

Caretaker



RECRUITMENT PACK



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Proud member of Impact Education Multi Academy Trust



Our Academy

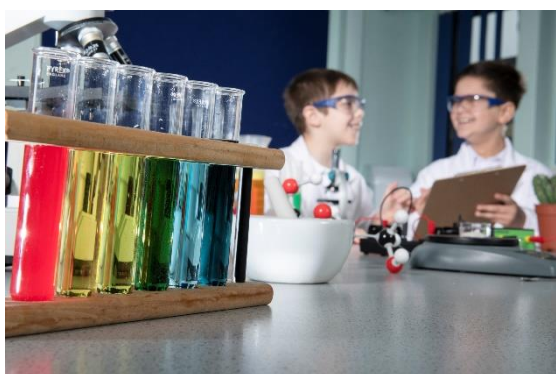


It is with great pleasure that I welcome you, on behalf of the children, staff and governors, to The Whitley AP Academy. We are an Alternative Provision Academy serving the Calderdale area and we are based in Illingworth, Halifax.

We are commissioned by Calderdale Council to provide eighty places for young people across Key Stages 2, 3 and 4. The Academy is part of Impact Education Multi Academy Trust, a Trust dedicated to improving the life chances of children and young people.

Our vision is for The Whitley AP Academy to be a school that works hard to develop confidence, a love of learning, resilience and kindness in our pupils. We have high expectations, which support the individual needs of all of our pupils, whilst placing an emphasis on positive attitudes to learning, building effective relationships and developing a strong moral compass.

Mr Phillip Hannah
Headteacher





Job Description

Post:	Caretaker
Overview:	The Caretaker will be responsible for the day to day upkeep of the Academy, ensuring the site and buildings are clean, safe and fit for purpose.
Salary:	Scale 3 (SCP 5-6); £21,575 - £21,968
Contractual Hours:	37.5 per week – split shifts, all year round
Responsible to:	School Business Manager

Core Purpose

To assist the School Business Manager in ensuring 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

Security

- Security of the school, including the opening and closure of buildings and grounds as appropriate.
- Routine liaison with contractors, and be a link for dealing with incidents.

Health & Safety

Monitoring health and safety standards of the school's estate

- Contributing to the organisation of fire drills, maintaining safety equipment and systems and test fire alarms in accordance with the school's procedures.
- Liaising with police / fire services.
- Ensure the 'Every' compliance system is maintained.
- To assist with the completion of records as specifically directed by his / her line manager.
- To comply with the building emergency procedures with respect to evacuation, invacuation, lockdown, fire etc.

Cleaning

- Appointment, management and supervision of cleaning staff through liaison with the School Business Manager; development and training of cleaning staff.
- Monitoring of cleaning standards throughout the school.
- Control of collection / removal of all rubbish from school.
- Routine clearing of school grounds including the parking area and steps, walkways, MUGA etc.
- Removal / cleaning of all graffiti.

General maintenance and minor repairs including but not exclusively

- School heating systems.
- Removing broken glass and boarding of windows.
- Unblocking lavatories, cleaning up after accidents / illness, unblocking outside drains and gullies.
- Replacing light bulbs / tubes.
- Repairing lockers, hasps, staples, hinges and door handles.
- Polishing and sealing of wooden floors.
- Salting and sanding outside areas in winter.
- Undertaking routine legionella testing.
- Painting and decorating.
- Other maintenance as required.

Routine Organisation

- Setting out furniture in classrooms, offices, the hall or gym as required.
- Setting out the areas of school for exams, meetings and events and contributing to the provision of catering and cleaning as appropriate for meetings.
- Moving furniture and equipment as required.
- Day-to-day portering of supplies, materials etc.

Other

- Cleaning duties, as required.
- Attending staff meetings as appropriate.
- Liaising with external contractors and routine tradesmen.
- Other duties as required by the School Business Manager.
- Collection and delivery of the minibus for school use and for servicing and fuel requirements.



