

CONSILIUM ACADEMIES RECRUITMENT PACK

Caretaker



Consilium
Academies
Enriching Lives, Inspiring Ambitions

Welcome from the CEO

Dear Candidate,

Thank you for your interest in the position of Caretaker at Consilium Academies.

At Consilium, we believe in enriching lives and inspiring ambitions through:

- Partnerships
- Opportunity
- Integrity
- Excellence
- Equity
- Being people-centred

We believe in the unique value of each individual – whether that be staff or student – and are dedicated to ensuring each member of our Trust achieves their full potential. As a result of this, we work collaboratively with our stakeholders and external organisations to foster relationships that will enhance opportunities for all our members across the Trust.

We believe every student, no matter their background, is entitled to an excellent education with an equal opportunity to fulfil their potential. It is only through this vision that we can provide an environment where every pupil can thrive.

As part of our MAT, our Academies follow the collective aims of:

- Ensure everything we do has a focus on helping pupils achieve their potential academically, socially, and emotionally
- Instil a passion for life-long learning and continued improvement so our Academies, staff, and students can grasp their aspirations and ambitions
- Create a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed
- Ensure all stakeholders are seen as partners in our work with the communities we serve

Consilium Academies is going through a huge period of change with rapid growth and opportunities for all staff; I can't think of a better time to join us.



David Clayton
Chief Executive of Consilium Academies.

Dear Candidate,

Thank you for your interest in working at Armthorpe Academy. Do you thrive working as part of a team to achieve a common goal? Are you a leader and a learner? Are you hardworking, passionate, and committed to ensuring all our students maximise their potential? If so, then we would love to hear from you!

We are proud to be a member of Consilium MAT, a trust that prides itself on partnership, opportunity and integrity. We will always put students at the centre of everything we do; inclusion is imperative to us. At Armthorpe, every learner is an individual with a distinctive personality and characteristics. We focus on the whole person, a sense of togetherness and empowering everyone as a leader and learner. We place great value on preparing our students to thrive in 21st century Britain; together we need to ensure our learners are equipped emotionally, socially, and academically to excel through their journey at Armthorpe and beyond.

Staff well-being is very important to us. Happy contented staff leads to a happy and productive school. We strive to create a climate where staff are trained well enough so they can leave, but valued and treated well enough, so they do not want to leave.

This post presents a rare opportunity to join our truly unique school family. I am confident there has never been a better time to work with our community. Applications are welcome from candidates who:

- Are passionate about teaching and learning.
- Have an interest in developing the 'whole' child.
- Are highly effective practitioners.
- Have energy, enthusiasm and enjoy working both independently and collaboratively.
- Are committed to their own professional development and that of others.

In return, we can offer you:

- A committed and supportive leadership team.
- High quality in-house bespoke CPD and collaboration as part of Consilium trust.
- A dedicated and friendly staff body.
- The opportunity to work with our amazing students.

Thank you for your expression of interest thus far. I would encourage you to read the recruitment information and visit the academy to see us in 'action', with confidence that you will receive a warm welcome from our staff and students. If you are as excited about this opportunity and our journey ahead as we are, then we look forward to hearing from you.

Kind regards

Claire Robbins
Executive Headteacher

About the Academy

Armthorpe Academy is an 11-16 school located in the town of Doncaster, South Yorkshire. The learning our children experience is a broad and balanced diet that provides intellectual, moral, creative and emotional stimulation. It is an exciting time to be part of our academy, as with the support of Consilium, we are constantly working to develop and evolve our curriculum and pedagogy to ensure all students can flourish. This means not only striving to fulfil the academic potential of all our learners, but also teaching our young people how to care for themselves mentally and physically, as well as facilitating opportunities for them to enjoy and live life to the full beyond the taught curriculum.

It seems simple and obvious, but there is nothing more important than the quality of teaching and learning in our classrooms – every minute, every lesson, every day. Staff are learners too. We place significant emphasis on staff development and collaborative partnerships to ensure what goes on in and beyond our classrooms is as good as it can be.

The Armthorpe values permeate all aspects of school life. We are building a culture where we expect everyone in the Armthorpe family to be a leader and a learner. Our ethos is built on the strapline, **Inside Everyone There is a Rainbow Waiting to Shine**. A rainbow is a wonderful sight; a symbol of hope, inspiration, vibrance and dreams coming true. A rainbow only appears however after a storm reminding us that anything magnificent often requires a battle, struggle, resilience and patience. Weathering the storm is a part of life. As such, our values embody characteristics we would want to foster in our own children:

Respect #Communicate with Kindness	At the start of our rainbow because manners and kindness cost nothing but mean so much.
Responsibility #Make Positive Choices	Life is all about choices. It is never too late to make a positive choice; you don't find a rainbow looking down.
Resilience #Never Give Up	In the middle of our rainbow because resilience is a skill not an ability. It can be learnt. It is an invaluable life skill.
Pride #The Best of Me	Nothing replaces hard work, but pride features at this point in our rainbow as it requires the 3 Rs before it, then some inner drive.
Ambition #Dream Big	Ambition is at the end of our rainbow because dreams will come true but only if all our other values are engrained and embed.

