



# **ELLESMERE PORT**

## **Catholic High School**

**"I have come so that they may have life and have it to the full"**

**JOHN 10:10**

## Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

### Headteacher's Welcome

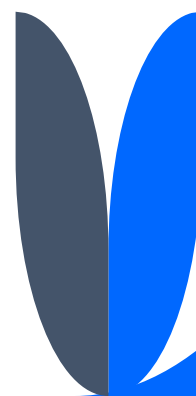
I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile  
Headteacher

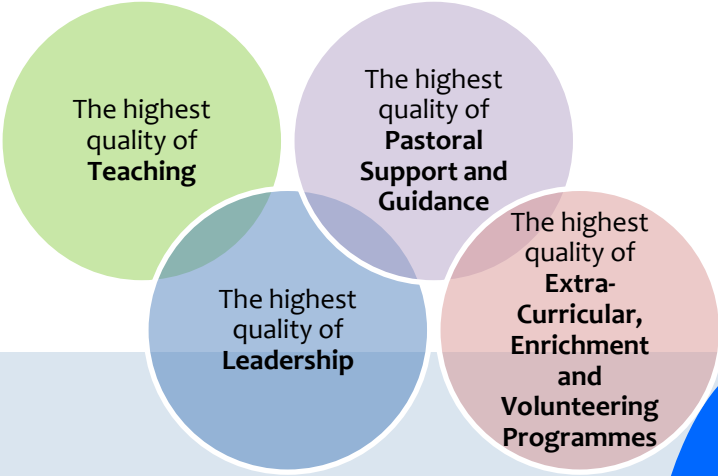


**Ellesmere Port Catholic High School** is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



*“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”*

Ofsted June 2021



With 968 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

## Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

### Our Vision

#### Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

#### Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



## **Caretaker/Lettings Officer AAAE5002A**

***Required as soon as possible***

**Grade 3 (£11.94 per hour)**

**20 hours per week, 52 weeks per year**

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are seeking to appoint an additional Caretaker/Lettings Officer to oversee the school premises during community lettings. The school provides indoor sporting facilities for local groups, the start time will be 5pm, the length of lettings will vary and therefore the finish time may be 10.30pm on some weekday evenings. The working hours will vary from week to week depending on demand. Additional hours will also be available during weekends and school closure periods.

In addition to overseeing the lettings the post holder will also be required to carry out general caretaking duties, including cleaning, painting and buildings and grounds maintenance.

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) under the menu tab, alternatively you may telephone the school to request an application pack. Please send completed applications to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or post to the school address, marked for the attention of Miss T Moore.

**Closing date:** 9.00am Thursday 30<sup>th</sup> January 2025

**Interviews will be held:** Wednesday 5<sup>th</sup> February 2025

### **IMPORTANT**

#### **THE REHABILITATION OF OFFENDERS ACT**

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an DBS enhanced criminal check and online search.



# ELLESMERE PORT CATHOLIC HIGH SCHOOL

*'I have come so that they may have life and have it to the full'* John 10.10

January 2025

Dear Applicant,

## **Caretaker/Lettings Officer AAAE5002A**

Grade 3 (£11.94 per hour)  
20 hours per week 52 weeks per year

Thank you for your enquiry regarding the above position.

Governors are seeking to appoint an additional Caretaker/Lettings Officer on casual basis to oversee the school premises during community lettings. The school provides indoor sporting facilities for local groups. The start time will be 5pm however the length of lettings will vary and therefore the finish time will vary, which may be 10.30pm on some weekday evenings. Additional hours will be required during weekends and school closure periods.

In addition to overseeing the lettings the post holder will also be required to carry out general caretaking duties including cleaning, buildings and grounds maintenance and site improvements such as painting.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9.00am on Thursday 30<sup>th</sup> January 2025**. Following completion of the short-listing process, shortlisted candidates will be invited for interview. **Interviews will take place Wednesday 5<sup>th</sup> February 2025**.

