



**elstree
screen
arts**

the creative academy
for the culture industry





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Dear Applicant,

Thank you for your interest in joining our team. This is a brilliant place to innovate, make and learn. Elstree Screen Arts offers a unique education for students aged 14 to 19 specialising in the crafts, trades and technical disciplines that underpin the creative sector. We provide core academic education alongside technical, vocational learning designed to develop learners to be creative, innovative and reflective. We are also here to provide them with the necessary knowledge, skills and work experience to be employed in the film, TV and theatre industries, where there is currently a substantial skills shortage.

This is a creative college full of vitality and enthusiasm. Our students are a credit to us and our campus is new and well resourced. Our staff are passionate and industry credible. ESA benefits from leading academic and industry partners. We are a UK centre of Screen Excellence and we aim to be a nationally leading school specialising in creative and cultural education.

As a new college, we are still expanding and innovating. We currently have around 450 students on our role and expect to be around 600 in the next few years. The dynamism of our college and our pioneering specialism provides a rewarding challenge for an innovative and inspiring Learning Support Professional seeking to inspire and support our creative learners.

Our students are very engaged by the specialist education we provide here and the quality of student productions are often industry standard. We have our own student led media production company who take on legitimate briefs for industry clients. Our current showreel can be seen on our website - www.esaacademy.org.

ESA is a proud part of the Danes Educational Trust, more information about the Trust can be found [here](#).

We welcome and encourage prospective candidates to come and see us and get a feel for our college.

Thank you again for your interest in being a part of the team at Elstree Screen Arts Academy and working alongside our creative and curious learners.

Yours faithfully

Chris Mitchell
Principal



partnered with the best in the business





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor's School, Onslow St Audrey's School, De Havilland Primary School, Elstree Screen Arts Academy, Ascot Road Primary School, Lanchester Primary School, Jupiter Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust's vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of 'Making the Difference Together' and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all



Job Title: Caretaker with responsibility for premises management

Line Manager: Site Manager

Pay Range: £21,801 to £23,978 (H5)

Work Pattern: Full time 37 hours per week Monday to Friday

Weeks Worked / Holiday Working: 52 weeks / 33 days annual leave

Core Purpose

To be responsible for the security of the premises and related Health and Safety, maintenance and cleaning within the school and providing an appropriate environment for students to work and learn

Main Duties and Responsibilities

- Ensure that buildings, site and resources are secure, including during out of school hours and take remedial action if required
- Act as a designated key holder, providing out of hours and emergency access to the school site
- Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site and cleaning duties
- Arrange emergency repairs
- Monitor stock and order supplies
- Undertake general portage duties, including moving furniture and equipment within the school
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations), and equipment, in line with other schedules
- Arrange for general maintenance within specialist areas such as heating, lighting and plumbing to ensure safe and effective operation
- Manage the Schools maintenance requirements to support a regular and cost effective maintenance programme
- Responsible for contractors whilst on site and ensure work is completed to the required standard, coordinating projects where appropriate.
- Purchase premises related equipment and supplies within agreed budget
- Responsible for the regular checking and operation of systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Arrange tenders and quotes and manage the appointment of external contractors
- Undertake risk assessments, ensure compliance within the school with all health and safety responsibilities for example COSHH, ladder, asbestos, legionella and asset register.
- Monitoring utility usage and taking action to reduce expenditure where appropriate.
- Act as H&S Officer and complete termly H&S checklist inspections
- Report H&S matters to SLT and Governors



Job Description



Across the Danes Educational Trust we are committed to '*Making the Difference Together*' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all

Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

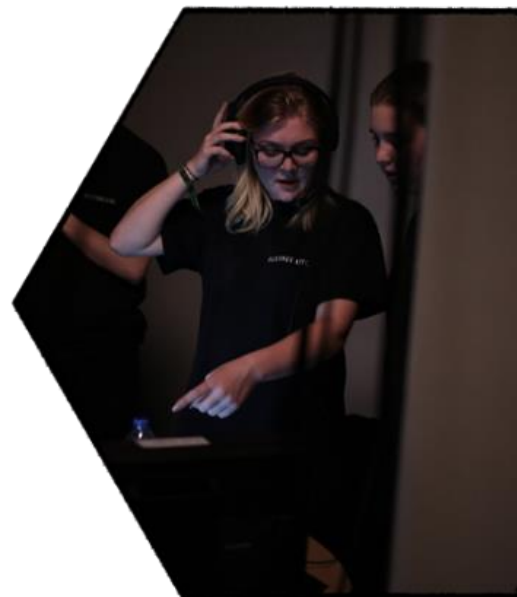
We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.



