



Caretaker
Scale 4/5, SCP 7 to 17
£19,554 - £23,836 per annum (actual salary)
All Year Round
Required for Immediate Start

September 2020

Recruitment Information Pack
Immanuel College
Leeds Road, Idle, Bradford, BD10 9AQ

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Dear colleague,

Thank you for taking an interest in joining my staff team here at Immanuel College. We are well on our way to becoming an outstanding learning community and this is an exciting time to join us.

We are a thriving and successful 11-18 Church of England Secondary Science College serving the communities on the northern border between Leeds and Bradford.

Our ethos is very important to us as it means that our students will develop within a caring Christian environment. Immanuel means 'God with us' and sums up what we believe. Our last faith inspection confirms we are an **Outstanding** Church school that is outstanding at meeting the needs of all learners. In 2016 we joined Bradford Diocesan Academy Trust this has offered a wide range of opportunities for colleagues to work with, and to support, colleagues across the academy chain

Our goal at Immanuel College is to become an outstanding school that delivers educational excellence. The community we serve faces levels of socio-economic deprivation and the achievement of their children is a vital basis for their future life chances. As Headteacher I am fortunate to work with a talented staff team who demand the highest standards of teaching and learning and deliver this with commitment and enthusiasm. We need staff with energy and commitment who recognise the potential of our students.

In 2019, Ofsted judged us to be a 'good' school, which has *'established strong and determined middle and senior leadership teams, who are ambitious for the school's future and have the capacity to effect the rapid changes and actions the school needs to improve towards becoming outstanding.'* Our students make excellent progress and our GCSE and A level results are good with outstanding results in many subjects. We have a thriving and inclusive Post 16 and are proud of the successes of all our students, many of whom move onto higher education, including Russell group universities.

We offer a comprehensive and personalised CPD programme consisting of internal and external courses and training, which are intended to develop teacher expertise. We place great emphasis on common goals and teamwork, and as a school we are consistently looking for ways to further 'raise the bar' both for our students and staff.

If you share our enthusiasm for learning and would like to visit us at our best then please get in touch.

I look forward to meeting you, and reading your application.

With all good wishes,

Jane Tiller, Headteacher

Immanuel College Our Goals and Values

Immanuel College is founded on a Christian ethos with a strong aim of working cohesively in the best interests of our students. This is reflected in our vision:

"A whole school - a family of students, teachers, parents, carers, governors and the Church that puts our students' academic and personal development at the heart of all we do."

Our goal is to continue to be a successful school, by any measure, because we set high standards and we aim for excellence. We value our past but look to invest in our future to leave the school even stronger than when we joined it.

We will achieve the three pillars of our vision by living and breathing a common set of behaviours.

1. One School – The Immanuel Family

We are one school, a collective team that aims to bring the best of Immanuel to our students, recognising them as individuals. We create an enjoyable environment to learn and grow. Sharing and teamwork will be natural. We will:

- aim to get the best from our students
- be agile and flexible
- share knowledge and bring fresh insights
- always act in the interest of the whole school

2. A Place of Learning and Development

Our students and staff will relish their time and experience at Immanuel College. We have talented, enterprising and intellectually curious people who will use their knowledge and skills to achieve success. It is this purpose that enables us to attract, develop and excite students, staff and indeed all our stakeholders. We will:

- be positive and energise others
- invest in personal relationships
- listen with interest and curiosity, encouraging diverse views
- have a thirst for learning and developing others

3. Do the Right Thing

We take pride in all we do and do it with integrity, confidence and humility. We support one another and our communities. We have the courage to express our views. We will:

- put ourselves in each other's shoes
- never be satisfied with second best
- treat people in a way we would like to be treated
- always be brave enough to challenge the unacceptable
- act with integrity and enhance our reputation

We must all accept personal responsibility to play our part in driving our school, demonstrating these values and behaviours - opting out is not acceptable. Put simply, this is how we define success.

About BDAT

Immanuel College is an Academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi- Academy Trust (MAT) supporting a number of primary and secondary academies in Bradford. BDAT is the only Church of England MAT operating in Bradford, as part of the Diocese of Leeds.

BDAT is a charity, governed by a board of trustees who are responsible for, and oversee, the management of the company. The Memorandum and Articles are available on the Trust's website at www.bdat-academies.org.

