



THE FOUNTAINS HIGH SCHOOL AND SOUTH DERBYSHIRE SUPPORT CENTRE

SITE TECHNICIAN

GRADE 3: £18,562 PER ANNUM (ACTUAL SALARY)

CONTRACT: FULL TIME 37 HOURS PER WEEK

WHOLE YEAR

WORKING OVER TWO SITES

START DATE: AS SOON AS POSSIBLE

CANDIDATE INFORMATION PACK

What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome
- About us
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). This Site Technician position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

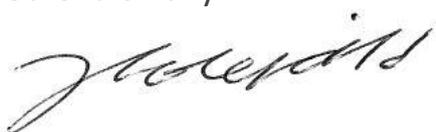
We are eager to appoint an enthusiastic Site Technician who would be excited to join a dynamic team in a secondary Special Educational Needs setting and a support centre with a commitment to improving the lives and opportunities of children and young people.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Gareth Allen, Executive Headteacher, on 01283 247580 or via email to kbillings@fountains.staffs.sch.uk.

I wish you well in your application.

Yours faithfully

A handwritten signature in black ink, which appears to read 'Julian Scholefield'.

Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of eleven academies throughout Derbyshire, Derby City and East Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £23 million and plans are in place to expand further.

Esteem Multi-Academy Trust has grown to include 7 special schools, 3 support centres (PRUs) and a primary school. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND). We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that our collective efforts will achieve a better outcome than we can as individual schools. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The MAT's main aims are to:

- Work collaboratively and strategically to secure high-quality education for all young people in our academies;
- Deliver a skills-based curriculum that is tailored to individual needs and the specific requirements of students attending our academies;
- Create economies of scale through commissioning services and purchasing resources;
- Share expertise, best practice and resources to ensure high standards and value for money;
- Exploit fully opportunities for collaborative, continual professional development.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.

Welcome from the Executive Headteacher

Dear applicant

Thank you for your interest in the post of Site Technician at Fountains High School and South Derbyshire Support Centre (this is a split site position.)

There is something very special about our schools and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to learn and prepare for adulthood.

We are proud to provide an environment that enables all students to have the knowledge, skills and aptitude that provide the capacity to make informed choices, create opportunities and be responsive to changes. We ensure students develop and increase their self-belief, self-awareness and the ability to build strong lasting relationships. We provide students with the appropriate amount of challenge to support them to be able to interpret, interact and be included in the world. They are always encouraged to seek out opportunities for kindness and happiness for others and themselves. Our students become resilient in the face of adversity, willing to accept the challenge and persist in all endeavours they encounter, fostering, exhibiting and conveying GRIT.

Take some time to have a look around our websites or better still, arrange a visit to see us in person. More information can also be found on our Facebook, Twitter and Instagram accounts.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills, experience and strength of character required to fulfil this role. The closing date for applications is Wednesday 20th October 2021 at midday.

Interviews will be held on Thursday 21st October 2021. I look forward to meeting you.

Kind regards



Mr Gareth Allen
Executive Headteacher
Fountains High School and South Derbyshire Support Centre

About Fountains High School

Fountains High School (FHS) is a generic special school within the Esteem Multi Academy Trust situated in Stretton, Burton Upon Trent. Staffordshire County Council (SCC) currently commission 190 places for pupils aged 11-19, with Education, Health and Care (EHC) plans. Pupil numbers have grown substantially, from 126 places in 2011-12, due to high demand for places. Fountains High School is presently oversubscribed with over 200 pupils on roll including 55 Post-16 students based at Burton and South Derbyshire College (BSDC) campus. Approximately one third of our students have a primary need of Autistic Spectrum Disorder, a further third with moderate learning difficulties and a quarter with severe learning difficulties. The remaining students have profound and multiple disabilities, and in addition to their learning difficulties, some have speech, language and communication needs, physical disabilities and visual impairments.

All of our students have unique needs, personalities and potentials and so it is only right that we provide our students with a personalised curriculum that allows them all the possibilities of progressing and success.

Most students follow either 'ACCESS to the World' Curriculum or 'SHINE in the World' Curriculum that prepares them for the next stage of their life. These curricula form the basis of a student's timetable and allow all students to always achieve their potential.

About South Derbyshire Support Centre

South Derbyshire Support Centre (SDSC) is an Alternative Provision Academy based in Newhall, South Derbyshire, providing education for pupils who are at risk of permanent exclusion, or who have been permanently excluded from mainstream schools. There are 26 students on role with a third having Educational Health Care Plans and the remainder having a variety of special education needs. We also work with local primary and secondary schools to offer short term placements as a prevention to permanent exclusion.

The vision for the South Derbyshire Support Centre is to create a first class, holistic educational establishment that re-engages vulnerable children back in to learning. We wholeheartedly believe that the most vulnerable young people in our community deserve to have the same high standards of education as their peers. Our aim is to equip every child with the necessary knowledge and skills to enable successful integration back into mainstream education or for our Key Stage 4 pupils, to successfully transition into education, training or employment.

The advertisement

Enter job title: Site Technician

Location: Fountains High School and South Derbyshire Support Centre.

