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Caretaker

Recruitment Pack



‘Working in partnership to ensure that every

learner’s success is at the heart of all we do’

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**Caretaker**

**Job Recruitment Pack**

Bury College Education Trust is a growing Multi-Academy Trust established in 2014 serving schools in the borough of Bury.

**Our Mission**

Working in partnership to ensure that every learner’s success is at the heart of all we do.

**Our Vision**

We will equip all our learners with the education, knowledge, skills and mindset to thrive in an ever-changing world by:

**Our Values**

At Bury College Education Trust we all recognise the values of:

* believing in ourselves.
* accepting help in order to achieve our goals and
* respecting and helping others.

**Our Ambition**

At Bury College Education Trust, we aspire to:

* develop school communities where every individual can flourish.
* provide an exciting, inspirational curriculum, grounded in Literacy and Mathematics that strongly reflects 21st century technologies.
* raise attainment and achievement by empowering children, parents and our local communities.
* achieve excellence for all and make a positive impact in the wider education system and the communities we serve.

**Caretaker required to start as soon as possible.**

**Elton Primary School, Alston Street, Bury BL8 1SB**

Bury College Education Trust was established in September 2014. It presently has three primary academies: Elton Primary School, Radcliffe Primary School, and Parkview Primary School which are based in the borough of Bury.

This is an exciting opportunity to become part of our highly professional, friendly team. We are looking to appoint a permanent member of staff who has a “can do” attitude and is flexible, practical, pro-active, energetic and diligent to support our existing teams in delivering excellent service.

Your duties will include: ensuring statutory compliance as well as leading the cleaning team in providing an excellent service. The successful applicant will have strong facilities management skills as well as people leadership.

**You will report to the Headteacher and the Trust Business Manager.**

**We can offer:**

• A friendly and supportive team.

• Good rates of pay.

• Pension.

**Grade 6 Permanent Post, all year round**

Actual Salary: £23,893

Working hours per week: 37

Split shift, Monday to Thursday: 6am to 10.00am and 2.30pm to 6pm, Friday: 6am to 9.30am and 2.30pm to 6pm

Some out-of-hours or additional working hours may be required to support the school with parents’ evenings, fundraising events, etc.

The position will be based at Elton Primary School and at times the individual may have to work across the Trust.

You will need:

• To enjoy working with children, parents and staff

• Effective communication and organisational skills

• To be calm, approachable, flexible and demonstrate initiative

• Experience of working in a school or similar setting

• To be highly skilled and practical

We warmly welcome candidates coming to visit the school prior to application; please contact the school to arrange on 0161 705 2674.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment.

As part of our recruitment process on line checks will be carried out as part of our short-listing process.

The successful applicant will be required to undertake an:

Enhanced DBS Check

Satisfactory medical report arranged by school

Satisfactory references

**For all enquiries regarding this post contact: Lynne Brunsden, Trust Business Manager on 0161 723 4538**

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**Bury College Education Trust**

