



Alsop High School



APPLICATION PACK

ACADEMY:	Alsop High School
ROLE:	Caretaker
START DATE:	Immediate start
SALARY:	£28,770
GRADE:	Grade 4 SCP 17



“I have worked at Alsop High School since 2000, when I started my career in education, as a PE Learning Support Assistant. It was working with such a passionate and enthusiastic staff team that inspired me to complete my PGCE and return as a member of the teaching staff in 2002. I have taken advantage of every opportunity and experience Alsop has offered, which has led me into my current role of Assistant Headteacher.

Alsop is a very special and unique school and our students and families are at the centre of all we do. We ensure everyone has the opportunity to be the very best that they can be, both personally and academically. I am immensely proud to work alongside my amazing colleagues to help shape the generations of families we serve within the school community and beyond”.

Kathy Begley

Assistant Headteacher



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MESSAGE FROM THE TRUST

Dear Applicant,

We are delighted that you are considering applying for a role at Alsop High School, part of Omega Multi-Academy Trust. Your interest comes at an important and exciting time in the development of the trust and the implementation of our new three-year strategic plan. Our mission and aims sit at the heart of our strategy; to provide the best school experience possible for every child, and to be the best employer we can be.

Formed in 2018, Omega Multi-Academy Trust is a cross-phase group of seven schools serving the metropolitan Borough of Warrington and the City of Liverpool. Our schools are firmly rooted in their communities and respond to their needs with local understanding and knowledge, retaining their unique identities. We strongly believe in the power of genuine collaboration and school-to-school support, so as a trust, we exploit every opportunity that arises to embrace the sharing of best practice, celebrating our many strengths whilst learning together from our mistakes.

We pride ourselves on nurturing a culture of inspiring education which emphasises the knowledge, skills and experiences that will enable pupils to be resilient and aspirational. We invest in our staff and embed innovative, high-quality teaching and learning into our curriculum whilst keeping the best interests of our students at the heart of everything we do.

In my role as Chief Executive Officer, it is a privilege to witness the drive and determination of our staff who have welcomed our new strategic vision so enthusiastically. The strategic plan, as well as having a necessary focus on school improvement as standard, includes a focus on you, the people who help and support our children and young people to stay safe and thrive.

If we are successful in our mission, we will have ensured our schools provide:

- World-class teaching that promotes exceptional learning.
- Bespoke pastoral care that nurtures our students' aspirations.
- Inspiring learning environments, where our students can make mistakes and overcome them to become the best version of themselves.
- Industry-leading professional development for all colleagues, investing in our teams to support them in fulfilling their personal and professional ambitions.



The hard work is paying off and whilst we know our work is far from complete, we are proud to have reached some key milestones. Recently we have achieved:

- Extremely positive outcome from Ofsted's recent Summary Evaluation of our Trust, commenting on our rigorous approach to staff development, our development of leaders and our strong commitment to staff wellbeing. Inspectors commented that our offer makes Omega Multi-Academy Trust an attractive employer.
- Strong outcomes in every school Ofsted Inspection.
- Strong outcomes in Early Years, Key Stage 1 and Key Stage 2.
- Strong or improving outcomes in both Post-16 and GCSE examination cohorts at our two Secondary Schools.

Our dedicated staff and committed team of Trustees and Governors are relentless in their aim of creating truly world-class schools. Our Headteachers are empowered to create schools that reflect the communities they serve, yet we encourage our schools to be externally focused, obsessive in their quest to learn from the very best, never leaving opportunities for improvement to chance. We see vacancies such as this as an opportunity to attract new talent, bringing the best practice into our trust. By joining us, you become a crucial part of the team that will deliver our vision. Together, we will transform lives.

Yours faithfully,



Mr Christian Wilcocks
CEO Omega Multi-Academy Trust



JOB DESCRIPTION

Job Title:	Caretaker
Academy:	Alsop High School
Salary:	£28,770
Grade:	4 SCP 17
Accountable to:	Facilities Manager
Start date:	Immediate start
Closing date:	Tuesday 7th May 2024 9am
Contract Type:	Permanent- Full time

We are a school on a mission and our mission is clear – to provide the best school experience for every child in our school community so that their life chances are transformed. To support us on this mission, we are seeking to appoint a an experienced innovative, effective, and highly motivated Caretaker.

