

# School Caretaker

Lee Mount



## RECRUITMENT PACK

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## Our Academy



It is with a great deal of pride that I write to you as the headteacher of Lee Mount Primary School, a school that our children, staff, parents and governors are proud of. We provide a welcoming, caring, and secure environment in which all children are valued.

Thank you for visiting our website.

I hope that you will find the information useful and that it provides a flavour of what it means to be a pupil at Lee Mount Primary School.

At Lee Mount Primary school we live and breathe the ethos of being 'a CAN DO' school.

We work hard. We play fair.

We try our best.

We are a 'Can Do' school.

We believe that children should be skilled, articulate and confident learners who know that school should be fun, challenging and supportive. We teach this through:

- Teaching a love of reading and encouraging talk.
- Instilling a love of the outdoors through our woodland classroom.
- Encouraging self-expression through the arts.
- Developing resilience and high standards through sport.
- Developing well-being through inclusivity.
- Aiming high with a focus on quality teaching and learning for all.
- Promoting the personal development, well-being and achievements of pupils.
- Promoting and supporting parent and carer engagement in the educational journey of their children.
- Understanding the community context within our immediate locality and its wider influences, both geographic and historic.

We look forward to learning and growing with you and your children.

**Mrs E Ford**  
**Headteacher**



## Job Description

<b>Post:</b>	School Caretaker
<b>Overview:</b>	To work as part of a team including cleaners to assist in the provision of maintenance and security services on school premises thereby ensuring a safe working environment
<b>Salary:</b>	Scale 4, SCP 7-11 - <b>£22,369 - £24,054</b> dependant on experience
<b>Contract Type:</b>	Permanent All year round
<b>Hours:</b>	37 hours per week on a split shift
<b>Start Date:</b>	As soon as possible
<b>Closing date:</b>	Friday 7 <sup>th</sup> July 2023 noon
<b>Interviews:</b>	Thursday 13 <sup>th</sup> July 2023

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### Core Purpose

To ensure that the site and its buildings operate on a day-to-day basis including:

- Being responsible for the security of the school's buildings and grounds.
- Contributing to the health and safety of everyone who uses the school; including reporting defects and issues to the appropriate line manager.
- Facilitating the use of the school by pupils, staff, governors, parents / carers and others.
- Maintaining the school to a high standard of cleanliness and maintenance.
- Working in accordance with the ethos of the Academy by positively interacting with colleagues, pupils, and parents / carers.

### Key Responsibilities

**You will be directly responsible for the following:**

- Will be responsible for the day to day supervision of a small number of designated cleaners, maintaining good working relationships and team working.
- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Will promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times. *(This responsibility is shared during normal school hours with the Head-teacher, but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the Head-teacher or other senior member of the school staff).*
- Will attend relevant meetings as required.



- Will have responsibility for the security of buildings, equipment, furniture etc. on the site.
- Will be responsible for the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Head-teacher.
- Will participate in training and other learning activities and performance development as required.
- Will complete EVERY tasks as required- ensuring that admin time is kept to a minimum and is timetabled appropriately throughout the week
- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.
- Will contribute to the overall ethos/work/aims of the school
- Will appreciate and support the role of other professionals

**WORKING CONDITIONS:**

- Will regularly work outdoors and be exposed to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The jobholder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- Will be required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Head-teacher).
- This post will include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.



### **Cleaning Duties:**

- Will clean designated areas in the school
- Be aware of health and safety procedures
- Will contribute to the performance of the team
- Will operate everyday equipment with care and in accordance with established procedures
- Will regularly be exposed to dust, dirt, unpleasant conditions and hazardous chemicals
- Will clean all surfaces, fixtures and fittings, floors, walls, partitions and internal woodwork, toilets, changing rooms and other sanitary areas as appropriate.
- Will collect and dispose of waste in appropriate manner.

### **Other**

- To participate fully in Performance Management Review and other trust performance and development initiatives as appropriate.
- To follow the schools Safeguarding Policy and child protection procedures as directed
- To follow all school and Trust policies and procedures
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head



Attributes	Essential	Desirable	How Identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1.</li> <li>Other relevant qualifications relating to the post e.g. COSHH, Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc.</li> </ul>	<p>Application</p> <p>Interview</p> <p>Certification</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a team situation.</li> <li>Will possess caretaking or site-keeping experience in a school or similar environment.</li> <li>Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school setting.</li> <li>Clerical/administrative</li> </ul>	<p>Application</p> <p>Interview</p> <p>References</p>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Good working knowledge of plumbing, electrical and decorating repair procedures.</li> <li>Will possess detailed knowledge of all policies, procedures and regulations relevant to the role, for example COSHH, Manual Handling etc</li> <li>Will possess team-leading skills</li> <li>Excellent communication skills.</li> <li>Ability to use relevant equipment/resources.</li> <li>Knowledge and commitment to schools Equality policy.</li> <li>In depth knowledge and practical experience of Health and Safety requirements.</li> <li>Ability to relate well to pupils and adults.</li> <li>Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience.</li> <li>Ability to remain calm under pressure; prioritising conflicting demands.</li> <li>In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers.</li> </ul>	<ul style="list-style-type: none"> <li>Will possess knowledge of cleaning procedures required to meet specified cleaning standards.</li> <li>Ability to self-evaluate learning needs and actively seek new learning opportunities.</li> </ul>	<p>Application</p> <p>Interview</p> <p>References</p>



	<ul style="list-style-type: none"> <li>• Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change.</li> <li>• In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level</li> </ul>		
<p><b>Character</b></p>	<ul style="list-style-type: none"> <li>• Caring, approachable, firm, understanding, consistent, assertive and calm.</li> <li>• Understanding of the schools needs.</li> <li>• Understanding and respecting the need for absolute confidentiality.</li> <li>• Adaptability and willingness to assist with other aspects of school life.</li> <li>• Willingness to continue to learn and develop and train.</li> <li>• Excellent interpersonal skills.</li> <li>• Good sense of humour.</li> <li>• Commitment to the full life of the academy.</li> </ul>		<p>Application form</p> <p>Interview</p> <p>References</p>



## CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay  
Chief Executive Officer

## Our Trust Our Family



Our family of academies work collaboratively to create a trust **Where Hearts & Minds Connect** with value-driven partners to ensure education impacts positively on students, staff and communities we serve.





## Benefits of Joining

All colleagues within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. Our staff can also apply to take part in a range of external development programmes, including NPQs and other role-specific CPD is also actively supported.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Car Benefit Scheme
- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme
- Westfield Health – voluntary Everyday Health Plan – e.g. claim back optical and dental payments

We also provide an online HR Policy handbook so that you can easily look up information on areas such as Maternity/Paternity leave, Attendance procedures and requesting special leave.

For further information about working for Impact Education MAT, please visit our website:

[www.i-mat.org.uk/working-for-us/](http://www.i-mat.org.uk/working-for-us/)

## How To Apply

Please download and complete the application form on our website and send it to

[hr@i-mat.org.uk](mailto:hr@i-mat.org.uk)