

# The Kite Academy Trust



## Maintenance Technician Recruitment Pack

## Welcome from the CEO

Dear candidate,

We are an ambitious Trust who work as one team, with our shared vision at the heart of everything we do. Our colleagues are our greatest strength — remarkable people who form the foundation of our success and enable us to achieve our vision. Together, we strive towards our collectively defined four strategic aims:

- Remarkable People
- Exemplary Education
- Exceptional Trust Services
- Stronger Communities

As part of our Remarkable People aim, we place a significant emphasis on colleague wellness by providing a range of evidence-informed wellbeing strategies, all of which are being woven through our professional development programme and complement our comprehensive colleague benefits package. This is a truly unique pledge to our people and reflects our commitment to ensuring that every member of our team feels supported, valued and able to thrive.

If you would like any further information about this exciting opportunity, please contact Gemma Golland in our HR Team on 01252 984930 or [recruitment@kite.academy](mailto:recruitment@kite.academy).

We look forward to hearing from you.

### **Jeremy Meek**

Chief Executive Officer  
The Kite Academy Trust



## About The Kite Academy Trust

The Kite Academy Trust is a family of nine primary schools across Surrey and Hampshire. At the heart of our Trust is our commitment to working as one team, sharing our expertise to ensure every pupil receives an excellent education and an equal opportunity to thrive and succeed in life. Our Kite values of *positivity, integrity, resilience, respect and aspiration* underpin everything that we do.

The Trust formed in October 2015 with five schools coming together and has recently been on a rapid journey of improvement. In little over two years, the Trust has been transformed. We have an academy that was recently graded as good for the first time in its 25-year history, data outcomes that have improved from significantly below national averages to above (and notably so in areas) and we offer a range of education services externally. It is our aim to provide similar external services via our business teams and the incoming Director of Operations will contribute their leadership experience to this key priority within our Exceptional Trust Services strategic aim.

Our talented colleague team is fully aligned to our Trust vision – *for every pupil to be happy and healthy, to contribute positively to their communities and to achieve academic excellence* – and every decision we make is guided by this vision. All schools are equal partners and committed to the principles of collaboration, sharing expertise and resources to deliver the best possible education for all children in our care.

We celebrate our schools unique and individual characteristics, recognising the communities they serve. We value the contribution our staff bring to our schools and the Trust as a whole, and look to foster leadership and succession planning as well as offering greater opportunities within the Trust.

### Our academies:



## What do we offer

The contribution of all Kite employees is highly valued and we recognise that the recruitment of highly competent, skilled staff is fundamental to maintaining our excellent standards of service and the safe, prosperous environments in which our people and our pupils can thrive and flourish.

We offer:



Enrolment into Local Government Pension Scheme



Free VDU eye examinations for eligible employees



LGPS employer contribution up to 16%



Funded flu vaccinations



Three times pensionable salary Life Assurance cover for all staff in the Pension Scheme



Option to purchase school meals



Opportunities for training and progression



A minimum of 24 days annual leave entitlement (pro-rata for part-time employees) plus bank holidays. Term time support staff receive the equivalent entitlement as holiday pay.



Free mental health and wellbeing support through our dedicated employee assistance programme



An additional 4 days' annual leave for support staff after 5 years' continuous service



Sports and social clubs (e.g theatre, running & choir)



A culture of communication



Generous maternity, paternity and adoption entitlements



Sabbatical leave



Embedded wellness training in our personal development schedule



Discounted childcare if your child attends a Kite School



One Team ethos across the Trust



An incredible range of employee benefits through our dedicated reward and recognition platform

# The Kite Academy Trust Maintenance Technician

**Full time / 52 weeks per year**

*Flexible working pattern considered.*

*(Some evening and weekend shifts within a planned rotational schedule)*

**Band 2: £23,859 - £29,848 FTE, based on 36 hours depending on experience.**

We are seeking to appoint an enthusiastic, hardworking and flexible maintenance technician to join our friendly estates team. The successful applicant will be well supported in their role. We are hoping to attract enthusiastic candidates who see this as an opportunity to join our community.

### Key responsibilities will involve:

- Opening Lakeside Nursery & Primary Academy and ensuring it is ready for staff and children each morning & act as designated Key Holder for the Academy.
- To undertake minor repairs and maintenance of the building and site - responding to the Estates Ticket System priority works across the trust.
- To ensure that buildings and the site are secure and take remedial action if required.
- Report to the supervisor and work alongside other technicians/site managers across the Trust in our Academies to create well maintained and safe learning and working environments.
- To arrange regular maintenance and safety checks, compliance, inspections ie legionella checks/fire alarm testing/emergency lighting etc – keeping paperwork up-to-date.

### We are looking for someone who:

- Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
- Good communication skills
- Good numeracy and literacy skills /IT
- Holds a full, clean driving licence
- Ability to manage own time effectively and demonstrate initiative including establishing priorities

### In return we will offer you:

- A Trust which is committed to continuously improving colleague wellbeing;
- Regular support in your role as well as training opportunities;
- An incredible range of employee benefits (including retailer savings and discounts!);
- 24 days annual leave (Increasing to 28 after 5 years of service);
- Workplace pension through LGPS.

## Job Description

**Post:** Maintenance Technician  
**Responsible to:** Estates Manager/Maintenance Supervisor

### Role Purpose:

To be responsible for the maintenance and security of the Academy premises and site, ensuring a safe, tidy, clean environment.