Key Responsibilities:

- To be responsible for the care of the premises, their service contents, and to report any defects to the Leader of Premises; this shall include the checking of the security of the premises when on duty and informing the police of any trespassers on the school grounds.
- To be responsible for the unlocking and locking of the building at the start and end of each school day. This includes being a registered key holder.
- To liaise with external contractors regarding any maintenance repairs, work or refurbishment of the school environment and report to the Facilities Manager
- To monitor the cleaning of the building to ensure that all work is carried out in accordance with the cleaning specification.
- To keep all caretaking cleaning equipment in a clean working condition.
- To remove any graffiti



Job dimensions

Key Responsibilities:

- To undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods.
- Maintenance of doors and door furniture (locks, hinges, closers and handles).
- To check the heating installation daily during the heating season and to maintain fuel supplies and economise in the use of water, gas, electricity, and heating fuel.
- To carry out such pottering duties as may be required including the reasonable movement of furniture.
- To carry out banking duties and erect and dismantle dining tables where appropriate.
- To keep a clear way through snow so that pupils and staff may have ready access to school.
- To clean and maintain grease traps.
- To carry out minor repairs to the building fabric and its fixtures.
- Assist with the set-up and removal of furniture for exams / internal meetings or external lettings.
- Assist with the upkeep of the grounds and hard standing areas.
- Have basic computing skills for using site systems controlled by a pc.
- Willing to perform offsite duties at locations linked to the school.
- Assess and maintain the appearance of the site decoration.
- Liaise with external lettings.
- To carry out other duties reasonably deemed to be within the responsibility of the post as requested by the Head teacher or other designated teacher.
- Support for the teacher:
- Provide minimal clerical/administration support (e.g. photocopying, typing filing, collecting money etc.) – if required
- Assist with the display of children's work.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals.
- Report pupil achievements, progress, and issues as appropriate in agreed format.
- Undertake pupil record keeping if required.
- Administer routine primary tests and invigilate exams.
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy.
- Establish constructive relationships with parents/carers.



Maintenance and minor repairs that could reasonably be undertaken by post holder may include:

External

- Clean out rain-water gullies and road gullies (within school site).
- Picking of litter in planted areas and hedge rows when required.
- Regular sweeping of pathway.
- Take utility readings for the Finance Manager if required

Internal

- Painting
- Cleaning of PE equipment when required.
- Cleaning of the building fabric and grounds.

Minor Repairs

- Replace tap washers to sanitary fittings.
- Replace waste plugs and chains.
- Clean cut waste traps and chemical diluters in line with CC Health and Safety Guidelines.
- Clean out waste pipes as required.
- Fill holes or depressions in plastered walls.
- Refix door ironmongery as required.
- Refix window ironmongery as required.
- Refix small items of ironmongery, e.g., toilet roll holders, notices etc.
- Remove graffiti as required.
- Replace and reposition suspended ceiling panels as required.
- Ensure self-close doors operate and adjust as necessary.
- Minor repairs to furniture.
- This list is not exhaustive and items not mentioned may need to be repaired

Engineering

- Replace light tubes and starters up to 3.0m height.
- Set time clocks as required.
- Check setting of thermostats.
- Change over heating and hot water pumps as required.
- Oil and grease heating equipment, e.g. pumps as required.
- Bleeding radiators as required.
- Ensure that all locking devices are functioning as intended.
- Perform legionella regulatory flushes.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.



“Beginning my teaching journey in Alsop High School is an experience I am truly grateful for. Having been an Alsop student myself, I have always admired the dedication, hard work, and heart of the staff body. Throughout my training year, I was given the utmost support and felt inspired daily. That inspiration is something I endeavour to share with our students. I aspire to create an environment in which all pupils believe in themselves and encourage them to see what I see in them.

The continued professional development from Alsop and Omega Multi-Academy Trust during my ECT year have been invaluable. I have been encouraged and guided to become a reflective practitioner and undoubtedly, this has had a positive impact on my confidence and classroom presence. My experience since joining Alsop High School has enabled me to see the true heart of our school and I am enjoying the privilege of positively contributing in any way I can.”

