



**Assistant Caretaker**  
**Salary: Band 4 SCP 3 - 4 (£22,735 - £23,108 Actual)**  
**Permanent, 37 hours per week, All Year Round**  
**Start date: Immediate**

An exciting opportunity has arisen for an Assistant Caretaker to join Appleton Academy. The person appointed to this post will occupy a key role within the Academy, providing a high level of support to students and staff in assisting in managing site and facilities, and helping us in our aim of delivering outstanding school support services.

Appleton Academy is part of Exceed Academies Trust, which currently consists of thirteen academies; ten primary schools, an all-through primary-to-secondary academy, an alternative provision academy and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

The successful candidate will (this list is not exhaustive):

- Undertake daily site inspections and liaise with the Estates Manager in order to identify any requirements for repair or maintenance across the site
- Respond to specific work requests generated by the Estates Manager or by other members of staff via the Site Team Support email request system
- Ensure the health and safety of staff, students and visitors by quickly responding to and resolving hazards, repair or maintenance concerns
- Update the work request system to demonstrate satisfactory response and conclusion of jobs undertaken
- Follow up repairs identified by other staff
- Undertake or arrange routine or emergency repairs/maintenance as instructed by the Estates Manager
- Assist in obtaining estimates for proposed works in accordance with Academy policies
- Ensure that the buildings are suitably heated at relevant times
- Ensure that appropriate measures are taken on activation of fire alarms/burglar alarms
- Ensure security of buildings at all times
- Organise receipt and movement of deliveries
- Support in the promotion of the Academy as a safe and healthy place to learn and work

We can offer:

- A hard-working Leadership team dedicated to the success of our students
- An inclusive approach to learning
- High quality Continuous Professional Development opportunities
- Free access to an Employee Assistance Programme
- A permanent contract, following a successful 6-month probationary period
- Secure, on-site parking
- Free access to our on-site gym

If you are interested in applying for this role, please do so by submitting an online application. CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2023. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Together we Exceed  
Appointed: Paul BD5 9LQ  
info@exceedacademiestrust.co.uk  
01274 086 490  
www.exceedacademiestrust.co.uk

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

**Closing date: Friday 26 January 9.00am / Shortlisting & Interview date: W/C Monday 29 January**

