



Mary Webb School &
Science College



Candidate Information Pack

Caretaker

Mary Webb School & Science College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG



Dear Applicant

Thank you for your interest in our vacancy for a Caretaker

In this pack you will find the following information:

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Thank you for showing an interest in our school. After reading through the enclosed information, I trust you will feel encouraged to apply for the caretaker vacancy within our site team.

This is a demanding role that requires you to be a good handy person, have an interest in working in a learning environment and be able to stay calm under pressure.

We are seeking to appoint a flexible, well-organised person with excellent maintenance skills to join our team and provide caretaking support in the school. Under the direction/guidance of the Headteacher and Business Manager: ensuring the school is safe and efficiently used at all times by students, staff and visitors. Duties include site security, maintenance, monitoring and ensuring standards of cleanliness, in conjunction with the overall general care of buildings and grounds across the whole campus.

We have sports facilities for hire to the local community out of school hours, therefore, the successful post holder will be required to work on a rota basis between 7.30am and 9.30pm and school holidays between 8am and 4pm

An application would bring you a step closer to working in a busy, but really friendly and supportive environment.

Mary Webb School and Science College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to receiving your application.

Yours sincerely,

Peter Lowe-Werrell
Headteacher

Advertisement

Caretaker

Required immediately

The post is permanent, 28 to 37 hours per week depending on experience, 52.14 weeks per year, Grade 5 (£12.38 - £12.59), pay award pending.

The working days would be between Monday and Friday. Start and finish times would be between 7.30am and 9.30pm on a rota basis which will include one week of earlies and one week of lates.

Mary Webb School and Science College is a successful and popular specialist science college, situated in a beautiful location, a few miles south of Shrewsbury.

Governors wish to appoint a caretaker to join and contribute to our school community, by ensuring the school is a safe and attractive environment for our students to thrive.

Further details and an application form are available on the school website. If you require further information, potential candidates are encouraged to arrange a visit to the school to speak to the Business Manager, Ellie Evans, please email eevans@marywebbschool.com

The school does not accept CVs.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An online search will be undertaken as part of due diligence checks during the shortlisting process

Closing date: 12pm Wednesday 11th September 2024

Interviews to be held: Tuesday 17th September 2024

Information about the school

Mary Webb School and Science College is situated in a particularly beautiful location in the village of Pontesbury, just a few miles south of Shrewsbury. The site, surrounded by hills and woodland, provides an ideal setting for a school that aims to provide an educational experience firmly rooted in a modern rural context. We seek to open minds and widen horizons by ensuring that all our students are prepared for the challenges of life in the 21st century.

As a relatively small, community secondary school of over 700 students, staff and governors, we feel that the school has a number of distinctive features that makes it a little bit special. We aim to provide an environment in which each and every student can develop and flourish, and where the pursuit of excellence, in terms of personal development and academic achievement, is the aspiration of all. Relatively small class sizes ensures that every student receives personal attention.

The curriculum at Key Stage 4 is based around a core GCSE offer. We believe that this provides students with robust qualifications that support transition to post-16 education, training and employment. GCSE examination results at Mary Webb School and Science College have been good in recent years and are above national averages for attainment and progress across the curriculum.

GCSE results in 2023 saw 75% of our students achieving GCSEs in both English and mathematics at grade 4 and above. The school's Attainment 8 score was 48.33, which was higher than the Shropshire average for secondary schools. More than 11% of GCSEs awarded to our students were at grades 8 or 9. Most importantly, all our students were able to go on to the destinations they planned to in September 2023.

To view our latest Ofsted report from May 2023 please visit our website.

Inspection of Mary Webb School and Science College

Pontesbury, Shrewsbury, Shropshire SY5 0TG

Inspection dates: 7 and 8 June 2023

| | |
|------------------------------|--|
| Overall effectiveness | Good |
| The quality of education | Good |
| Behaviour and attitudes | Good |
| Personal development | Good |
| Leadership and management | Good |
| Previous inspection grade | Not previously inspected under section 5 of the Education Act 2005 |

- Pupils feel safe and happy in this inclusive and supportive school.
- Pupils behave well and have positive attitudes to learning.
- Governors and leaders ensure that staff's well-being matters.
- Staff morale is high.
- The arrangements for safeguarding are effective.