In January 2019, we were judged by Ofsted to be 'Good' in every category which is testament to the hard work and dedication of the staff and students. As Armthorpe grows and develops as part of the Trust, this new appointment will play an integral part in shaping the future of the school.

About the Trust

The Consilium Mission

"Enriching Lives, Inspiring Ambitions"

We are proud to be Consilium Academies, a Trust that believes in the unique value of each individual. Our vision, actions, and purpose are guided by this principle and a dedication to do all we can for the communities we serve.

We never put a ceiling on potential. Instead, we work with our Academies to provide high-quality education that is truly inclusive, giving every student the same opportunities to develop the skills and knowledge they need to thrive in life beyond the classroom.

We are committed to enriching the lives of all those involved in our Trust through an ambitious, student-centred approach to education.

Consilium Academies is a Multi-Academy Trust consisting of nine schools based across three hubs in Salford, South Yorkshire, and the North East of England.

We believe in inclusivity, both in the schools and communities we serve and are committed to working with our Academies to ensure our ethos is realised on a daily basis.

The lives of our young people should be enriched by care, experience, and opportunity. This is achieved by;

- helping children and young people to succeed to their potential academically, socially, and emotionally;
- instilling a passion for lifelong love of learning and continued improvement so that our academics, staff, and students achieve their aspirations and ambitions;
- creating a family of academies that are inclusive and embrace diversity, where all members of the community feel supported, inspired, and empowered to succeed;
- ensuring all stakeholders are seen as partners in our work within the communities we serve.

The Trust operates a Central Team led by our Chief Executive, David Clayton. The team provide direct services to our schools as well as Trust-level accountability, leadership, and management. We operate a strong partnership model and our partner schools are instrumental in the continual growth and development of our Trust. We work with our schools in a supportive way that does not detract from the individual identity of a school, instead allows them to grow and focus on student achievement and success.

WE ARE PROUD TO OFFER THE FOLLOWING STAFF BENEFITS:

- Pension with the Local Government Pension Scheme and Teachers Pension Scheme
- 33 days annual leave plus bank holidays for all support staff (pro-rated for part-time employees)
- 36 hour working week for all full-time support staff
- Automatic pay progression for all staff in line with their current grading structure
- Enhanced contractual sick pay in line with the Burgundy Book and Green Book
- Employee Assistance Program with access to counselling and CBT 24 hours a day, 7 days a week
- Access to an Occupational Health Provider
- Free membership to Perkbox. with hundreds of exclusive offers and discounts available online and in store at many shops, gyms, and restaurants
- An excellent Centre for Professional Learning for every member of staff; to help you perform as well as you can in your role, provide you with a sense of wellbeing at work and to help you reach your career aspirations.

About the Role

Job Title: Caretaker

Hours: 36 hours, All year round (job share applicants would be considered)

Contract: Permanent

Salary: Grade 4 (NJC SCP 6 – 8) £21,968 to £22,777

Do you have the drive, passion and commitment to deliver outstanding support? This is an opportunity to join a dedicated team of staff at Armthorpe Academy, part of Consilium Academies who are committed to providing the best possible education for our students.

Armthorpe Academy is a '*truly inclusive school*' (Ofsted 2019). We have high expectations of students, both in terms of their progress and their behaviour. In particular, we expect them to invest in their own learning, and we encourage them to enjoy and make a positive contribution to the wider life of the school. They, in turn, can expect from us the highest possible quality of teaching, care and support.

We are seeking to appoint a committed individual to support the delivery of all facilities matters at the school, including day to day hard and soft services. The successful candidate will contribute to an overall safe environment for users of the school premises and ensure compliance with health and safety and operational standards as required.

Please see the person specification and job description below for further details.

The successful candidate will present the best possible example of professional standards to colleagues.

To apply please download and complete the attached application form. Please note we do not accept CV's. We ask that all completed application forms are sent to Dawn Mckinna at arm-recruitment@consilium-at.com

Please ensure that within your application you provide the names, addresses, and contact details for two referees, one of whom should be your current or most recent employer.

The closing date for applications is 3rd January 2023

Interviews will take place on 10th January 2023

Consilium Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointments are made subject to an Enhanced DBS Check, and where applicable, a prohibition from teaching check will be completed for all applicants.

The Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

Under Part 7 of the Immigration Act 2016, the Public Sector fluency duty requires state funded schools to ensure candidates for their customer facing roles have the necessary standard of spoken English (or English or Welsh in Wales).

Please note: If you have not been contacted within one week of the closing date please assume that your application has been unsuccessful on this occasion. We are unable to provide feedback on individual applications. Applications received after the closing time stated will not be considered.

Job Description

Job Title:	Caretaker
Reports to:	Site Manager
Based at:	Armthorpe Academy

Main purpose of the Role

- To support the delivery of all facilities matters at the school, including day to day hard and soft services.
- To deliver caretaking support to the school ensuring that the premises are well maintained, and operational services are provided to a high standard.
- To contribute to an overall safe environment for users of the school premises and ensure compliance with health and safety and operational standards as required.
- To ensure the school is operational and its facilities are functioning correctly.

