



# Applicant Information Pack

## Assistant Caretaker



*Accomplished – Resilient - Compassionate*



## Headteacher Letter to Applicants

Thank you for the interest you have shown in our school.

St Martins School is a very special place. We deliver child-centred, individually tailored education because of our small size and unique position in our community. This family ethos surrounds all who work and study here, creating a safe, supportive and nurturing environment. Our recent Ofsted inspection described us as “a small school with a big heart” and commented on the fact that “senior leaders have high aspirations for every pupil and have created an ambitious curriculum to meet these high expectations.” The pupils build trusting relationships with staff, based on mutual respect from nursery to year 11 and feel happy, valued and safe.

I very much hope that after reading the information below you will feel that you want to play your part in securing the very best education for the students of St Martins.

The following ethos is a commitment shared by staff and governors. We will:

- Recognise and foster academic ability so that individual excellence can be achieved
- Deliver the highest quality teaching, enabling children to maximise their potential throughout their learning journey 3-16
- Create a family ethos of safety, support and nurture where respect for each other is a given
- Create an inclusive environment where children of all abilities and backgrounds make a positive contribution to school life and the wider community
- Encourage children to think independently and make informed decisions enabling them to have high aspirations about their future
- Work with children and families in constantly reviewing progress and supporting differing developmental needs

This is an incredibly exciting time as we further develop and maximise the value of being an all through school through the new pastoral system, school house structure and offer the very best transition and personal development for students.

Sue Lovecy  
Head of School



## About our Trust



The 3-18 Education Trust is currently made up of five schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

### **Our Vision:**

To ensure every individual is in a great school.

### **Our Mission:**

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

### **Our Values:**

- Accomplished: to provide high quality education and training for all
- Resilient: to be solution focused and able to intelligently manage challenges
- Compassionate: to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details. For further information about our schools, please click on the links to their websites below:



Bowbrook  
Primary School

<https://www.3-18education.co.uk/schools/bowbrook-primary/>



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

## Job Description



<b>Title of Post</b>	Assistant Caretaker
<b>Post Status</b>	Monday to Friday – 37 hours per week
<b>Salary/TLR/ Allowance</b>	Grade 4, Point 4
<b>Reporting to</b>	Site Manager

### Main Purpose

Under the instruction / guidance of the Site manager provide maintenance & security services on the school site & premises.

### Operational Tasks

#### Security;

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance contractors.

#### Cleaning and Maintenance;

- To carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains.
- To carry out minor decoration programme as agreed with the Headteacher.
- To carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Headteacher.
- Operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections and identify and record repair and maintenance requirements.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for removal.
- Undertake emergency & specialist cleaning tasks.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.

- Liaise with contractors & undertake client role in connection with premises related contracts.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Maintain swimming pool and other specialist sports equipment after specialist training.

### **Resources Tasks**

- Be responsible for maintaining records, information and data
- Create and maintain a purposeful, orderly and productive working environment.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

### **Organisation & Supervisory Tasks**

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Organise and participate in the organisation and movement of furniture within the building.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.

### **Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications and relevant experience</b>	<ul style="list-style-type: none"> <li>• Handyperson experience.</li> <li>• Cleaning and support services N/SVQ Level 1 OR equivalent experience or equivalent qualification, or willingness to train to achieve these.</li> </ul>	
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"> <li>• Willingness to gain knowledge of basic plumbing, electrical and decorating repair procedures.</li> <li>• Willingness to gain knowledge of health and safety procedure and precautions.</li> <li>• Willingness to gain awareness of COSHH regulations.</li> <li>• Ability to work as part of a team.</li> <li>• Willingness to use relevant equipment.</li> <li>• Ability to relate well to children and adults.</li> <li>• Willingness to gain knowledge of cleaning procedures required to meet specified cleaning standards.</li> </ul>	<ul style="list-style-type: none"> <li>• Awareness of health and hygiene procedures.</li> <li>• Knowledge of moving and handling procedures</li> </ul>
<b>Skills and Abilities (relevant to post)</b>	<ul style="list-style-type: none"> <li>• Sufficiently fluent in spoken English to ensure effective performance in the role</li> <li>• Willingness to participate in training and development opportunities</li> <li>• Ability to communicate clearly with staff and students</li> <li>• Ability to learn quickly</li> </ul>	

<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li><li>• Flexibility, empathy and a sense of humour</li><li>• Honest and trustworthy</li><li>• Good judgement and knowing when to seek advice or support</li><li>• Ability to maintain confidentiality</li></ul>	
<b>Special Conditions</b>	<ul style="list-style-type: none"><li>• Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.</li></ul>	

St Martin's School

## Additional Information about St Martin's School

Despite the fact that North West Shropshire is a rural area, our school has excellent road links and is easily accessible to many towns and cities. Some staff live in the surrounding countryside while others take advantage of the fact that historic urban areas such as Shrewsbury, Wrexham and Chester are in comfortable commuting distance. Oswestry, a thriving market town, is five miles from the school. The area offers a wide variety of attractive housing at prices which compare favourably with other parts of the country.

The school has undergone a transformation over the last few years. This year we have been excited to open our new purpose built technology block and we continue to plan for our new recreation centre, including a 3G football pitch and community fields

**We are delivering a community curriculum across all our feeder schools, which supports KS2 teaching with exciting projects taught by secondary subject specialists. This work is in addition to the 'cross phase' teaching that already takes place within our school, which enables:**

- **Sharing examples of good pedagogy between phases**
- **Enhancing continuity between the phases**
- **Developing an all through school ethos**



## What We Offer

The willingness to support completion of an **accredited CIPD professional qualification** (current value of qualification is £7,000, which we would fund in full, subject to conditions).

**In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:**

- A competitive salary
- Access to the Trust's Employee Assistance Programme, which includes 24 hour access for you and your family members to legal, financial, health, parenting and life advice
- 1:1 Counselling Service
- Discount Scheme for high street retailers, mobile phone providers, holidays, electrical goods, supermarkets, restaurants, cinema, etc.
- Cycle to Work Scheme
- Childcare Voucher Scheme or Tax-Free Childcare Scheme
- Access to freshly made hot meals or deli-style food on site
- Teachers Pensions (23.68% employer contributions)
- Local Government Pension Scheme (17.9% employer contribution)
- Generous Sickness Payment Scheme
- Eye Testing Scheme
- Flexible Working Policy
- Special Leave Policy
- Member of the Valued Worker Scheme (accredited by our recognised unions)
- A Disability Confident Committed Employer
- Continuous Professional Development (CPD)
- Collaborative working culture and professional development opportunities across our Trust schools

We are also currently exploring:

- Electric/Hybrid Car Lease Scheme
- Healthcare Scheme

## Application & Appointment Process

An application form is available to download from the school website [www.stmartins3-16.org/school-information/job-vacancies/](http://www.stmartins3-16.org/school-information/job-vacancies/)

Please send completed applications to [reception@stm.318education.co.uk](mailto:reception@stm.318education.co.uk)

Interviews will be offered to those applicants who best demonstrate how their skills, abilities and experience match the person specification, taking into consideration the job description.

**Closing date for applications: Thursday 1<sup>st</sup> August 2024**

**Interviews will be held on: TBA**

**Please note:**

- We do not accept CVs in support of an application.
- Paper applications will only be accepted in exceptional circumstances, please make contact with the school to arrange this.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

*The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the school website [Policies \(stmartins3-16.org\)](http://www.stmartins3-16.org).*