

Priestnall School Candidate Pack

Caretaker

Required as soon as possible

Closing Date: Friday 9 September 2022 at 9.00am



A message from the Headteacher

I am delighted that you are interested in the post of Caretaker. This is a permanent position, to start as soon as possible.

This role will provide you with the opportunity to join a vibrant and forward-thinking staff team and to gain excellent professional development as you progress in your career. I am fully committed to your professional development as a Caretaker, as well as any other plans you may have in the future.

I have been Headteacher here since September 2019; it is a great place to work with children attending school wanting to learn and engage with the range of extra-curricular provision we have on offer. The staff team work closely and support one another professionally and personally. You may be an experienced Caretaker already, or someone considering a career in teaching and looking for experience in the classroom. Most importantly, our new Caretaker will be a team player; good humoured and be able to communicate confidently and effectively with a range of people, especially our ambitious young people.

If you wish to visit the school before applying, or would like the Business Manager to telephone you for an informal conversation, please contact school.

If you are interested in applying for this post,

please complete the accompanying application form, including the very important 'supporting evidence' section: in this final section of the form, you should communicate:

- your own personal values and philosophy of education;
- your experience to date and how it has prepared you for this role.

The closing date for the receipt of applications is 9.00am on Friday 9 September 2022. Completed application forms should be marked for the attention of Mr Craig Burns, Headteacher and e-mailed to recruitment@priestnall.stockport.sch.uk CV's will not be accepted.

I look forward to reading your application and wish you every success.

Craig Burns
Headteacher

Caretaker

Permanent Full-time

Salary: NJC Scale 3 (Points 5 to 6)
£19,650 to £20,043

Hours: 37 hours per week all year round

Start Date: Required as soon as possible

Priestnall School is a popular, over-subscribed 11-16 school situated in the pleasant residential area of Heaton Mersey, Stockport. Our community benefits from wonderful students and a hardworking and committed staff.

We are currently seeking to appoint an enthusiastic and highly motivated Caretaker to join our school. The position offers a unique opportunity to join a successful and inclusive school as part of a well-regarded team of staff supporting and including students with complex and varied needs in all aspects of school life. The successful candidate will have the opportunity to make a major contribution to the development of our school.

We are seeking an enthusiastic and hard-working colleague who has:

- a hands-on and pro-active approach with excellent interpersonal skills;
- the ability to communicate effectively with our students, staff and visitors;
- an absolute commitment to achieving the very highest of standards.

Completed application forms should be emailed to recruitment@priestnall.stockport.sch.uk marked for the attention of Mr Craig Burns, Headteacher. **Please note we do not accept CV's. This email address should also be used to submit any queries regarding the role.**

The school is committed to safeguarding and promoting the welfare of young people and candidates will be expected to adhere to these expectations. Please see our safeguarding statement and Safeguarding Policy included with the application pack for further information on the safeguarding checks carried out.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare:

All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020)

It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity.

Closing date:
9.00am on Friday 9 September 2022

Interview date:
To be confirmed

Job Description

Caretaker

Main purpose of the job

To open and close the school buildings, keep internal and external areas stocked and presentable. Carry out inspections and maintenance to ensure the buildings are safe and tidy. Working as part of a team and using your own initiative is essential. Health and safety awareness and knowledge is an important part of this role. A good service ethos is required along with a can do, proactive attitude towards work and people is a must. A good self manager, attention to detail and ability to prioritise is essential.

Reporting to:

Summary of the main responsibilities and personal duties.