Core Responsibilities & Tasks

Health and Safety

- Follow safe working practices when carrying out required duties, ensuring that procedures are adhered to and accurate records are maintained.
- Undertake dynamic risk assessments as directed in line with health and safety regulations and ensure agreed RA's are followed accordingly
- Work closely with the Site Manager and health and safety team to ensure best practice is achieved, including making recommendations and changes where required.
- Support the school senior team and wider trust colleagues to manage incidents and deliver an effective business continuity plan when required.
- Carry out routine tasks to underpin and contribute to the effective maintenance of records and information, including daily checks and inspections in accordance with industry best practice as directed by the site manager.
- Carry out routine tasks to underpin and contribute to the school's fire safety requirements including inspections, processes, and daily checks.

Financial Management

- Support the Site Manager to ensure availability of critical spares and stocks required for the day-to-day management of the site.
- To abide by the Trust Financial Procedures document.

Site Security

- Act as a secondary keyholder for the school and respond to call outs and emergencies as required to include securing site following damage.
- Ensure the correct use of security systems, including locks, alarms and CCTV ensuring their function and reporting issues for repair.
- Participate in site cover, following shifts and rotas to provide sufficient staffing at the school to meet the opening times required.
- Be responsible for opening and locking the school in accordance with shift requirements.
- To ensure contractors are correctly supervised and overseen whilst on site as directed by the site manager.
- To support the Site Manager in provision of fully operational CCTV provision in accordance with CCTV Policy. This may involve collaborative working with IT and external providers.

Maintenance Management

- Ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Respond to repair requests from the school helpdesk within the timescale given. Ensure that identified repairs are completed to a high standard or escalated to the site manager for completion by a contractor.
- Monitor plant and equipment to ensure it is operational and properly maintained in a safe working condition.

- Ensure that all programmes for inspection and repair are undertaken within the required timescale escalating issues to the Site Manager when necessary.
- Carry out planned and reactive maintenance tasks under direction of the Site Manager as required across a multi-skilled range of work.
- Monitor the function and provision of all services, taking reading of meters and reporting issues or hazards to the Site Manager.
- Carry out ground's maintenance duties to the school and playing fields which fall outside of SLA Grounds provision.
- Be responsible for keeping accurate records of duties undertaken to assist the Site Manager.
- To form and maintain positive relationships with external contractors whilst providing a level of first line challenge and accountability on behalf of the school

Housekeeping

- Carry out the portering of goods, furniture, and equipment on behalf of the school.
- To respond accordingly to the schools cleaning requirements outside of the SLA provision or responsibilities of school cleaning team.
- Carry out waste collection and management around the school premises as directed by the Site Manager.
- Ensure compliance with environmental and sustainability requirements.
- Carry out housekeeping checks of the premises and grounds to ensure the site is clean, tidy, and safe for occupation.
- Check and restock all consumables in line with the work schedule, ensuring stocks are well managed.
- Carry out emergency deep cleans as required.
- Respond to weather events to clear ice, snow or minor flooding as required by the emergency management plan.
- Establish routines to ensure staff and student Safeguarding remains paramount to carry out dynamic, visual checks throughout the shift and report/act accordingly.
- To ensure high standard of estates support is delivered all year round.

Capital Projects and Minor Works

Assist the central estate team with maintenance projects, including escorting contractors and escalating issues to management when discovered.

Corporate Responsibilities

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust's activities.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.

Additional Notes

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust or Academy.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Person Specification

	Essential	Desirable
Experience & Skills		
Proven experience of working in a practical role maintaining facilities or premises.	✓	
Ability to organise and prioritise workloads in a demanding environment.	✓	
A working knowledge of buildings and carrying out first line repairs.	✓	
Knowledge of relevant procedures for cleaning and security in an education environment	✓	
A working knowledge of relevant health and safety processes	✓	
Competent with standard ICT applications and web-based platforms	✓	
Ability to provide informative, concise reports in both written and verbal format	✓	
Qualifications		
Competent and/or qualified in the use of small tools	✓	
First Aider – (Must be agreeable to be trained and used within school rota (mainly for staff, lettings, evening working with cleaning staff))	✓	
IWFM Level 2 or similar		✓
Caretaking NVQ Level 2		✓
Recognised trade qualification in plumbing or electrical.		✓
Current first aid at work qualification		✓
IPAF certified		✓
PASMA certified		✓
Personal Attributes		
Personal pride in promoting a high standard and contributing to a positive image of the school.	✓	
An active member of the facilities team, as and when required to ensure high workloads are resolved.	✓	
A proven track record of adapting to change, using creativity, and working with others to develop good relationships.	✓	
An ability to work at pace with physical effort as required to achieve manual tasks.	✓	
Remain flexible with working hours if required to support the academy	✓	
Forward thinking, solution focussed	✓	