



CARETAKER
RECRUITMENT
INFORMATION PACK
MAY 2024



‘Flying high...creating success together’



Endeavour Schools Trust
The Bungalow
The Vaynor First School
Tennyson Road
Redditch B97 5BL
Tel: 01527 402031
office@endeavourschools.org

Dear Candidate,

Firstly, thank you for considering joining the team at Endeavour Schools Trust.

Our Multi Academy Trust was established in 2013 and is rooted in the principles of school to school working, high quality professional development for staff and in “going further and being better than we have ever been before,” so that all members of our Trust community are truly “inspired to excel.”

I joined Endeavour Schools Trust (formerly Redditch West School Trust) in October 2016 having made a very conscious decision that it was an organisation I would be proud to work for. This is because I passionately believe in the core value of the Trust encapsulated in the words of Helen Keller “Alone we can do so little: together we can do so much.” Collaboration, learning together, aspiration and retaining the unique character of each school within our Trust underpin our values and these resonate with our leaders, governors and staff so that Endeavour Schools Trust is a forward thinking, vibrant place to be.

Fundamentally, we are all driven by the same sense of purpose –to provide our children with the very best opportunities for them to thrive and achieve.

I do hope you find this pack informative and I look forward to hearing from the Head Teacher of the Academy about your application. You will be joining a family that can offer you many opportunities to progress and make a difference to our communities.

Yours sincerely

N J Wright (Mrs)

Executive Head Teacher/CEO

Dear Applicant,

Thank you for your interest in our Caretaker position at Crabbs Cross Academy. We are the oldest first school in Redditch, with a school on the site since 1877. We are also a proud member of Endeavour Schools Trust, alongside The Vaynor First School and St George's C of E First School & Nursery.

We are looking to appoint a motivated and skilled individual to join our trust wide site team. This role is to undertake general maintenance and to work with the Trust Operations Manager and Headteacher to organise and plan buildings improvements. The candidate must have good maintenance skills and experience and be able to work alone as well as in a team.

At Crabbs Cross Academy, we are totally committed and passionate about inspiring children to learn, whilst also enabling them to become the most successful versions of themselves that they can possibly be. This is encapsulated in our school motto '**Flying high...creating success together**'. It is at the very heart of everything we do and also an expectation for every child and member of our Crabbs Cross Team. Through this and in staying true to our core values, we provide a sense of belonging and aspiration for all, enabling our children to grow as well-rounded citizens of our community, country and the wider world in which they live.

As a school, we pride ourselves on the relationships we build with both our children and our parental community and in partnership together we aim to grow from 'Good to Great'.

Thank you for taking the time to find out more about Crabbs Cross Academy. If you do share our vision and passion for the children and families in our care, then please contact our school office on 01527 543624 or via email to officemanager@cca.endeavourschools.org to arrange a visit.

This will allow us to proudly show you how welcoming life at Crabbs Cross Academy is. You will have the opportunity to meet our children and the dedicated team of professionals that you will be working alongside, as you consider whether Crabbs Cross Academy could be your next professional home.

Yours sincerely,

Sallyanne Dunstan

Headteacher

ENDEAVOUR SCHOOLS TRUST

All staff across the Trust enjoy the support and challenge offered through cross school working. Colleagues regularly visit and work with their counterparts in other schools and seek out innovative ideas that are making a difference within other areas of the Trust. The numbers of schools in our Trust offers opportunities for career progression for our staff, whilst still remaining small enough for each member of staff to remain a valued individual personally known by our CEO.

STAFFING at Crabbs Cross Academy

Number of Teachers - 13

Number of Teaching Assistants - 15

Other Support Staff – 9

STAFF IN OUR TRUST

Number of Teachers - 47

Number of Teaching Assistants - 46

Other Support Staff - 46

ACCOMODATION AND RESOURCES

The Trust is well resourced and is continually using its healthy finances to develop and improve the school accommodation and resources.

PUPILS

We are most fortunate in the skills, talents and qualities our children possess. Their responsive nature, and willingness to learn and succeed, provide an inspiring teaching and learning environment. The support that classroom staff, and the children receive from our specialist support staff is second to none, with several of our schools achieving national recognition for their innovative strategies to support pupils and families who have found accessing school more challenging. (AfA Lead School Status and Quality Mark)