Our mission statement

"The Trust's mission is to provide an education of the highest quality within the context of Christian belief and practice." We believe every child only has one chance at a good education.

In practice, as a Trust, we seek to work with and alongside the academies in our Trust to provide a good quality of education to all children in our academies. The Trust does this through operating a light touch support role for academies at times of challenge and by establishing collaborative structures and processes to enable our academies to work together and share good practices. As our family of academies continues to grow, we are constantly looking at how we can continue to improve to establish effective and efficient ways of partnership working.

Our growth

BDAT was established in 2012 to support both primary and secondary Church schools needing support within an academy model. As of November 2018, the BDAT family of schools consists of 17 schools: thirteen primaries and four secondaries. We envisage 2018-19 will be a year of further consolidation. To view our latest plan and priorities for 2018-19, or for more information on BDAT, visit www.bdat-academies.org or visit #wearebdat.

Our Christian ethos

BDAT is a proudly Christian organisation committed to providing high-quality education for all within an ethos which encourages academic, vocational, mental, physical, and spiritual opportunities and development for each member of its academies. Whilst robust Christian principles underpin the work of the Academy, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. It is for this reason that we choose to support and sponsor Non-Church of England Academies, as well as those within the faith

Application Process

The closing date for all applications is 9am on Friday 17th July 2020.

Completed applications must be returned to Katie Green at Immanuel College ideally by email to katie.green@immanuel.bradford.sch.uk

Postal applications should be returned to Katie Green, Immanuel College, Leeds Road, Bradford, BD10 9AQ.

All applications will be acknowledged within 24hrs. Should you fail to receive a confirmation, please call 01274 659827.

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within 2 weeks of the closing date please assume your application has been unsuccessful.

Queries

If you have any queries on any aspect of the application process or need any further information please contact Katie Green on 01274 659827 or email katie.green@immanuel.bradford.sch.uk



Job Description

The following information is furnished to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below; in which case all the usual associated routines are naturally included in the job description.

PRIME OBJECTIVES OF THE POST:

Responsible for the cleanliness, safety and security of the building and grounds, heating, lighting, general maintenance around the school and ensuring Health & Safety compliance on site.

Responsible for maintaining a safe environment for children, staff and other users of the school premises.

SUPERVISORY/MANAGERIAL RESPONSIBILITIES:

In the absence of the Premises Manager, the Caretaker has responsibility for the Cleaning staff, ensuring that cleaning is performed in an efficient manner and to the standards set by the Authority, training and instructing cleaning staff, as required.

Ensure that Health & Safety related regulations are adhered to.

SUPERVISION AND GUIDANCE:

Will work under the supervision of the Premises Manager and ultimately the School Business Manager..

The postholder has responsibilities under the Health & Safety at Work Act for the safety of all users and visitors to the college. (This responsibility is shared during normal school hours with the School Business Manager/Premises Manager, but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the School Business Manager, Premises Manager or other senior member of the school staff.)

RANGE OF DECISION TAKING:

Expected to work generally under own initiative but will work to the priorities set in the School Improvement Plan.

RESPONSIBILITY FOR ASSETS, MATERIALS ETC:

Shared responsibility with the School Business Manager and Premises Manager for the security of buildings, equipment, furniture etc. on the site, the value of which varies from premise to premise.

Shared responsibility with the Premises Manager for the security, safe and correct usage of cleaning equipment and materials.

RANGE OF DUTIES:

The Caretaker's work enables the children and staff of the College to work and learn in a safe, clean, tidy and hygienic environment through:

1. The promotion and maintenance of a clean, tidy, safe and hygienic school environment which gives a positive image of the College to children, staff, parents and visitors.
2. The cleaning of the interior and care of exterior hard surface areas of all College buildings. (From time to time may be required to perform duties such as cover for cleaner absences and litter picking etc.).
3. The maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Premises Manager.
4. The following of the College's policies and procedures.
5. Responsibility under the Health and Safety at Work Act for users of the building.
6. In the absence of the Premises Manager, in conjunction with the Cleaning Team Manager supervision of all cleaning staff.
7. The maintenance of buildings and college fixtures and fittings, including basic repairs etc.
8. Administration connected with the performance of the duties of the post.
9. Porterage and any other tasks as appropriate.

10. By supporting, upholding and contributing to the development of the college's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
11. May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.

