



**Job Vacancy at Cornerstone Academy Trust**  
**Site Maintenance Operative – Required Immediately**  
*Trust Wide, Exeter Based*

If you are looking for a job where no two days are ever the same and you have excellent practical skills, then we could have the perfect role for you! We are seeking to recruit an additional member to our highly regarded site maintenance team to build capacity for the expansion of our Trust from four schools, to seven.

The role will include varying aspects of facilities management making it an interesting and dynamic job. We regularly have many ongoing building improvement projects, where good construction skills are required, such as general building, carpentry, or plumbing skills. Examples of the types of projects you might be involved in include construction of fences, hanging doors, laying a concrete foundation, erecting a shed, refurbishment of classrooms, installing kitchen units and appliances.

The successful candidate will also be involved in ongoing site maintenance requirements which might include cutting grass, landscaping, painting, and decorating, site security and premises lock up, managing lettings and responding to alarm call outs. The site team need to ensure that the school sites are clean, safe, and ready for the staff and children who work and learn in them each day.

The site team work closely with the Trust Facilities Manager and Project Manager along with the leadership team to help manage the different sites and to deliver a high-quality learning environment. You will need to be adaptive, patient, and talented, a great team player and a good communicator. Self-motivation and a pride in your work will be equally vital to ensure high standards of workmanship. Where specialist skills are needed for particular jobs, training will be made available and supported.

You will need to be able to drive and have a clean driving license as we have a fleet of minibuses, a car and work vans that maintenance team use to travel between sites with the needed tools and equipment. We have schools located in Exeter, Exmouth and Barnstaple in North Devon so flexibility to go to the different sites will be needed.

We wish to employ someone for 52 hours per week, usually between 7am and 5pm, all year round on a **permanent basis**. There will be some overtime to support the out of hours emergency calls outs, lettings, and school events. The actual salary for this position will commence at around £27,000. You will be entitled to 4 weeks paid holiday (to be taken during school holiday times) plus bank holidays.

You will benefit from a generous pension scheme, a health scheme, a cycle to work scheme and subsidised meals. Successful candidates will be provided with work clothing including PPE, state-of-the-art IT equipment and a mobile phone to help them fulfil their duties. We support all staff with an investment in their professional development through training and a good performance management process, where a bonus is payable to those who achieve highly.

We look forward to receiving your application and hopefully meeting you as part of the recruitment process.

*This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:*

[www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)

*An enhanced Disclosure and Barring Service check is required for all our posts. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*

A job description and an application form can be obtained at [www.tcat.education/vacancies](http://www.tcat.education/vacancies)

***Please email completed documents to [vacancy@tcat.education](mailto:vacancy@tcat.education)***