JOB DESCRIPTION

| | | | |
|---|-----------------------|-----------------|----------------------|
| Trust/School Values and Mission | | | |
| Job Title | Caretaker | School/Trust | Crabbs Cross Academy |
| Pay Band | Grade 4 Points 7-11 | Responsible To | Operations Manager |
| Salary | FTE £22,369 - £24,054 | Responsible For | Cleaners |
| Trust/School Values and Mission | | | |
| <p>Our ambition for the Trust is to “go further and be better than we have ever been before” - our Trust vision statement “Inspired to Excel” encapsulates this. The aim which underpins this is our driver, which is “From good to great.”</p> <p>Flying High.... Creating Success Together...At Crabbs Cross Academy....</p> <ul style="list-style-type: none"> • Everyone respects themselves, their friends, their teachers and their community. • Everyone treats each other fairly and with consideration. • Everyone listens to each other and acts calmly. • Everyone encourages each other to do their very best. • Everyone always works hard and never gives up. • Everyone thinks carefully and makes the right choices | | | |
| Main Purpose of the Post | | | |
| <ul style="list-style-type: none"> • To maintain a clean, attractive, secure and welcoming site through a process of regular cleaning and routine and scheduled maintenance of buildings, grounds, fixtures and fittings. • Have responsibility for the proper use and safekeeping of plant and machinery and have responsibility for the security and maintenance of the buildings and site. • To be able to investigate and think creatively to resolve unexpected problems as they arise. • To form part of the team of caretakers across the Trust sharing knowledge and skills and assisting other site staff and headteachers as necessary. | | | |
| Specific Responsibilities and Tasks | | | |

- To oversee and be responsible for the overall security of the site, its premises and contents.
- To undertake regular security surveys and make recommendations.
- To ensure that the premises are opened prior to the start of the school day and be responsible for ensuring the site is secured at the end of the day. During periods of severe cold weather, a degree of flexibility of start time will be required to ensure the safe routes are cleared and ready for the school day.
- To be responsible for the use, maintenance and secure storage of plant and equipment based at the school.
- To operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and ensure that the most cost-effective use is made of such systems.
- To oversee schedules and routine maintenance liaising with contractors and suppliers as necessary.
- To monitor standards of work undertaken by outside agencies and make routine reports to the Senior Management Team as requested.
- To undertake routine minor maintenance including plumbing, carpentry, electrical work, painting and general building work in accordance with instructions and current safety legislation.
- To undertake regular health and safety checks of buildings, grounds, fixtures and fittings including firefighting apparatus and other safety equipment in accordance with schedules.
- To devise and monitor schedules for the regular maintenance of the grounds and building surrounds, border and beds including planting and mowing and to undertake such work as necessary.
- To devise and monitor schedules for regular cleaning of buildings and grounds and assist with cleaning tasks, as necessary.
- To undertake cleaning duties which occur during the school day, which cannot be left for cleaning staff and ensure that there are available provisions to do so when not on site during the school day.
- To monitor and order supplies of consumables such as cleaning materials and to ensure that deliveries are made in accordance with invoices.
- To line manage the cleaning staff and grounds maintenance contractors.
- To lead on recruitment, training and performance management of staff that the post holder line manages.
- Have shared supervisory responsibility for other staff, including assist in the induction of new colleagues, on-the job training, allocation and checking of work for quality and quantity
- To ensure that cleaning is undertaken to a high standard and that current legislation in respect of health and safety and the handling of hazardous substances is complied with.
- To ensure all deliveries are checked promptly on arrival and safely moved to where the items are required or into storage.
- To undertake portorage duties as required and to assist in the unloading of deliveries to the school and loading of deliveries from the school.
- To immediately clear up any hazards to pupils and staff (i.e. spilt chemicals, broken glass, bodily fluids).
- To clear up paved areas and playgrounds (i.e., by disinfecting drains, picking up litter and emptying litter bins and clearing grids).
- To assist with the care and wellbeing of any school pets and make arrangements for this to continue during school holiday periods.
- To monitor and report on the condition of the school vehicle and to arrange regular repairs, servicing and cleaning of the interior and exterior of the vehicle.

- To undertake daily and weekly checks of the vehicle in accordance with the manufacturer's recommendations and ensure that the vehicle is safe and roadworthy before it is driven.
- Occasional driver of rented mini bus to transport small groups of pupils to events during the school day following appropriate training.
- To carry out work requiring normal physical effort with periods of substantial effort, or normal physical effort occasionally in awkward postures or prolonged effort in a constrained position involving considerable manual dexterity.
- To work with significant elements of inside or outside work involving some exposure to moderate noise, heat, cold, disagreeable or difficult surroundings/conditions.
- Work at other schools within the Trust as and when required to assist other site staff or cover absences.
- To cover periods of holiday and absence for the duties of the Locking Custodian and other Site staff across the Trust
- To act as one of the Trust key holders within a rota, attending callouts across Trust sites and supervising access to Trust sites outside normal working hours when necessary. A degree of flexibility would be needed to cover unexpected emergency repairs that may be required beyond the normal working hours.
- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and/or as detailed in the School's Health and Safety Policy.