### Role Responsibilities:

#### Key Outcomes

- To ensure that buildings and the site are secure and take remedial action if required;
- To act as a designated key holder for the academy premises and build knowledge for other sites when/where necessary;
- To operate and regularly check systems such as heating, cooling, lighting and security, including alarms. Responding to alarms or other call outs;
- To undertake minor repairs (i.e. those not requiring a qualified craftsman) and maintenance of the building and site - responding to the Estates Ticket System priority works;
- To react/respond to emergency repairs using appropriate skills;
- To arrange regular maintenance and safety checks, compliance, inspections ie legionella checks/fire alarm testing/emergency lighting etc;
- To oversee on-site maintenance contractors, checking that work is completed to required standards and within time scales;
- To monitor/replace consumables and stock and other supplies when needed;
- To undertake general portage duties, including moving furniture and equipment within Academy/ies;
- To perform duties in line with health and safety and COSHH regulations and take actions where hazards are identified, reporting serious hazards to the line manager immediately/Estates Team;
- To undertake daily & termly health and safety internal/external checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules;
- To monitor the work of the operatives for cleaning/grounds/play equipment/tree management companies and feedback where/when necessary;
- To teamwork with other members of site management in other Kite Academies on small projects/works and to work and liaise with the Office team and staff via ticketing system;
- Obtaining 3 quotes (where necessary) from relevant companies for proposed works (value for money);
- Liaise with finance and be aware of lettings, offering support where required;
- Attend meetings/training;
- Meter read utilities monthly;
- Report to Estates Manager & Maintenance Technician Supervisor.

**Additional Information:** This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. It may be amended from time to time in consultation with the post holder concerned and duties may vary from time to time without changing the character or general level of responsibility.

## Person Specification

The post-holder will be able to demonstrate evidence of the following qualifications, knowledge, experience, qualities and skills.

*Essential (E) or  
Desirable (D)*

### Qualifications

Candidates should have:

- Full, clean driving licence **E**
- Qualification in Academy Business Management **D**
- Recognised training or qualifications related to premises or facilities management **D**
- Significant experience or skills in a trade **D**
- Experience working independently and managing a varied workload **D**
- Experience working in a school or similar environment **D**
- Experience using a ticketing system **D**

### Personal qualities

Candidates must be:

- Reliable, proactive and able to use initiative.
- Conscientious, organised and logical in approach to tasks.
- Flexible and adaptable to changing demands.
- Professional behaviour and positive attitude when working across educational settings.
- Commitment to maintaining a safe, clean and secure environment for pupils and staff.
- Ability to build positive working relationships with colleagues and contractors.
- Commitment to the values and expectations of the Academy Trust.

### Skills and abilities

Candidates must have:

- The ability to perform physical tasks including lifting, carrying, pushing and manual handling.
- The ability to prioritise workload, manage time effectively and respond flexibly to urgent requests.
- Good communication skills with colleagues, contractors and visitors.
- Good numeracy, literacy and basic IT skills.
- Ability to problem-solve and obtain value-for-money quotations from reputable companies.

### Safeguarding

Candidates must demonstrate:

- A commitment to safeguarding and promoting the welfare of children.
- Willingness to attend training and meetings as required.
- The ability to adhere to all Academy and Trust policies, including Health & Safety and Child Protection.
- Willingness to contribute to the wider life of the Academy Trust.
- A commitment to safeguarding and promoting the welfare of children.

### Guidance notes for completing your application

Please read the job description and person specification carefully. Please note that CVs are not accepted as part of our recruitment and selection process.

It is important that you clearly demonstrate how you meet the skills, knowledge and experience outlined in the person specification. Reflect on your previous work—both paid and voluntary—and highlight the skills you have developed.

Before submitting your application, we recommend preparing a draft version and ensuring that all of the following sections are completed in full:

- Personal and contact details
- Right to work confirmation
- Education
- Qualifications
- Employment history – Including current employment. *Please ensure all employment dates are accurate and listed in chronological order (most recent first) Any gaps of one month or more must be explained.*
- Personal statement - *We encourage you to include as much relevant detail as possible.*
- References – *References may be requested prior to interview. If you do not wish for one or both of your references to be contacted at this stage, please email Gemma Golland at [recruitment@kite.academy](mailto:recruitment@kite.academy) when submitting your application.*
- Declaration of relationships
- Equality monitoring form – *This form is not used as part of the shortlisting process.*

*By submitting our application, you are confirming that you have read, understood, and agree to the terms outlined in the Confidential Disclosure and Retention sections of the application form.*

## Application process

To apply, please complete an online application form at [Kite Academy Trust - Careers](#) or contact Gemma Golland, HR Officer at [recruitment@kite.academy](mailto:recruitment@kite.academy) for further details.

### Application process:

Closing date for applications: Friday 15<sup>th</sup> May 2026  
Interviews: Week commencing 18<sup>th</sup> May 2026  
Start: June 2026

Early applications are recommended as suitable applicants may be interviewed sooner according to availability and the post filled prior to this date.

**We look forward to hearing from you!**

*The Kite Academy Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We actively support the Government's Prevent Agenda to counter radicalism and extremism.*

*In line with Keeping Children Safe in Education (KCSIE) guidance, successful applicants are subject to an enhanced Disclosure & Barring Service check, satisfactory employment references and online searches. We have a number of policies and procedures in place that contribute to our safeguarding commitment, including our [Safeguarding & Child Protection Policy](#).*

*We are an equal opportunities employer who value diversity and inclusion. Guided by our values—positivity, respect, integrity, resilience, and aspiration—we are committed to creating a fair and supportive environment where everyone can thrive. Join us and help make a difference in the communities we serve.*

