the enclosed information about the role will encourage you to apply.

Yours faithfully,

Mr J Lewis  
Headteacher

**Job Title: Site Operative****Contract: Part time, Permanent****Salary: £23,151.49 - £23,893 per annum****Pro Rata: £18,772 - £19,373 per annum**

Are you hardworking, committed and reliable? Do you feel you could deliver outstanding operational support to a thriving Academy? A fantastic opportunity has arisen to join our supportive and committed team. If you have site or school experience and a strong work ethic we would love to hear from you!

The successful candidate will work as part of a team to ensure the effective upkeep of the school premises and grounds. We are looking for experience in setting up and contributing to repairs and maintenance programmes, working to Health and Safety legislation at all times and an ability demonstrate a wide range of practical skills. Previous experience of working in a school environment is desirable but not essential.

The School can offer you:

- A caring and supportive school environment
- Free on-site parking
- A commitment to staff wellbeing including 24/7 access to employee wellbeing package
- A modern, well-resourced school with brand new school build project awarded for 2025
- A fantastic Local Government Pension Scheme
- Encouragement of further professional development

**ROLE DETAILS**

This role is part time (30hrs), permanent and full year. Monday to Thursday 12pm-6pm & Fridays 12pm-5:30pm

26 days annual leave plus bank holidays and 2 statutory days

**HOW TO APPLY**

Refer to the job description and person specification as a guide and give specific examples to demonstrate your suitability for this post.

Please complete our application form in full and return to [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org), along with a personal statement to support your application and outline the relevant experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9am on Monday 19<sup>th</sup> August 2024

Interviews are to be held Thursday 22<sup>nd</sup> August 2024

If you require any further information please contact our Recruitment Manager, Mollie at [m.fairhurst@endeavourlearning.org](mailto:m.fairhurst@endeavourlearning.org) or on 01772 817904

**SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

Please note that in line with Keeping Children Safe in Education, an online search will be carried out as part of our due diligence on shortlisted candidates.

## SITE OPERATIVE



## WELLFIELD ACADEMY

## JOB DESCRIPTION

Under the general guidance of the Site Supervisor to contribute to the smooth running of the Academy by carrying out a range of site supervisory duties to the agreed quality standard, including security and supervision of the site and related equipment and other duties including portering, cleaning and maintenance. Supervision of cleaning staff/work.

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### Security and Supervision

To ensure that security of the school site is maintained including:

- The routine and non-routine opening of school premises and grounds
- To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. and/or the setting off of the burglar alarm(s).
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Providing access to the school for contractors and advising the Headteacher of their presence.

### Caretaking and Reactive Maintenance

To ensure that the standard of the school site is maintained to operate effectively and to provide a high quality environment for students, staff and visitors, including:

- o Drawing the attention of the Headteacher or line manager to any repairs or maintenance work required at the premises which is beyond the competence of the site staff.
- o Undertaking cleaning when required.
- o Utilise the school's estate management software for completing compliance and job requests.

Carrying out first line repairs and maintenance which are not beyond the scope and capability of the post holder including, but not limited to:-

- basic plumbing work
- minor maintenance of the heating system
- minor repairs to school furniture, sports and classroom equipment
- painting and decorating including both planned decorating and reactive day to day touching up.
- plastering work
- fencing and boundary repairs
- glazing work, (specialist contractors would be used for repairs to large window panes or double-glazed units or window at a high level or glass covered by safety glazing regulations)
- Minor gardening duties, excluding application of weed killers

Ensuring that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.

- Taking delivery of stores, materials and other goods and conveying them to their points of distribution.
- Ensuring that adequate supplies of cleaning materials and other supplies are available.
- Operating the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available. Carrying out frost precaution procedures.

#### **Planned Maintenance**

- To support the site manager in the delivery of school compliance checks, including:
  - Ensuring that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.
  - Carrying out routine procedures or checks on ancillary equipment, e.g. fire alarms/equipment, water checks, checking batteries, automatic pumps and areas subject to flooding.
  - Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

#### **Other Duties**

- To be visible around site and promote the services of the site team and ensure that all staff understand services available and how to access them.
- Undertaking letting and related duties as appropriate.
- Verifying claims for caretaking fees for lettings and making out forms for the requisition of stores and repairs, working within budgetary constraints
- Preparing the school premises and site for out of school activities and clearing up after these activities.
- Occasional collection of miscellaneous provisions away from school premises, where reasonable
- Carrying out an annual check of site maintenance equipment stock against the Inventory.

#### **Support for the School**

- To attend staff training as appropriate
- To take reasonable care for the health and safety of both yourself and others with whom you come into contact and who could be affected by your work.
- To establish positive relationships with students
- To comply with the school's health and safety rules, reporting any health and safety concerns to the Trust's Estate Manager.
- To work within the Trust's policies and procedures
- To contribute to the provision of an effective environment for learning
- To support and encourage the Trust's ethos and its objectives, policies and procedures.
- To uphold the Trust's policy in respect of child protection and safeguarding matters
- Undertake any other duties reasonably requested by the CEO/Headteacher

## PERSON SPECIFICATION

	<b>KEY CRITERIA</b>	<b>Essential (E)/ Desirable (D)</b>
<b>QUALIFICATIONS</b>	5 GCSE's (or equivalent) A*-C including English and Mathematics / Grade 9 to 5	D
	First Aid Qualification (qualification not essential at point of application as training will be given if required)	E
	Knowledge of Health and Safety guidelines	E
	Knowledge of CoSHH guidelines	E
	Professional development relevant to post	E
<b>EXPERIENCE AND KNOWLEDGE</b>	Experience of undertaking a caretaking or site supervisory function	E
	Experience of supervising staff	E
	Demonstrate experience of basic DIY, maintenance and repair skills	E
	Demonstrate experience of using powered tools and equipment relevant to the role	E
	Experience of testing portable electrical equipment	D
	Experience of working within a school environment	D
	Demonstrate they are able to prioritise their workload with conflicting deadlines, whilst maintaining a high level of accuracy and attention to detail	E
	Problem solve and create innovate solutions	E
	Demonstrate that they are able to develop effective working relationships	E
	Demonstrate they have a positive approach to customer care and service delivery	E
<b>PROFESSIONAL AND PERSONAL ATTRIBUTES</b>	Excellent time management and organisation skills with the ability to effectively prioritise their workload to deadlines.	E
	A calm and organised nature	E
	The ability to communicate confidently and effectively, in varied situations, using a range of methods	E
	The ability to respond effectively to challenges	E
	A flexible approach to working practices	E
	High expectations of self and professional standards	E
	The ability to work as both part of a team and independently	E
	The ability to maintain successful working relationships with all members of the school community	E
A commitment to contributing to the wider school, Trust and its community	E	
<b>OTHER</b>	Clearance through the Disclosure and Barring Service	E
	Compliance and adherence to the document 'Guidance for Safer Working Practice' & 'Guidance for Conduct'	E