NOTE

1. As an equal rights employer we are committed to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. It should be noted, however, that physical abilities including those required for the lifting and carrying of equipment and goods, bending and the ability to climb ladders are unavoidable essential requirements for this post.
2. As the protection of children is a duty of the school, all persons offered appointment to this post will be subject to an enhanced DBS check

SPECIAL CONDITIONS OF SERVICE:

Will be required to be a keyholder for emergency call-outs.

Evening/weekend duties for lettings may be a required – hours will be adjusted accordingly to reflect this and adequate prior notice will be given.

May be required to work late evenings for school events – hours will be adjusted accordingly to reflect this and adequate prior notice will be given.

Personnel Specification

	Essential	Desirable	Evidence Base
Qualifications	<ul style="list-style-type: none"> • Good level of general education 	<ul style="list-style-type: none"> • City & Guilds – Cleaning Science, TRADES – Property Care Parts I, II, III or BICS – Cleaning Operatives Certificate, or similar relevant qualifications or formal training • COSHH trained 	Application Form and Original certificates
Experience	<ul style="list-style-type: none"> • Ability to carry out basic repairs and maintenance task • Experience of working in a team situation 	<ul style="list-style-type: none"> • Experience in caretaking, buildings maintenance, portering or similar • Cleaning experience 	Application Form
Training	<ul style="list-style-type: none"> • Commitment to own personal and professional development, being prepared to undertake any training relevant to the post whether external courses or in-house training 	<ul style="list-style-type: none"> • Able to provide basic training or instruction to cleaning staff 	Application Form
Special Knowledge	<ul style="list-style-type: none"> • Correct use of materials and equipment and care in carrying out duties. • Responsible for day to day decisions relating to the effectiveness of the cleaning provision 	<ul style="list-style-type: none"> • Caretaking and cleaning systems, operations of heating, lighting and ventilation systems • Buildings security • Experience of working in a trade (e.g. joinery, painting, decorating etc.) 	Application Form & interview
Personal Circumstances	<ul style="list-style-type: none"> • Able to perform normal duties • Will not require leave of absence during term time (save for sickness or compassionate leave) • Ability to be flexible regarding hours of work to support letting arrangements or academy events in the evenings and at weekends 	<ul style="list-style-type: none"> • Living in the locality of the academy to facilitate emergency call outs • Driving licence and access to vehicle • Home telephone 	Application Form

	<ul style="list-style-type: none"> Legally entitled to work in the UK (Asylum and Immigration Act 1996). 		Passport confirming right to abode in the UK or other documentation containing National Insurance Number
Equal Opportunities	<ul style="list-style-type: none"> Candidates should indicate an acceptance of, and commitment to, the principles of the academy's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community 		Application Form & interview
Disposition & Attitude	<ul style="list-style-type: none"> Willingness to support the Christian Ethos of the academy. Able to cope with special pressure of academy life. Flexible approach, reliable dependable and loyal. Ability to remain calm in difficult circumstances. Able to rationalise conflicting demands and pressure. Able to relate to children and staff. Able to work on own initiative with commitment to maintaining academy in safe, clean, tidy and hygienic condition. 	<ul style="list-style-type: none"> Pleasant outgoing personality Willingness to be full and active member of the academy community 	Application Form & interview
Practical and Intellectual Skills	<ul style="list-style-type: none"> Ability to carry out basic maintenance tasks 	<ul style="list-style-type: none"> Reasonable standard of numeracy Able to communicate effectively in English 	
Physical & Sensory	<ul style="list-style-type: none"> Physical abilities including those required for the lifting and carrying of equipment and goods, bending to climb ladders are unavoidable essential requirements of this post. Where reasonable adjustments would make it possible for a disabled person to fulfil the role, these will be taken into account by the selection panel. 		Application form, interview, references

This Personnel Specification

This personnel specification describes the job requirements on which the short listing and selection decision will be based. To be selected for an interview you must be able to show that you meet all the 'essential' requirements for the post. The very best candidates are most likely to also meet the 'desirable' criteria.

To ensure that the short-listing panel can make a proper assessment of your suitability for the post, please ensure that the application shows how you meet the requirements set out in the personnel specification.

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References and Police Checks

All offers of appointment will be subject to receipt of satisfactory references. The post will be subject to a search of police criminal records and appointments to this post will be conditional upon confirmation by the police of information provided to us by the applicant.