Eve McArdle

English Teacher



PERSON SPECIFICATION

Academy: Alsop High School

Job Title: Caretaker

You should be able to demonstrate that you meet the following criteria which are all essential

E= Essential D=Desirable

Measured by:

A=Application Form

T=Test/Exercise

P=Presentation

I=Interview

R=Reference

You will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

QUALIFICATIONS		
E	No qualifications required as full training will be provided, but a general knowledge / interest of DIY would be preferable	A
D	A commitment to continued professional development	A

EXPERIENCE AND KNOWLEDGE		
E	Experience not essential as full training will be provided	A/I
D	Experience of Health, Safety and Welfare legislation	A/I
E	Experience of being a responsible premises key holder	A/I

**PERSONAL QUALITIES AND SKILLS**

E	To complete administration procedures for timesheets, health & safety check sheets, holiday requests forms and car mileage	A/I
E	Ability to follow written / verbal cleaning procedures	A/I
E	Ability to follow health & safety procedures	A/I
E	Ability to work alone as well as part of a team	A/I
E	Ability to communicate and liaise with user groups and members of the public	A/I
E	Be physically fit and able to work at height or in confined spaces	A/I
E	Flexible approach to work with an ability to respond to demands of users	A/I
E	Full driving licence required	A/I
E	Must undertake all training provided as required for the post	A/I
E	A commitment to user groups and their needs	A/I
E	Ability to understand and demonstrate commitment to equality and diversity desirable but full training will be provided	A/I

PRE-EMPLOYMENT CHECKS

E	Positive recommendation from all referees, including current employer	R
E	DBS Clearance post appointment	N/A



THE SELECTION PROCESS

HOW TO APPLY:

Thank you for taking time to read and digest our information.

If you wish to apply for this post with Omega Multi-Academy Trust, then you should follow the below steps:

- If you would like to discuss this role with a member of the Senior Leadership Team or organise a visit to our school, then please email office@alsophigh.org.uk with your request and we will coordinate a mutually convenient date and time to visit.
- Download and complete the Omega Multi-Academy Trust application form.
- Complete the application form fully, ensuring all details are accurate and all declarations are signed. Please ensure you enclose two professional referees, one being your current employer (with name and email addresses if possible).
- Ensure you fully complete the relevant skills and experience section of the form, addressing the key characteristics and experiences outlined in the person specification, along with details of the unique contribution that you could make to the future success of Alsop High School. CVs cannot be accepted.
- The application form must be fully completed and legible. The supporting statement should be clear, concise and related to the specific post. There should be no unexplained gaps in career history.
- Email completed application forms to recruitment@omegamat.co.uk by the deadline below PLEASE NOTE THE REQUIREMENT TO ATTACH YOUR APPLICATION FORM AS A SEPARATE DOCUMENT TO YOUR EQUAL OPPORTUNITIES FORM WHEN EMAILING YOUR APPLICATION TO US.

Closing Date: Tuesday 7th May 2024 9am



“From the first minutes of starting my role as pastoral support officer, Team Alsop has always made me feel welcome, valued and supported. In my role, I count myself lucky to be able to forge excellent relationships with the students and their families. The role brings me great job satisfaction in assisting students to become the best, happiest and most successful versions of themselves.

Alsop has always supported me with my own continuing professional development, encouraging me to take part in both whole school and individual projects and this has given me opportunities to further my own knowledge and expertise in my role. I am proud to be part of such a supportive and caring team of staff, who work tirelessly to ensure the students stay at the center of everything we do.”

Dave Taylor

Pastoral Support officer



STAFF WELLBEING & BENEFITS

Omega Multi-Academy Trust is committed to attracting, developing and retaining top talent to achieve high performance across all school communities. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

Omega MAT Plus+ is an exclusive suite of benefits that is on offer to every colleague across the Trust. This is a gateway to a huge range of exciting benefits, including an Employee Assistance Programme. There is 24/7 health and wellbeing support available for everyone, as well as fabulous discounts against big brands and many high street stores.



Everyday Discounts

Discounts against big brands and high street stores including supermarkets, holidays, leisure activities, cinemas and restaurants



Home Technology

An offer to purchase home technology and personal electronic devices by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes



Cycle to Work

An offer to purchase a cost effective way to get new cycling equipment and bicycles by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Octopus Electric Vehicles

An offer to purchase an electric car by spreading the cost and also making savings on your Tax and National Insurance contributions via our salary sacrifice schemes.



Health Club Membership

Discounted corporate memberships access to 3700 gyms, health clubs and leisure centres across the UK



STAFF WELLBEING & BENEFITS



Online Health Portal

Access to the Health Assured Health Portal. Containing an online library of wellbeing information, including articles, videos, and self-help guides to provide support on a range of health and advisory issues to aid your physical and mental health.



Online GP

Video or phone consultation with a GP at a time that suits you.



Employee Assistance Programme

Legal, money advice and personal support and guidance.



Transform

Transform brings together a carefully created suite of wellbeing tools, including hundreds of workout classes, motivational messages, mental health support, healthy recipes, tools for a better night's sleep and stress management techniques.



Free on-site parking at all school locations.



ALSOP HIGH SCHOOL

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