We are looking for...

Knowledge

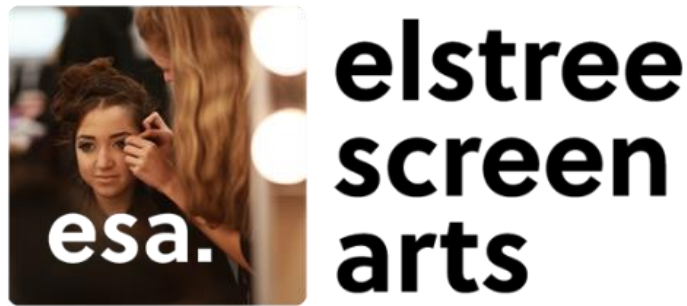
- NVQ level 2 (or equivalent)
- Minor DIY repairs and maintenance
- Level 1 Safeguarding / Awareness of keeping children safe
- Awareness of Control of Substances Hazardous to Health (COSHH)
- Working knowledge of Health and Safety at Work
- Working knowledge of policies and procedures
- Knowledge of legionella and asbestos testing
- Understanding of the Schools Ethos, Vision and Values
- Manual Handling



Competencies

- Communication (written and verbal)
- Listening
- Team working
- Monitoring
- Planning and organising
- Flexibility
- Customer service





School Summary

Elstree Screen Arts has a firm commitment to cultural education. The principal is a graduate of the Leaders for Impact Programme and has established the school as a leader in creative education. Now beginning its 9th year, ESA has developed a specialist curriculum that has seen alumni secure employment at world leading creative institutions including Elstree Film Studios, Netflix, Universal, BBC, Panavision and LifeCast.

The campus is equipped with 2 sound stages as well as editing facilities, audio studios, makeup and costume suites, a workshop for set and props, art and photography workspaces and its own cinema. The idea behind the school's design and function is to facilitate collaboration and creative thinking.

Our core facilities include science labs, digital IT and computing rooms, English and maths classrooms, a dance studio and outdoor sports pitch.

In addition to academic study and technical skills training, ESA delivers a character curriculum focussing on the 7Cs - Confidence, Collaboration, Curiosity, Communication, Creativity, Commitment and Craftsmanship. These vital qualities of character are in all we do and are vital to helping our learners and makers become resilient, reflective and reliable creatives.

ESA has a specific emphasis on increasing access and opportunity for all young people whatever their background in order to open up doors into the creative industries for young people currently under represented in the sector. In 2021, ESA was designated as a UK centre of Screen Excellence and is working with ScreenSkills, the BFI and the NFTS to deliver a new traineeship to post 16 learners - providing vital on-set work placements in production, prop, set, light, makeup, costume and grip. Essential to our work are our partnerships and we are fortunate to work with some of the best in the business including Sky, BBC, MOBO Awards, Elstree Studios, Royal Opera House and the National Portrait Gallery.

Further details about Elstree Screen Arts Academy may be found on our [website](#). Enquiries by telephone and email are welcome.





We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Teacher's Pension Scheme / Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science & Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events

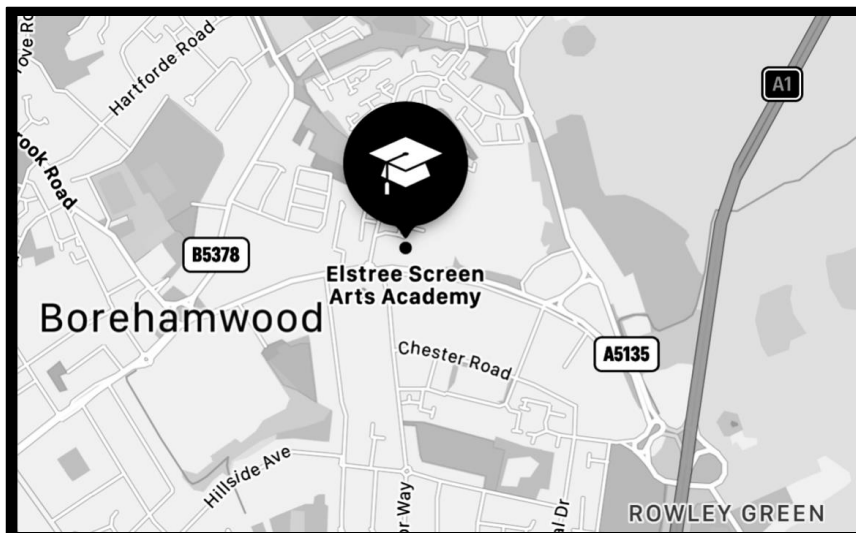




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Principal Chris Mitchell

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