**JOB DESCRIPTION**

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| **Post Title:** Caretaker | |
| **Location:** Elton Primary School  Alston Street  Bury  BL8 1SB | **Post Grade:** Grade 6 |
| **Post Hours:** 37 |
| **Special Conditions of Service:**  Key holding duties apply  Protective clothing including rubber gloves must be worn at all times to comply with Health and Safety Regulations.  Working at height certificate required  COSH Certificate required | |
| **Purpose and Objectives of Post:**  To ensure high standards of premise care in accordance with cleaning specifications and current Health and Safety Legislation.  To line manage the cleaning team. | |
| **Accountable to:** Head Teacher | |
| **Immediately Responsible to:** Trust Business Manager | |
| **Immediately Responsible for:**  Cleaning Team | |
| **Relationships:**  ***Internal:***  All employees of BCET  Pupils  Governors  Trustees | ***External:***  Members of the public  Parents  Contractors |
| **Control of Resources:**  Personnel: Management of Cleaning staff  Financial None  Equipment/Materials: Safe use of equipment and cleaning materials  Health & Safety: Duty of care to self and others | |
| * **Duties/Responsibilities:**   The caretaker will have responsibility for the care and maintenance of the premises, undertaking such tasks as senior management may reasonably require. Attending training courses and accept a reasonable amount of overtime as and when required  Duties and responsibilities will include:  **1 Site and Premises Security**   * Checking and operating security, alarm and surveillance systems, resetting alarms, reporting faults and operating security procedures. * Monitoring fire fighting and alarm equipment and undertaking procedures relating to this responsibility. * Responding, as an approved key holder, to emergencies. * Changing locks and getting keys cut. * Monitoring school property.   **2 Cleaning**   * The cleaning of the premises and site (except certain areas at school meal times) including litter and graffiti removal. * Ordering appropriate materials and equipment within the school’s budget. * Completing a yearly stock take of materials and equipment. * To plan the deep clean of the premises during school closures. * Organising and supervising cleaning staff. * Training new cleaners in cleaning methods and correct use of equipment.   **3 Heating and Lighting**   * Operating and monitoring the schools heating system. * Maintaining the lighting facilities in the premises and site, replacing light bulbs cleaning shades and similar items as appropriate.   **4 Maintenance**   * General maintenance up to the level of skill, ability, experience or training. * Ensuring that security procedures for contractors etc. coming on site are followed. * Sprinkling rock salt on hard surfaces to maintain safe passage during adverse weather conditions. * Regularly monitoring and reporting on the state of repair of the site. * Dealing with outside contractors, procuring quotations, when required, and monitoring their work on site for progress and health and safety compliance. * Signing clearance documents, when appropriate.   **5 Porterage**   * Undertaking general porterage such as moving goods being delivered and items being removed from the premises. * Moving items within the premises as appropriate and as requested by senior managers.   **6 Lettings**   * Monitoring lessees and other external users of the site to ensure safe and appropriate use. * Monitoring the site to ensure that the premises are secure. * Carrying out general maintenance tasks whilst letting in progress.   **7 Health and Safety**   * Following health and safety procedures as established by the school and required by legislation e.g. COSHH. * Reporting on problems relating to the safe use of the site and premises and taking emergency action when appropriate.   **8 Administration**     * Ensuring that all paperwork associated with the work of the caretaker is accurately completed. * Investigate complaints, report and complete appropriate paperwork relating to accidents when required. * Draw up repair and maintenance programmes.   **9 Liaison with contractors repairs and maintenance**   * Effective liaison with Trust Business Manager/Head Teacher should be maintained ensuring that they are kept informed of relevant information of repairs and maintenance. * Contacting contractors and obtaining estimates for repair and maintenance work as required by the Trust Business Manager responsible for Building and Premises. * **Working Week:**   The working week for routine tasks exclusive of emergencies is normally one of 37 hours on a split shift or an alternating shift dependent on school/establishment requirements. However, it may be necessary to rearrange these hours in individual cases in order to meet the needs of the particular establishment concerned and this can be done only with the prior approval of the Head of School after consultation with the Trust Business Manager.  Any approved duty for which an additional payment is made must be done outside the 37 hours schedule.  With the exception of emergencies, including the prevention of frost damage, overtime payment will not be made unless the attendance is approved by the Trust Business Manager.  **Safeguarding:**  As an employee of Bury College Education Trust you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm.  **Equality Diversity and Inclusion:**  Bury College Education Trust is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect.    **Health and Safety:**  The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies.  **Health and Wellbeing:**  As an employee of Bury College Education Trust you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues.  Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. | |

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| Post | Caretaker |
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| School | Elton Primary School |
| Ref. No.  (BCET to allocate) |  |
| Closing Date | 5th July 2024 at 12 Noon |



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| **APPLICATION FORM** |

Thank you for your interest in employment with Bury College Education Trust.

Please read the Guidance Notes carefully,

(you will find these on the inside of this form)

and study the enclosed Role Description, Person Specification and other information.

If your are completing this application form by hand, please use **black** pen or typescript,

also ticking each box where appropriate and return to:

Completed applications should be returned to the Trust Business Manager, Lynne Brunsden at [info@eltonprimary.bc-et.co.uk](mailto:info@eltonprimary.bc-et.co.uk)

If you require any assistance in completing the application form please

contact the school on the email address above or on 0161 705 2674.

