

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 experienced Assistant Caretaker to join Appleton Academy. The person appointed to this post will occupy a key role within the Academy, providing maintenance, cleaning and repair services to the Academy and ensuring the health, safety and wellbeing of students, staff and visitors.

Appleton Academy is part of Exceed Academies Trust, which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), 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 generate 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

Together we **Exceed**

Dawnay Road, Bradford BD5 9LQ 

info@exceedacademiestrust.co.uk 

01274 086 490 

www.exceedacademiestrust.co.uk 

If you feel you are up to the challenges ahead and would like to share in our continued success, then please visit our website www.appletonacademy.co.uk to download an application pack and find further information about the academy. Should you wish to discuss this role further or have any queries, please contact us via email at recruitment@appletonacademy.co.uk

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 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

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: Monday 21 October – 4.00pm

Interview date: TBC