- Work closely with your line manager to support the efficient running of the school.
- Opening and closing of school buildings. Unlocking and locking of school gates
- Operation of the school alarm system.
- Check and secure the school premises prior to setting the alarm system.
- Overall security of the school premises including the locking of all windows, doors and gates.
- Act as a keyholder and ensure the security and maintenance of the buildings are maintained at all times.
- Ensure the efficient receipt, storage and distribution of incoming goods and deliveries.
- Portage duties, including movement of furniture and equipment etc.
- Assist with the efficient running of the school including exam set-ups, assemblies, Open and Parent evenings and any after school events.
- Work closely with colleagues to ensure the schedule of all works are completed including buildings, grounds, security / gates / fences, electrical, mechanical / plant, water / drainage etc.
- Carry out minor repairs to property, fixtures, fittings and equipment, which are not beyond the scope of an unskilled handy person.
- Report any defects of building, furniture, fittings and equipment to the Premises Manager.
- Assist with check of roofs for pooling, debris, plant growth etc.
- Assist with regular checks and clean soffits, bargeboards and external lights.
- Disinfect drains and dustbins regularly.
- Make safe any hazards and ensure that the area is cordoned off.
- Liaise with the cleaning contractor to ensure standards are maintained and carry out cleaning audits to identify areas of concern and areas for praise.
- Directing contractors to the sites of repair and maintenance work, monitoring the work and to sign a work /job completion sheet.
- Carry out emergency cleans / spot cleans after spills, leaks etc and including the cleaning of bodily fluids.
- Assist in the carrying out of compliance checks to ensure buildings are safe and usable.
- Assist with maintaining the site in adverse weather snow and ice, leaves and standing water.
- Assist in fire evacuation procedures.
- Ensure that clear passage is maintained on all fire escape routes.
- Assist the Premises Manager to test fire alarms weekly.
- Assist with maintaining external areas free of litter, debris, slip and trip hazards.
- Undertake training as required.
- Ensure that all lights and heating are working effectively.
- Show meter reading staff to the location of the Gas, Electric and Water metres as required.
- Monitoring and setting of heating controls and boilers.
- Be aware of the location of all stopcocks, gas and electricity meters and read meters as required.
- Ensure that the boiler house is tidy and that no flammable material is stored there.
- Using appropriate PPE, assist with the replacement of and/or repair fluorescent tube starters and fluorescent tubes up to a height of eleven feet.
- Be flexible in your approach and be willing to undertake overtime to accommodate out of hours activities and use of the school.
- Any other duties required by the school and directed by the Premises Manager.
- To attend team and staff meetings as necessary
- To maintain a professional relationship at all times when dealing with staff, parents, students and visitors.

- To be responsible for one's own professional development and participate in the Appraisal cycle.

Health and Wellbeing

- Know the current legal requirements, national policies, local arrangements and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- Know how to identify and support children and young people whose progress, development or well-being is affected by changes or difficulties in their personal circumstances, and when to refer them to colleagues for specialist support.

Hours of Work

The working week will be up to 37 hours with a requirement to be on the school premises as follows:

	Teaching Days	Non-teaching Days
Monday to Thursday	10:30 to 18:30	08:00 to 16:00
Friday	11:00 to 18:30	08:00 to 15:30

However, variations to these times may be necessary on certain occasions when meetings, building work, events and or functions are held at the school. Any variation will be notified in advance by the Premises Manager.

There will be an entitlement to 23 days holiday + bank holidays which may be taken at any time subject to the school being able to operate its usual business.

Person Specification

Caretaker

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Safeguarding				
Able to demonstrate an understanding of Safeguarding and Child Protection legislation.	✓		✓	✓
Have an understanding of, and be able to demonstrate a commitment to Equal Opportunities and Diversity		✓	✓	✓
Training & Qualification				
Health and Safety qualification.		✓	✓	
Recognised training or qualification associated with buildings or premises management.		✓	✓	
Experience & Knowledge				
Experience of working in a school environment		✓	✓	
Experience of working as part of a team.	✓		✓	✓
Working in a site or grounds maintenance or equivalent role		✓	✓	✓
Skills & Ability				
Excellent communication skills.	✓		✓	✓
Perseverance in problem solving.	✓		✓	✓
Commitment to excellence	✓		✓	✓
Ability to prioritise and manage workflow flexibly.	✓		✓	✓
Positive 'can do' attitude.	✓		✓	✓
Good time management.	✓		✓	✓
Ability to build positive relationships with staff, students and contractors.		✓	✓	✓
Understanding of the needs of staff and students in a school.		✓	✓	✓
Skills related to site, grounds maintenance or building repairs.		✓	✓	✓
Skills in the use of tools and machinery relevant to site or grounds maintenance.		✓	✓	✓

All appointments at Priestnall School are subject to the receipt of successful reference and enhanced DBS.

