



# Caretaker

All Saints Academy, Plymouth  
Closing Date: 30th September 2024

# Recruitment Pack



## Location

All Saints Academy is located in Honicknowle, towards the West of Plymouth and just off the A38. It is 10 minutes away from Cornwall, 20 minutes from Dartmoor and a close drive to the South Hams' beaches. Plymouth has a great trainline, good public transport and great home ownership opportunities.



## Key Details

Job Title:	Caretaker
Location:	All Saints Academy
Salary:	£24702 - £27334
Hours per week:	37
Alternating Shifts:	6am - 2pm & 1pm - 9pm
Weeks per year:	52
Closing Date:	30th September 2024
Required From:	ASAP



## How to apply

Please use the application form available on the Trust/  
All Saints website and email it to: [vacancies@asap.org.uk](mailto:vacancies@asap.org.uk)

This job advert may close early if sufficient applications are received.  
Please apply for this job as soon as you can, if you are interested.



# All Saints Academy

Our mission is to deliver transformational education and provide experiences that enable the entire community to flourish.

## Welcome to All Saints Academy, Plymouth

This is an exciting time to be part of All Saints Academy, Plymouth. Recently, we have secured the school's first ever Ofsted 'Good' judgement, attracted record numbers of primary applications, and continue to improve our results year on year. We have also been recognised as having one of the highest staff satisfaction levels across our Trust.

Our school is part of the Ted Wragg Trust, an ambitious and inclusive Trust of schools whose mission is to transform lives and strengthen our communities to make the world a better place. As an employee, you will get to enjoy all the benefits of working in a smaller school, whilst also benefitting from the experience and resourcing of a much larger network.

The academy values – Love, Legacy, Bravery – align fully with the Trust's commitment to ensure all pupils thrive regardless of social-economic background. We ask all our staff to be committed to the idea of social justice and help make All Saints a beacon for education across the South West and Beyond.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.

Our values ensure that all of our students are developed during their time here at the academy, academically, socially, morally and spiritually.

All Saints Academy is part of the Ted Wragg Multi Academy Trust, a values driven, rapidly growing 2 – 18 Trust with a relentless focus on transforming lives through learning by delivering outstanding outcomes for every student, regardless of background. Our priority is to ensure that our pupils, regardless of social-economical background can learn, thrive and be successful. With a reputation for highly successful school improvement in very challenging circumstances, we are passionate about driving up standards and raising the aspirations of all our students.

I am very proud to be Headteacher of All Saints Academy, Plymouth which is a very special place to work. I am looking for an exceptional person for this post and as you read through this information pack, if you wish to find out more, please get in touch. Thank you for taking the time to consider this post and if it is right for you, I look forward to receiving your application.

Scott Simpson-Horne  
Headteacher



**If you share our commitment to social justice and believe all children deserve an excellent education, we would love to hear from you.**



# Job Description



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**Job Title:**

Caretaker

**Multi Academy Trust:**

Ted Wragg Multi Academy Trust

**School:**

All Saints Academy

**Responsible To:**

Business and Operations Manager

**Salary Grade:**

Grade D

## 1. Key Purpose of Job

As a keyholder be responsible for the security of the academy site, premises and contents. To undertake routine maintenance tasks as well as carrying out minor repairs, redecoration to ensure that the academy site is maintained to a high standard. To undertake minibus driving duties as required.

## 1. List Key Duties and accountabilities of the post

### Site Responsibilities

- In liaison with the Business and Operations Manager, assist in the supervision of all building works including projects undertaken by contractors ensuring that a full and complete site induction is undertaken, as well ensuring that all documents are received and distributed as appropriate and any issues/concerns are reported to Business and Operations Manager.
- Assist the Business and Operations Manager in the delivery of all site projects and refurbishment programmes which may include decoration and aspects of general building, in liaison with Senior Leadership Team (SLT), the Local Governing Body (LGB) and the TW Trust.
- Communicate all premises and health and safety issues to Business and Operations Manager, in an appropriate and timely manner.
- To respond to emails to the caretaker's email account and respond to defect reports when reported.

## Security and Site Management

- Opening and closing of school site.
- To ensure the security of the academy buildings and contents, including providing for emergency call-outs out of hours as required.
- Ensure all security systems are effective, including CCTV.
- Respond to emergencies, including severe weather, affecting the school premises outside normal hours.
- Ensure appropriate signage is displayed at all times.
- Under the direction of the Business and Operations Manager, as required assist with the fire safety regulations, health and safety regulations, emergency procedures and rules for evacuating a building.

## Routine Maintenance

- Assist the Business and Operations Manager to arrange, monitor and record all required yearly, quarterly, monthly and weekly testing, including legionella, emergency lighting, fire alarms and system, fire exit signage, alarms, access equipment, etc.
- Report any remedial works required as a result of the maintenance visits to the Business and Operations Manager
- Undertake essential maintenance work in order to respond to requests submitted by members of staff.
- Be responsible for ensuring that compliance checks are completed. This will include but will not be limited to fire alarm, electric, asbestos, legionella, etc.
- Organise all servicing and regulatory inspections

## Health & Safety

- Work closely with the Business and Operations Manager to monitor all contracts for servicing and inspection to comply with legislation, making reference to the policies of the Trust and School and relevant protocols and procedures.
- Assist in maintaining up to date records for the site – including maintenance visits, compliance testing and health and safety, ensuring that all documentation is available for review.
- Report any accidents promptly and appropriately, using OSHENS if required.
- To have a good understanding of the fire alarm system, methane detection system and intruder alarm system and how they operate to identify issues with the system and re-set this where appropriate.
- Support the Business and Operations Manager with Health and Safety audits.