**Do not enclose your own CV with this application form**

**as it will not be considered by the shortlisting panel.**

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| **Section A – Personal Details** |

Personal information will not be made available for shortlisting except when required as a genuine occupational qualification.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Title *Mr, Mrs, Miss etc* | |  | | | | Surname |  | | | | |
| First names | |  | | | | | | | | | |
| Address | |  | | | | | | | | | |
|  | | | | | | Postcode |  | | | | |
| Telephone number - Home | | | - | | | Work | - | | | Mobile |  |
| Email address\* |  | | | | | | | | | | |
| \*Only complete email address if you are willing to be contacted using this method | | | | | | | | | | | |
| Current salary *(if applicable*) | | | |  | | IFL Ref (*teaching positions only)* | | | | |  |
| National insurance number | | | |  | | DFES Ref number *(teaching position only)* | | | | |  |
|  | | | |  | | ISA Ref number | | | | |  |
| Do you have a current driving licence? | | | | | | Yes No | | | | | |
| Referees | | | | | | | | | | | |
| Please give the names and addresses of two people, at least one of whom ***should be your present employer*** (if applicable), who can be consulted regarding your suitability for the post. If your referees know you by another name, please specify. These references will be applied for as part of the selection process. | | | | | | | | | | | |
| Name | |  | | | | Name | | |  | | |
| Address | |  | | | | Address | | |  | | |
|  | |  | | | |  | | |  | | |
|  | |  | | | |  | | |  | | |
| Telephone number | |  | | | | Telephone number | | |  | | |
| Occupation | |  | | | | Occupation | | |  | | |
| Email address | |  | | | | Email address | | |  | | |
| Are you related to a member or employee of Bury College Education Trust? | | | | | | | | Yes No | | | |
| If Yes, please state to whom and how you are related | | | | |  | | | | | | |

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| **If you do not wish Bury College Education Trust to take up references prior to interview – please tick this box** | |
| **Section B – Work History** | | | |
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| Post | Caretaker | |
|  | |
| School | Elton Primary School | |
| Ref. No.  (BCET to allocate) |  | |
| Closing Date | 5th July 2024 at 12 Noon | |

Please tell us about your work history, starting with your present or most recent job, including any part-time, casual or voluntary work of a regular nature.

Current or most recent post

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Position held / Experience gained | Full-time or Part-time | From  Month Year | To  Month Year |
|  |  |  |  |  |

Previous posts

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer | Position held / Experience gained | Full-time or Part-time | From  Month Year | To  Month Year |
|  |  |  |  |  |
| **Section C – Knowledge Relevant to the Post** | | | | |

This section tells us about the knowledge you have that relates to the Post for which you are applying. The knowledge and qualifications we are looking for are outlined in the Person Specification. In the sections below you should show how you meet these requirements. List below examination results and professional qualifications including training acquired.

**C1** Education and Training

|  |  |  |
| --- | --- | --- |
| Education after age 11 | Full-time or  Part-time | Qualifications Awarded |
|  |  |  |

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| --- | --- | --- |
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**C2** Details of in-house training courses research experience, publications, examinerships and memberships of professional bodies.

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| **Section D – Experience** |

The Person Specification lists a number of key areas of experience essential to the post. Please demonstrate how your experience meets each of these requirements.

Please continue on a separate sheet if necessary and use ONLY your individual application reference number found on the front cover to identify additional sheets.

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| **Section E – About Yourself** |

Is there anything else you want to say about yourself in support of your application? Please include any specific skills, aptitudes or personal qualities you have which you feel are important to this post.

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In the interests of economy, we ask you to accept that if you have not heard from us within four weeks after the closing date for the post, you will not have been invited for an interview. If you wish receipt of your application to be acknowledged, please enclose a stamped addressed envelope.

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| **Section F – Disclosure and Barring** |

This section will be separated from your application on receipt, kept securely during the recruitment process and destroyed thereafter. It will not be seen by the staff responsible for shortlisting.

As Bury College Education Trust 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 a Disclosure and Barring check before the appointment is confirmed. All convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) by SI 2013 1198 must be declared below.

**Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the position and the circumstances and background of your offence(s).**

A written Policy Statement on the Recruitment of Ex Offenders is available from the Personnel Section.

Please list details of all criminal convictions or offences which are not protected below.

|  |  |  |  |
| --- | --- | --- | --- |
| Date of conviction | Nature of summons / charge / caution / allegation | Court | Sentence or order |
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| If none, please enter none |  |

We have to safeguard children and vulnerable adults, therefore you are asked to provide the following information, any allegations, disciplinary investigations, child protection concerns, whether you are subject to a child protection plan or have had a child for whom you have resonsibility, removed from you or placed in care. Please provide details below.

|  |
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| If none, please enter none: |  |

**Declaration**

I confirm that the information given above is correct. I understand that if I am appointed to this post, a Disclosure from the Disclosure and Barring Service will be requested and I give my consent to this. My consent is conditional upon Bury College Education Trust complying with their obligations under the DBS Code of Practice.