Job Description

Principal Duties and Responsibilities

Operational Tasks

Safeguarding and Security;

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance contractors.
- Undertake lettings and carry out associated clerical tasks.
- Undertake break and/or lunchtime supervision of students and ensure a safe environment is maintained at all times.

Cleaning and Maintenance;

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains.
- To organise and carry out minor decoration programme as agreed with the Headteacher.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Headteacher.
- Operation and maintenance of heating plant and lighting systems.
- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections and identify and record repair and maintenance requirements.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for removal.
- Undertake emergency & specialist cleaning tasks.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Liaise with contractors & undertake client role in connection with premises related contracts.
- Coordinate work of cleaning staff.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.

Job Description (Cont.)

Resources Tasks

- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

Organisation & Supervisory Tasks

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Assisting in management, administration and operation of lettings system.
- Assist with monitoring & managing stock within an agreed budget, cataloguing resources & undertaking audits as required.
- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
- Liaison with the school catering contractors in relation to their use of the site and provision of their service, where appropriate.
- Liaise with line manager & attend meetings as required.

Other Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Job Description (Cont.)

Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

Data Protection and other statutory responsibilities

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff

Other Duties

- Any other duties that the Headteacher, DHT/SBM/CEO/Governing Body/Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

Review and Signatures

- This job description is subject to review by the Headteacher/ DHT/SBM/CEO/ Governing Body/Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Personal Specification

| | Quality | Essential | Desirable |
|---|--|---|-----------|
| Qualifications | <ul style="list-style-type: none"> NVQ 2 or equivalent qualification or willingness to work towards | Yes | |
| Work or relevant experience | <ul style="list-style-type: none"> Caretaking/site-keeping experience in a school or similar environment. Coordinating workload Handyperson experience Supervisory experience | Yes Yes Yes | Yes |
| Knowledge and Understanding | <ul style="list-style-type: none"> Knowledge of Health & Safety procedures and precautions. Knowledge of COSHH regulations Awareness of health & safety procedures and precautions Knowledge of moving and handling procedures. Working knowledge of relevant policies / codes of practice / legislation Ability to relate well to children and adults Willingness to gain knowledge of use of ICT and other specialist equipment / resources. Willingness to undertake Asbestos Awareness training course | Yes Yes Yes Yes Yes Yes Yes | Yes |
| Skills and Abilities (relevant to post) | <ul style="list-style-type: none"> Sufficiently fluent in spoken English to ensure effective performance in the role Good IT skills including accurate recording | Yes Yes | |
| Personal qualities | <ul style="list-style-type: none"> Ability to bring to the role, initiative, enthusiasm and commitment Flexibility and reliability Good communication skills Evidence of working well as part of a team | Yes Yes Yes Yes | |
| Special conditions | <ul style="list-style-type: none"> Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check Willingness to undertake a first aid qualification | Yes Yes | |

How to Apply

Applications must be made on the official application form which can be found by [clicking here](#) or visiting www.marywebbschool.com/vacancies

The deadline for applications is 12pm on Wednesday 11th September 2024, and we will be interviewing on Tuesday 17th September 2024. Please do not hesitate to get in touch with us if you have any questions or if you would appreciate an informal chat; we would be delighted to hear from you.

When completing the application form, please pay particular attention to:

Section D, Other Relevant Experience: Please limit this section to no more than 500 words.

Section E and F, Educational qualifications, please ensure you provide details of your qualifications, including GCE O level, GCSE or equivalent level 2 qualifications - a summary is not sufficient. Details of the institutions you studied at are required.

In addition to the guidance provided, please outline your views on teaching science to young people in the 11-16 age range and why science is an important part of a broad and balanced education for the twenty first century.

Section K, References: The requirement for two employment references, one of which **must** be your current or most recent employer. Please include email addresses if possible.

We use an application form which states that the post is exempt from the Rehabilitation of Offenders Act 1974 and that the successful candidate must apply to have an Enhanced Disclosure from the Disclosure and Barring Service. The application form will request full and complete information about employment history.

All applicants are required to disclose whether they have any convictions, cautions, court orders, reprimands and warnings which may affect their suitability to work with children.

Incorrectly completed application forms will not be considered.



You can send your application
via:

Email to:
nmurray@marywebbschool.com

Post to:
Mrs N Murray
PA to Headteacher
Mary Webb School & Science
College
Pontesbury
Shrewsbury
Shropshire
SY5 0TG