## Heating

- Check the operation and controls of the boiler / heating plant and ensure that the premises are heated appropriately.
- To understand and operate the Building Management System (BMS) which controls the boilers and lighting systems within the school.
- Assist with the monthly readings for all utilities ensuring they are monitored on a regular basis.

## Lettings

- Oversee and manage the facilities during lettings bookings.
- To ensure the security of the school premises and site.

## Emergencies

- Deal with, or arrange to be dealt with, all burst pipes, leaks, flooding, fires and breakages as appropriate. Liaise with contractors to ensure that the site remains safe.
- Liaise as necessary with emergency services including calling in emergency services as required.

## Supervision / Line Management Responsibilities of the post

- Nil

## Working Environment & Conditions of the post

- Outdoor working, snow clearing working at height (with training), manual handling

## Other Duties

- Ensure that the site is kept free of litter and graffiti and that emergency cleaning duties are carried out during the day.
- Ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate.
- Assist with the manual tasks required in connection with the setting up, and moving of, equipment for functions and ensure that appropriate manual handling training is provided to all relevant staff.
- Ensure health and safety regulations, relevant to site services and grounds are adhered to at all times.
- Liaise with Business and Operations Manager to complete annual risk assessments and monitor

## Other Duties

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- Ensure that main entrances and paths are clear of snow and grit / salt applied as appropriate.
- Assist with the manual tasks required in connection with the setting up, and moving of, equipment for functions and ensure that appropriate manual handling training is provided to all relevant staff.
- Ensure health and safety regulations, relevant to site services and grounds are adhered to at all times.
- Liaise with Business and Operations Manager to complete annual risk assessments and monitor these, analysing, and where possible, minimising risk.
- To participate in CPD as directed by the Academy and Business and Operations Manager in order to carry out duties safely, effectively and competently.
- •Cleaning – Halls and room
- Order materials and equipment in line with school ordering procedures.
- Liaise with external organisations to secure additional services as and when appropriate.
- Contribute to the review of school policies and procedures related to health and safety.
- Be responsible for the implementation of repairs and maintenance. Liaise with contractors regarding work requirements. Ensure that work carried out by contractors is completed to specified high standards, meets deadlines and complies with safe working practices.

## Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.



- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at All Saints Academy but the post holder may be required to move their base to any other location within the Trust upon request.
- As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below. The holder is expected to carry out the professional duties of the post as circumstances may require, under the reasonable direction of the Headteacher.



# Person Specification

	Essential / Desirable
<b>Qualifications and Experience:</b>	
GCSE in English and Maths, grade C or above or equivalent qualification.	E
Relevant qualification in building/Premises maintenance and/or security or equivalent trade qualification.	D
A proven track record of working towards and exceeding targets	E
Significant practical previous experience of overseeing premises and ensuring that all statutory premises requirements are fulfilled.	E
Experience of communicating effectively with a range of people, including colleagues, parents, consultants and contractors.	E
Well organised and able to demonstrate a high level of accuracy	E

Proven numerical and written skills	E
Previous experience of working in the Education sector in a similar role	D
Knowledge of Premises regulatory requirements i.e. Water Hygiene Management, Asbestos Management, Fire Management	D
Able to use all MS Office programs particularly Word, Excel, Outlook and Powerpoint and be familiar with other bespoke databases	D
Able to work well as part of a team.	E
Excellent communication, listening & problem solving skills	E
Approachable and flexible to adapt to issues as they arise	E
Ability to work using own initiative and implementing appropriate solutions	D
Ability to fulfil all spoken aspects of the role with confidence and fluency in English	E

Willingness to adapt and respond to the changing and varied needs of the business	E
Displays a positive approach and is willing to assist others in order to resolve any problems or issues they may be encountering.	E
Commitment to safeguarding and promoting the welfare of children and vulnerable adults	E
Commitment to equal opportunities	E
This post is subject to an enhanced DBS disclosure	E

Key to Evidence:  
A – Application Form & Letter  
C – Certificates  
I – Interview  
R – References

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# Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust  
CEO, Moira Marder**

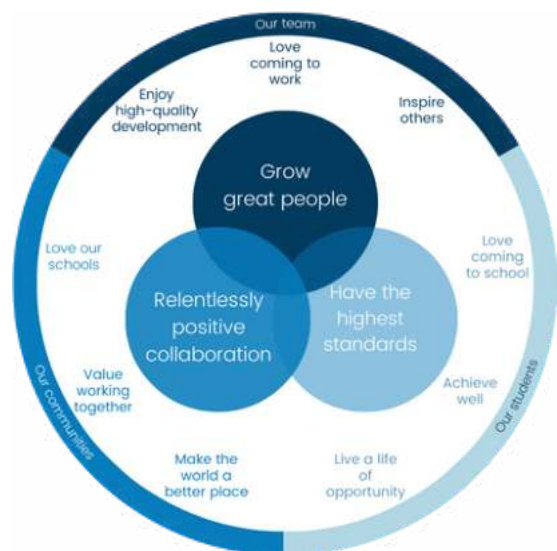


On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

**We demonstrate our love through our values**

**How we will succeed**





# Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.



In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

# Our Journey



Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



## Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





# Recruitment Pack

Thank you for your interest

[vacancies@asap.org.uk](mailto:vacancies@asap.org.uk)

Tel: 01752 705131

[www.tedwraggtrust.co.uk](http://www.tedwraggtrust.co.uk)