Application forms and further details are available to download from the school website [www.epchs.co.uk](http://www.epchs.co.uk) under the menu tab, alternatively you may telephone the school to request an application pack. Please send completed applications to [Human.Resources@epchs.co.uk](mailto:Human.Resources@epchs.co.uk) or post to the school address, marked for the attention of Miss T Moore.

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

I wish you well with your application. If you have any queries, please do not hesitate to contact me.

Yours sincerely

Mr C Jones  
Business Manager

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: [admin@epchs.co.uk](mailto:admin@epchs.co.uk) [www.epchs.co.uk](http://www.epchs.co.uk)

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





## CARETAKER/LETTINGS OFFICER JOB DESCRIPTION

Please note, also the Job Description is that of a Caretaker please see below for specific duties relating to this role:

### JOB OUTLINE

- To cover school lettings out of school hours including weekends.
- To ensure the security of the school premises and site.
- To ensure a safe working environment as directed.

### KEY RESPONSIBILITIES

- Undertake lettings and carry out associated caretaking tasks, in line with lettings policy and procedures.
- Maintain a highly visible, friendly, and approachable presence during lettings and out of hours' school events.
- Ensure that buildings, site, and resources are secure, carrying out security checks including the site perimeter and frequent patrols of the school ground.
- Locking and unlocking of buildings at pre-determined times.
- Keep records relating to maintenance and security.
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.
- Cleaning of designated areas of the school building and grounds according to instructions.
- Undertake general portage duties including moving furniture to set up for exams and schools' events, moving of equipment and deliveries within school.
- Undertake minor repairs (i.e., not requiring qualified craftsperson) such as painting and maintenance of the buildings and site.
- Operate systems such as heating, cooling, lighting, and security (including CCTV, security alarms and fire alarms).
- Receive deliveries to the school site.
- Collect and assemble waste for collection.
- Respond to emergencies affecting the school premises, troubleshooting as they arise.

### OTHER

- First Aider
- Act as a designated key holder, providing emergency access to the school site if required.
- To treat all students, parents, staff, visitors and contactors with care, consideration, and courtesy in accordance with the school's ethos and values.

**Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service and online Google Search check.**



## PERSON SPECIFICATION

### IMPORTANT

#### THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Criminal Records Bureau. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

**JOB TITLE: Caretaker/Lettings Officer**

**GRADE: 3**

**JOB REF: AAAE5002A**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>		Trade, such as joinery, plumbing etc. Evidence of Continuing Professional Development  First Aid Qualification	Certificates
<b>Experience</b>	Experience of a similar type of role	Experience of working in an educational background	Application form, interview
<b>Knowledge &amp; Skills</b>	Good communications skills Co-operative with ability to work as a team member or alone as required Good planning and organisational skills Calm and confident manner Customer focused and committed to delivering an excellent service		Application form and interview
<b>Other requirements</b>	Personable/well presented Reliability and punctuality Flexible approach to working patterns Accuracy and attention to detail Common sense and initiative Ability to judge when decision making needs to be taken to another responsible person		Interview



# Guidance for Applicants

## **How to apply**

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

## **Shortlisting**

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

## **The Interview**

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

## **Safeguarding statement**

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.

# Contact Details:

<p style="text-align: center;"><b>1</b></p> <p>Phone 0151 355 2373</p>	<p style="text-align: center;"><b>2</b></p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p style="text-align: center;"><b>3</b></p> <p>Admin Email Admin@epchs.co.uk</p>	<p style="text-align: center;"><b>4</b></p> <p>Website www.epchs.co.uk</p>	<p style="text-align: center;"><b>5</b></p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
--	---	--	--	--



“Great things happen when you care”

PSALM 21:  
He asked for life and you gave it to him



**ELLESMERE PORT**  
**Catholic High School**

**Capenhurst Lane, Whitby, Ellesmere Port, CH65 7AQ**

**[www.epchs.co.uk](http://www.epchs.co.uk) | 0151 355 2373 | [admin@epchs.co.uk](mailto:admin@epchs.co.uk)**