Safer Recruitment Safeguarding Statement

The school pays full regard to DfE guidance 'Keeping Children Safe in Education' 2021 and with reference to the 'Position of Trust' offence (Sexual Offences Act 2003). We ensure that all appropriate measures are applied in relation to everyone who works in the school who is likely to be perceived by the children as a safe and trustworthy adult.

All posts in school are exempt from the Rehabilitation of Offenders Act 1974 and therefore you are required to declare:

- All unspent convictions and conditional cautions
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013 and 2020)

It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (ie involves working unsupervised with children)

The school will:

1. Implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. The following pre-employment checks will be undertaken:
 - Receipt of at least two satisfactory references
 - Verification of the candidate's identity
 - A children's Barred list check (when undertaking regulated activity)
 - A satisfactory enhanced DBS disclosure
 - A prohibition from teaching check (teachers only)
 - Verification of the candidate's medical fitness
 - Verification of qualifications
 - Verification of professional status where required eg QTS status
 - The production of evidence of the right to work in the UK
 - (For teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
 - If the person has lived or worked outside the UK, make any further checks the school consider appropriate.
2. Keep and maintain a single central record of recruitment and vetting checks, in line with the Dfe requirements.
3. Ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures.
4. Require staff who are convicted or cautioned for any offence during their employment with the school, to notify the school in writing of the offence and penalty.
5. The school will refer to the Local Authority any individuals who give cause for concern and will refer individuals to the Disclosure and Barring service as required for possible inclusion on the Children's Barred List.

Our Safeguarding and Child Protection Policy can be found by clicking [here](#).

Staff Wellbeing Charter

Guiding Principles

We acknowledge that ALL our staff are the greatest asset of Priestnall School and that every single member of the team should be looked after and supported. Our ambition is to work together as Team Priestnall:

- Respect each other and be kind.
- Help each other every day.
- Look after our mental health and that of our colleagues.
- Promote a positive work life balance.

Steps we can all take everyday to show respect and kindness.

- Listen to others and show tolerance and understanding. Listen first, speak second.
- Offer practical support and advice if you are able or signpost to someone else.
- Respect diversity by accepting that everyone is different in their thinking, behaviour, emotions and health.
- Communicate with others carefully – think about the impact of your words, the impact of your delivery and how your words will be received.
- Treat others as you would wish to be treated.

Steps we can all take every day to help each other.

- Be aware of how your colleagues are. Take time to ask and offer support.
- Be mindful that we all have a job to do and how we do ours can affect others in a positive or negative way.
- Help your colleagues by understanding the bigger picture and by meeting deadlines.
- Communicate clearly, with openness and honesty.
- If you disagree with something, try to speak to the person involved first – not to the people around you.