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| --- | --- | --- | --- | --- | --- |
| Signed |  | | Name |  | |
| Post applied for | |  |  | |  |

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| **Section G – Equal Opportunities Monitoring** |

Bury College Education Trust is committed to being an equal opportunities employer, selecting staff on the basis of ability and the requirements of the post. In order to monitor the effectiveness of our “Equality of Opportunity Policy”, we request all applicants to complete this section of the form. This section will be separated from your application on receipt and kept securely. It will not be seen by the staff responsible for shortlisting or interviewing.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Post applied for | |  | | Reference no  (BCET to allocate) | |  | | |
| Surname | |  | | First names | |  | | |
| Gender  Female  Male | |  | | Age |  |  |  | |
| Ethnicity. Please describe your ethnic origin (tick one box only). | | | | | | | | |
| Asian or Asian British - Bangladeshi | | |  | Mixed – White & Asian | | | |  |
| Asian or Asian British - Indian | | |  | Mixed – White & Black African | | | |  |
| Asian or Asian British - Pakistani | | |  | Mixed – White & Black Caribbean | | | |  |
| Asian or Asian British - Any Other | | |  | Mixed – Any Other | | | |  |
| Black or Black British - African | | |  | White British | | | |  |
| Black or Black British - Caribbean | | |  | White Irish | | | |  |
| Black or Black British - Any Other | | |  | White – Any Other | | | |  |
| Chinese | | |  | Not known/Not Provided | | | |  |
|  | | | | Any Other (please specify) | | | |  |
| Disability | Disability is defined as *“A physical or mental impairment which has a substantial and long term adverse effect on ability to carry out normal day to day activities”* | | | | | | | |
| Disability. Do you consider yourself to have a disability?  Noes  Yes | | | |  | | | | |
| If YES, please specify the nature of the disability. | | | |  | | | | |
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| If you are invited to interview will you require any special arrangements to be made? If so, please give details: | | | | | | | | |
| N/A | | | | | | | | |
|  | | | | | | | | |
| Do you require a work permit to work in the United Kingdom? | | | | | | Yes No | | |
| If you answer Yes, please supply details on a separate sheet of paper | | | | | | | | |

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| Recruitment Source. Where did you see or hear of this vacancy? |
| Internal Advertisement Internet - greater.jobs  Press Advertisement - please specify Newspaper / Publication |

**I give my consent to Bury College Education Trust recording and processing information about me in the above categories in order to monitor the effectiveness of its “Equality of Opportunity Policy”. My consent is conditional upon Bury College Education Trust complying with its obligations and duties under the Data Protection Act 1998. All of the information provided in the application form is accurate and I understand that falsification of information may lead to my dismissal if I am successful.**

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |

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| **GUIDANCE NOTES** |

Please read the following notes carefully as the decision to shortlist you for interview will be based solely on the information you provide on this form.

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| **Section A** |

**Personal Details** – It is important that you complete this section accurately and in full, as the information requested is required to process your application. Please do not leave any section blank.

**References** – References are requested for all shortlisted applicants for posts. A reference from your current, or most recent employer will normally be required before an offer of employment is made.

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| **Section B** |

**Work History** – When completing this section, it is important that you include any part-time, voluntary or community work you may have done since these may reveal relevant skills.

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| **Section C** |

**Knowledge Relevant to the Post** – Any qualifications which are required for the post will be set out in the Role Description, and you should list these in this section. You may also like to include other qualifications you possess or training courses you have attended which you feel are relevant to the selection criteria for the post.

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| **Section D** |

**Experience** – Please do not submit a job history or curriculum vitae. This is the most important section of the form, as this is where you make out your case for the post. Here you should provide evidence that you posess the skills / knowledge and experience required, preferably by giving specific examples. Do not forget to include the skills / knowledge and experience you have gained outside paid work and through training.

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| **Section E** |

**About Yourself** – In this section include anything which you wish to say about yourself that you feel is relevant, but has not been included elsewhere, including any skills.

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| **Section F** |

**Disclosure and Barring** – Please read this section carefully, ensure that the information you provide is accurate and sign the Declaration.

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| **Section G** |

**Equal Opportunities Monitoring** – The information you provide in this section will enable the Trust to monitor its recruitment process in relation to its “Equality of Opportunity Policy”. The information obtained will be treated as confidential and used only for monitoring purposes.