Notes

The Trust reserves the right to alter the content of this job description, after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.

Reasonable adjustments will be considered as required by the Disability Discrimination Act.

The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Trust's Equal Opportunities Policy.

Endeavour Schools Trust and the schools within the Trust are committed to a number of principles and adhering to legislation which include the Safeguarding of Children, Health and Safety, Data Protection, Confidentiality and employment legislation. Policies relating to these and other subjects are available on the Endeavour Schools Trust Team Site in Office 365 and it is expected that you will familiarize yourself and adhere to these policies.

| | |
|---------------------------|--------------------------|
| Academic Year of Review | |
| Signature of Line Manager | Signature of Post Holder |
| Date Signed | Date Signed |

CARETAKER PERSON SPECIFICATION

| | Essential | Desirable | For Interview Panel Use Only | |
|---|--|---|---|---|
| | | | Where evidence to be sought | Score 1 for evidence met |
| Professional Qualifications | <p>Experience of caretaking and/or buildings maintenance/security.</p> <p>Experience in one or more of the following: plumbing, general and grounds maintenance, electrical/building maintenance, heating system</p> | <ul style="list-style-type: none"> Relevant Qualifications in Supervisory Management | <ul style="list-style-type: none"> Application form Original documents at interview | <p>Essential Score =</p> <p>Desirable Score =</p> |
| Experience, Skills, Abilities and Competencies | <p><i>The candidate <u>MUST</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></p> <p>Knowledge of First Aid Knowledge of COSHH Ability and willingness to use the IT offered in the school e.g., SIMS, Office 365 Level 2 Numeracy and Literacy Good knowledge of security, heating plant and other building systems Ability to undertake DIY tasks Ability to undertake heavy lifting and other strenuous tasks, requiring an appropriate level of fitness Ability to complete forms, write letters and reports Ability to negotiate effectively to achieve best outcomes Ability to manage difficult conversations Understands the role of others working in and with the school and the academy team across all schools Demonstrate ability to resolve complex problems independently</p> <p>Previous supervisory experience Knowledge of equality principles in the workplace</p> | <p><i>The candidate <u>MAY</u> be able to demonstrate that they have the experience and/or ability to deliver the following:</i></p> <p>Awareness of and commitment to equality Understand and implement child protection procedures Understand procedures and legislation relating to confidentiality Line management experience Experience in working with senior management Experience as a line manager in induction, probation, appraisal of staff</p> | <ul style="list-style-type: none"> Application Form Interview Lesson observation | <p>Essential Score =</p> <p>Desirable Score =</p> |
| Qualities | <p>Open-minded, self-evaluates and adaptable to changing circumstances and new ideas Excellent organisational skills Ability to remain calm under pressure</p> | <ul style="list-style-type: none"> | <ul style="list-style-type: none"> | <p>Essential Score =</p> <p>Desirable Score =</p> |

| | | | | |
|--------------|---|---|---|---|
| | <p>Demonstrate a clear commitment to develop and learn in the role</p> <p>Ability to effectively evaluate own performance</p> <p>Demonstrate ability to provide solutions not problems</p> <p>Establishes rapport and respectful and trusting relationships with others</p> <p>Communicates and liaises effectively with people at all levels both inside and outside of school</p> | | | |
| Other | <p>Willingness to undertake a full DBS Check</p> <p>Be able to work evenings, weekends on an irregular basis and to deal with occasional emergencies outside of normal working hours</p> <p>Able to facilitate lettings outside of school hours</p> | • | • | <p>Essential Score =</p> <p>Desirable Score =</p> |

CONTINUITY OF SERVICE (please see below an extract from the Trust's pay policy)

19.1 For purposes of establishing statutory employment rights, e.g. relating to probationary period or dismissal, the date of continuous employment will be the start date with the Trust. Where a member of staff takes additional roles/contracts with the Trust, the start date of these contracts will apply as the date of continuous service for establishing statutory employment rights.

19.2 Previous unbroken continuous service with an organisation covered by the Redundancy Payments (Local Government) (Modification) Orders (as amended) (which covers local authorities and related bodies) will be included in calculating redundancy entitlements. For the purpose of Annual Leave, Occupational Sickness Scheme and Occupational Maternity Pay Scheme, the date of continuous employment will be the start date with the Trust.