- A flexible approach to working hours is essential.

Key Responsibilities for support of the Academy:

- To contribute to the overall values and vision of the Academy.
- To undertake personal development and improve own practice through training and other learning activities including performance management as required.
- To work as part of a team and support the role of other people within the team.
- To act as a role model demonstrating the Academy's values at all times, including being aware of and responding appropriately to the individual needs of staff, pupils and visitors.
- To be aware of and comply with policies relating to safeguarding, child protection, health and safety, data protection and confidentiality, reporting any concerns to the appropriate nominated person.
- To provide administration support to the Academy as directed by your line manager.

Note:

These duties are neither exclusive nor exhaustive and the post holder may be required to undertake other duties and responsibilities and activities relating to the general administration and control of the school as may reasonably be required.

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.

Person Specification

Training and Qualifications Training and Qualifications

	Criteria – Essential (E) / Desirable (D)	How Identified
Experience	Evidence of similar or related work. (E) Good literacy & numeracy skills. (E) Relevant qualifications or recognised trade. (D) Experience of working in a school. (D)	Application Form References Interview
Knowledge & Skills	Cleaning, minor repairs & maintenance tasks. (E) Holds a full UK driving licence. (E) DIY skills. (E) Ability to use power tools and other equipment to make repairs and improvements. (E) Experience of building security. (D) Buildings and ground maintenance. (D) Knowledge of specific site issues: Security, Health & Safety, heating systems, building construction, COSHH etc. (D) Resilience and the ability to work under pressure. (E) Ability to work constructively and flexibly as part of a team and as an individual. (E)	Application Form References Interview
Qualifications / Training	Willing to undertake relevant training. (E) Willing to participate in effective performance management. (E) Evidence of relevant training. (D)	Application Form Interview
Other requirements	Ability to establish good working relationships with colleagues, contractors and visitors. (E) Good communication skills, ability to liaise effectively with colleagues, pupils, contractors and visitors. (E) Ability to work to deadlines and plan ahead. (E) Ability to work flexible hours. (E) Ability to lift and carry items. (E)	Application Form References Interview

	<p>Willingness to undertake necessary tasks of an unpleasant nature. (E)</p> <p>Willingness to work longer hours to cover site team absence - if required. (E)</p> <p>Able to use own initiative, dealing with unexpected problems that arise. (E)</p> <p>Ability to remain calm, enthusiastic and have a flexible approach to their work. (E)</p> <p>Ability to work with minimal supervision. (E)</p>	
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Impact Education Multi Academy Trust

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consist of seven academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

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.

CEO Message

I am proud to welcome you to Impact Education Multi Academy Trust. The Trust is on a mission to improve the life chances of children and young people and improve social mobility for the disadvantaged. Our vision is to be a Trust **Where Hearts & Minds Connect**; values-driven partners working collaboratively to ensure education impacts positively on students, families, communities and staff.

Impact Academies are aligned to the Trust Mission, Vision and Aims. Our Academies have individual identities which reflect the diverse communities they serve. They have the autonomy to create, explore and learn from different practices and our Headteachers believe that leadership and personal accountability are founded on self-direction and reflection.



We believe that collaborative leadership and strong partnership development can lead to a significant positive impact on the quality of education through sharing the best collective practice.

Our values of Heart, Mind and Connect underpin everything we do and our Core Principles and Aims articulate how we will live these out.

Best Wishes,
Mick Kay, Chief Executive Officer & Accounting Officer



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Benefits of Joining

All staff within our Trust will receive a planned induction to ensure that your career with us gets off to the best start possible. We recognise that your development is important and working for us will mean that you have fully funded access to a suite of 63 courses with Every e-learning including safeguarding and safer recruitment training modules. 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, e.g., Finance qualifications.

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 Assistant 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/

How To Apply

Please download and complete the application form online and send it to the HR team at hr@i-mat.org.uk.