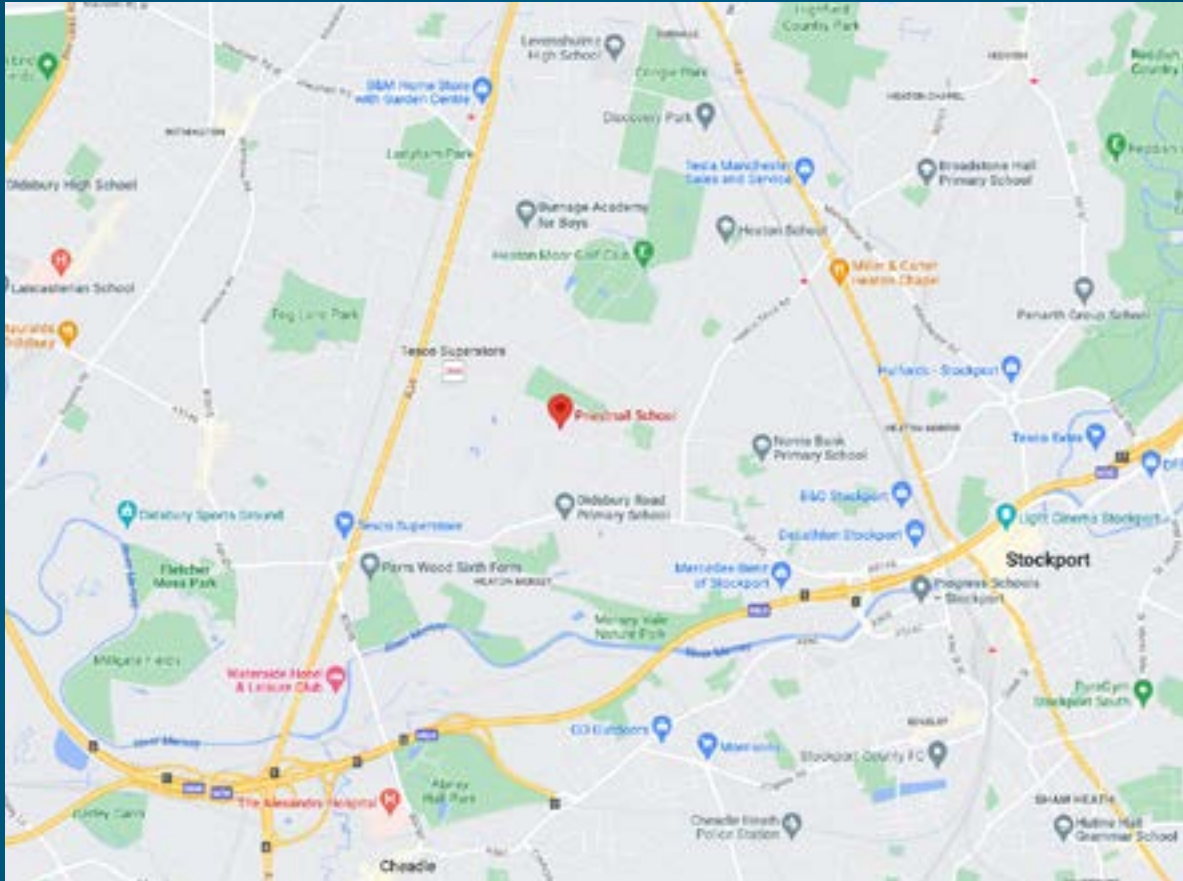
Steps we can all take every day to look after our mental health and that of our colleagues.

- Identify the positives. Look for moments every day where you connect with someone, share something, promote peer support or enjoy something with a colleague
- Be aware of your own mental health and seek support from others when you need it.
- Be aware of how your work impacts on others. Remember that stress is created as a result of over work, unclear communication, confused messages, disrespect and short deadlines.
- Be aware of your colleagues' mental health. Seek support if you are concerned about someone.
- Remember the way we treat others can harm or help their mental health and wellbeing.

Steps we can all take every day to promote a positive work life balance.

- Recognise that an excessive work load damages work life balance and can cause stress related illness.
- Make sure workload consideration is at the forefront of all decision making.
- Give reasonable deadlines which do not mean a colleague has to work over the weekend or in the school holidays.
- When setting deadlines, give consideration to the different roles that colleagues have in school. We don't all have the same availability and flexibility.
- Respect personal boundaries and contact colleagues by email only out of school hours.

www.priestnall.stockport.sch.uk



recruitment@priestnall.stockport.sch.uk

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