Grade/Scale: 3 Actual Salary - £18,562 per annum

Contract: 37 hours per week, whole year

Start date: As soon as possible

We are seeking an enthusiastic Site Technician who is able to carry out compliance testing, general maintenance, minor repairs including painting and decorating, joinery and plumbing.

Reporting directly to the Site Officer/School Business Manager.

The ideal candidate should have experience of working with children with Special Educational Needs, though this is not essential.

Benefits include: Local Government Pension Scheme, Westfield Health wellbeing service.

For further information, please contact Kev Billings (Site Officer) on 01283 247580, via email to kbillings@fountains.staffs.sch.uk or visit www.esteemmat.co.uk/jointheteam. Please use the relevant application form on the MAT website; CVs will not be accepted.

Closing date for applications: Wednesday 20th October 2021 (midday)

Interview date: Thursday 21st October 2021

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Site Technician Esteem Multi-Academy Trust

Post Title:		Site Technician (Full time)
Location:		Fountains High School and South Derbyshire Support Centre
Purpose:		<ul style="list-style-type: none"> • Compliance testing • Opening /closing of sites • To carry out minor repairs i.e. painting, joinery, plumbing • Cleaning when required • Securing the site • Flexible and additional working when required
Reporting to:		School Business Manager/ Site Officer
Responsible for:		Compliance and Maintenance of both sites.
Liaising with:		School Business Manager/Site Officer
Working Time:		37 hours per week. Whole year
Salary/Grade:		£9.62 per hour, grade 4, £18,562 per annum
Disclosure level		Enhanced
PRINCIPLE RESPONSIBILITIES		
To Achieve the Above		<p>Site security</p> <ul style="list-style-type: none"> • Act as a keyholder for the school sites, unlocking and securing all areas • Take responsibility for ensuring all contractors are properly signed-in at the school office, and deal with any enquiries they may have. <p>Organisation and maintenance</p> <ul style="list-style-type: none"> • Ensure internal and external cleaning is carried out efficiently and to a high standard. • Ensuring gutters and drains are kept clear and free flowing. • Ensure the school's heating system and other services, e.g. floodlighting and surveillance systems, run correctly by undertaking regular maintenance checks. • Ensure all lights are switched on and off at the start and end of every day the schools are in use, and carry out necessary maintenance, e.g. changing bulbs. • Carry out inspections of all school buildings, fittings and fixtures and undertake minor repairs and decorating where necessary. • Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions. • Maintain, tidy and organise workspaces and storage areas.

		<ul style="list-style-type: none"> • Ensure processes are in place for reporting problems relating to the school sites and buildings. • Preparing the school premises and sites for after school activities, e.g. parents evenings, functions and events. • Ensuring the safe and secure storage of all toxic and flammable substances. • Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment. • Maintain school stock levels, e.g. cleaning products, light bulbs and paint, and order more stock accordingly. • Organise and liaise with contractors to ensure any large maintenance work and repairs can be carried out suitably. • Undertake portering duties, e.g. moving deliveries to the intended place in school, recycling paper, bags of rubbish and moving furniture. • Promote and adhere to recycling and environmental initiatives set up by the school and local council. • Ensure safe working standards are observed at all times, and adhere to and promote the school’s policy and procedures in relation to health and safety. • Respond to fire alarms and carry out fire safety checks in collaboration with the fire safety officer. • Maintain a smart appearance at all times, acting as an ambassador for the school and setting a good example for pupils. • Keep up-to-date records relating to health and safety, legionella, fire safety and any evacuation procedures that have been carried out. <p>Other duties</p> <ul style="list-style-type: none"> • Liaise with the headteacher and review the Adverse Weather Policy to ensure the school sites are safe in adverse weather, e.g. snow. • Ensure adequate risk assessments are undertaken and help to review these where necessary. • Follow the school’s procedures relating to manual handling and lone working. • Work with the headteacher to identify any training and development needs, and actively seek out CPD opportunities as required by the school. • Ensure the school’s safeguarding procedures are followed. • To undertake such other duties, training and/or hours of work as may reasonably be required and which are consistent with the general level of responsibility as detailed in this Job Description
Other Generic Responsibilities:		
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description 		

- Participate with performance management and training and activities that contribute to personal and professional development.
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Site Technician Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Experience of working in a maintenance environment.
Desirable		<ul style="list-style-type: none"> • Experience of transferable skills i.e. plumbing, carpentry etc.
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Ability to work constructively using own initiative and working as part of a team. • Working knowledge of health and safety codes of practice/legislation.
Desirable		<ul style="list-style-type: none"> • A good standard of practical knowledge

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2019' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered “not applicable”, where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at www.fountainsfederation.co.uk or you can email officehigh@fountains.staffs.sch.uk.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: Wednesday 20th October 2021 (noon)

Interview date: Thursday 21st October 2021

Completed application forms can be returned electronically to
officehigh@fountains.staffs.sch.uk

If you wish to submit your application form by post, please return it to the following address:

**Mrs Kathryn Linstead
School Business Manager
Fountains High School
Bitham Lane
Stretton
Burton-on-Trent
DE13 0HB**