SALARY

Scale 4 Points 7-11 annual salary £22,369 - £24,054

Actual Salary based on 23.75 hours and including appraisals as detailed below £14,533 - £15,628

Whole Year Role

WORKING DAYS –

The working days on commencement will be Monday to Friday 7.15am to 11.15am and 5.15pm to 6pm. These arrangements may change, and you will be advised of any changes. You should note that there is no guarantee that you will be able to work the same day or days or periods throughout the contract however this will be discussed with you at the time.

You will be required to act as one of the Trust key holders within a rota across Trust sites within a reasonable distance of your home, attending callouts and supervising access outside of normal working hours when necessary. A degree of flexibility would be needed to cover unexpected emergency repairs that may be required beyond the normal working hours.

You will be required to work 3 hours per year per member of staff you line manage to facilitate termly meetings for appraisal and supervision. These hours will be reviewed annually and amendments to salary made according to staff numbers on 1 September each year. The salary given above is for the current academic year for 5 staff, 15 hours.

START DATE

We are looking to recruit the new candidate as soon as possible. Please note this is subject to pre-employment clearances including a satisfactory enhanced DBS having been completed.

CONTRACT

This post is permanent.

MAKING AN APPLICATION

Applicants should complete the Trust's application form, which includes the names and telephone numbers of two referees. These documents should be sent to Hayley Cromwell, Office Manager no later than 9am on Friday 14th June 2024. Please note that we will contact applicants for interview as applications are received and we may close this recruitment before the closing date should there be a suitable applicant. Late applications and applications not on the Trust's application form will not be accepted. There will be an opportunity for shortlisted applicants to review the school.

Applications can be posted or delivered in person to the school office or emailed to officemanager@cca.endeavourschools.org

Applicants should consider whilst completing their application form that the details they provide will be used for shortlisting. You should therefore ensure that you have given examples of your experience and knowledge that demonstrate your ability to undertake the requirements of the job description and, in particular, at least all attributes in the essential column of the person specification. This information will help the Trust to ensure that equality of opportunity is extended to all applicants.

REFERENCES

References given in respect of posts in education are exempt from GDPR and are requested in confidence. Applicants should be aware that as such, no references will be shared with applicants however, these references will be used to verify information from your application and any anomalies followed up at interview.

RECRUITMENT MONITORING

Within the application form is a link to an online form where the Central Team of Endeavour Schools Trust collate information for recruitment monitoring including ethnicity, age, disability and the advertising medium that you became aware of the post you are applying for. This information will be collected by the Central Team for reporting to the Trust Board annually and then destroyed. No member of the interview panel will be aware of any information that you give in this form. Whilst completion of this form is voluntary we would urge you to complete this to be able to truly report information to the Trust Board without bias.

RETENTION OF APPLICATION INFORMATION

Any information that you supply as part of your application and any documents that are created by the School as part of the recruitment process may be kept in hard copy and electronically for 6 months from the date of interview. All records for unsuccessful applicants will be destroyed after that time.

POLICY STATEMENT ON RECRUITING APPLICANTS WITH CRIMINAL CONVICTIONS

The post you are applying for is 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore applicants shortlisted for interview will be required to declare any convictions, cautions, reprimands and final warnings that are not "protected" (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013)

For further information on filtering please refer to Nacro [guidance](#) and DBS [website](#).

We recognise the contribution that former or ex-offenders can make as employees and volunteers and welcome applications from them. A person's criminal record will not, in itself, debar that person from being appointed to this

post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to the role and which do not make them a risk in the role for which they are applying

INTERVIEW ARRANGEMENTS

All applications will be reviewed on receipt and shortlisted candidates will be notified. Interview dates are to be confirmed. Please note, we reserve the right to interview prior to this date should it be suitable for all parties. Due to the high volume of applications that the Trust receives only shortlisted candidates will be contacted. If we do not shortlist you we wish you every success in the future.



We are committed to the safeguarding and promotion of the welfare of children. In this light, we would like to draw the following matters to your attention:

1. All appointments are made subject to:

- A) An enhanced DBS disclosure;
- B) Checks of professional status (EWC; QTS etc.)
- C) Confirmation of professional qualifications
- D) Receipt of strong references (if not already received by the time of interview); and
- E) Medical clearance

2. We only accept applications completed on the application form you have received along with this statement. Please do not send CVs or open testimonials/references.

3. Please ensure that the application form is completed in full. In particular, you must ensure that a full work history is provided and that any gaps in your employment are fully explained.

4. The Referees cited in your application form must include your employer from the last occasion in which you worked with children. If your last employment was in a school, we would expect a reference from the Headteacher and/or Deputy/Assistant Headteacher.

5. When seeking references, we will request information about your suitability to work with children.

6. If you are shortlisted, any anomalies in your application will be discussed with you at interview.

We encourage you to pay close attention to these matters so that your application is not excluded unnecessarily.