

Caretaker

GRADE: 5 (Points 04-05)

ACTUAL SALARY: £5,372 - £5,584 (Pending NJC Pay Award 2024-25)

Contract: 10 hours per week (07:00 – 09:00 or 16:00 – 18:00), 39 weeks per year

Start Date: 04 November 2024 (pending checks)

CANDIDATE INFORMATION PACK





What is included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from The Headteacher
- About the School
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline

Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). The Caretaker role brings a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very important time.

Peak School is a nursery to 19, special school academy in the North West corner of Derbyshire. We cater for children and young adults with a whole range of needs, particularly those with profound and multiple learning difficulties (PMLD), communication difficulties, and those with challenging behaviour linked to their associated learning difficulties.

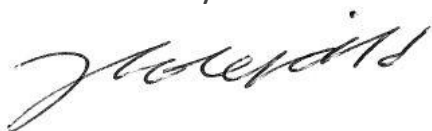
We are eager to appoint a positive, flexible staff member to support the day-to-day maintenance of the school, working alongside our Site Manager.

If you think you have got what we are looking for, we look forward to receiving your application for consideration.

For further information, please contact Mel Smith, School Business Manager on 01663 750324, via email to msmith@peakschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

I wish you well in your application.

Yours faithfully



Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem MAT was formed in 2018 and now consists of 14 academies from the East and West Midlands. Many of our pupils have special educational needs and/or disabilities or are disadvantaged. Therefore, inclusion is our watchword, and our vision is for Esteem to be a learning community of excellence for SEND and alternative provision in the Midlands. However, we want mainstream schools to join us too as they have many pupils with SEND or who are disadvantaged. We want all our pupils to achieve their full potential whatever type of school they attend.

Our vision is to be a Trust that:

- Leads and supports our academies to provide the highest standards of education and development for all our pupils
- Enables academies with a shared sense of purpose to benefit from alignment whilst maintaining individuality
- Provides a strong, collective voice for our academies at a local and national level
- Delivers support and SEND expertise to our academies and to other schools and local authorities

Our vision will be delivered via our three core strategic aims. Everything we do should be ultimately focused on doing these three things well:

- We will provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world.
- We will deliver high standards and value for money from our support services, resources, estate and technology.
- We will invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice

Our people are our most valuable resource. We invest in them by providing high quality specialist training, opportunities to collaborate and develop their careers within Esteem.

We greatly value each school's unique identity, which reflect the diverse needs of the pupils. It is also important to us that our pupils feel they belong to their school community. This is why we believe that our schools need strong leaders and governors who understand their local context. Being part of a family of schools in a trust brings the added benefits of support and collaboration. We know that sharing ideas and working together are the best ways for our schools to continue to improve for the benefit of all our pupils.

Welcome from the Headteacher



Dear applicant,

Thank you for your interest in this role at Peak School. I am very pleased that you are considering applying to work at our academy.

Peak is an academy special school located in North Derbyshire. It is the only special school in this area and serves a large catchment area from Tameside and Glossop to the North, as far as Chesterfield to the East and Derbyshire Dales to the South of the county, while also catering for pupils from Cheshire. Due to our large catchment area, we cater for pupils who experience a wide range of needs.

In response to the wide profile of needs that our pupils experience, our curriculum starts in early years and continues on a developmental learning journey, following the pathway(s) that is suitable to their developmental, social and academic needs. For the majority of our pupils, the journey concludes when they are nineteen and make their transition to adulthood, and the next phase of their lives. The exception is pupils who reside at Peak Lodge and move out of area for their adult placement at eighteen.

Our vision at Peak School is for all pupils to be successful at each stage of their educational careers, ensuring that they acquire the necessary skills and knowledge which will enable them to prosper at the next stage, both at school and in the wider world and eventually beyond Peak school. We do this through our offer of an appropriate, accessible and engaging curriculum which enables pupils to explore a wide range of concepts. Our curriculum helps pupils to develop and build upon their knowledge and skills, allowing them to develop a positive identity as a learner. At Peak School, we aim to make learning meaningful, striving for mastery development across all subjects.

Please visit our website (www.peakschool.co.uk) for more information about our wonderful school and fabulous pupils. If you would like to visit us, or would like a discussion about this post, please do not hesitate to contact us.

Yours faithfully



The advertisement

Job Title: Caretaker

Location: Peak School, Buxton Road, Chinley, High Peak, Derbyshire, SK23 6ES

Grade/Scale: Grade 5 Points 04-05 Actual Salary £5,372 - £5,584 (Pending NJC Pay Award 2024-25)

Start date: As soon as possible

Contract: 10 hours per week (07:00 – 09:00 or 16:00 – 18:00), 39 weeks per year

We are a small, nursery to 19 special school academy located in a rural environment in the village of Chinley in the North West corner of Derbyshire. We cater for children and young adults with a whole range of needs, particularly those with profound and multiple learning difficulties (PMLD), communication difficulties, and those with extremely challenging behaviour linked to their associated learning difficulties.

We are seeking a positive, flexible and caring individual who is willing to contribute fully to the life of the school and who are committed to safeguarding and promoting the welfare of children and young people.

Reporting directly to the Site Manager, the ideal candidate will have experience of working in a security, safety, cleaning or maintenance environment.

Benefits include: LGPS Pension Scheme, Westfield Health cover and free parking.

For further information, please contact Mel Smith, School Business Manager, Peak School, on 01663 750324, via email to msmith@peakschool.co.uk or visit our website at www.esteemmat.co.uk/vacancies. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 14 October 2024 (23:59)

Interview date: 17 October 2024

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Job description and person specification

Job Description: Caretaker

Esteem Multi-Academy Trust

Post Title:	Caretaker
Location:	Peak School, Buxton Road, Chinley, Derbyshire, SK23 6ES
Purpose:	To provide efficient and effective caretaking support to the school including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that working systems operate at optimum efficiency.
Reporting to:	Site Manager
Responsible for:	n/a
Liaising with:	Site Manager
Working Time:	10 hours per week (07:00 – 09:00 or 16:00 – 18:00), 39 weeks per year
Salary/Grade:	Grade 5 Points 4-5 £5,372 - £5,584 (Pending NJC Pay Award 2024-25)
Disclosure level	Enhanced
PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<ul style="list-style-type: none"> • To ensure the school heating and equipment is efficiently and effectively operated, make adjustments as necessary and report defects and malfunctions to the site manager • To be responsible for maintaining the security of the premises and its contents in accordance with the schools current requirements • To clean areas of the school in accordance with safe working practices • Replace consumables on the premises in appropriate locations i.e. toilet rolls, soap towels etc. • Clean designated areas not covered by alternative arrangements i.e. outside areas, car parks, drains, etc. • Remove spillages and resultant stains from floors and other surfaces. • Painting and Decorating – To undertake repairs, projects and redecoration tasks as appropriate • General Maintenance Works – minor repairs to include minor plumbing, joinery, minor repairs to fixtures and fittings and furniture, replacing lamps with appropriate training. • To assist in ensuring the overall appearance of the school and its grounds are kept to a high standard and that pathways are kept clean and safe • General portage and collection activities as required including setting up and cleaning away furniture

	<ul style="list-style-type: none"> • Drive the school minibus • Clean the internal face of external windows and other internal glass within the limitations of safe working practices • To return to the school outside of normal working hours to deal with school functions and / or emergency situations as and when required • To comply with the requirements of the school’s health and safety policy, other relevant legislation and other school policies • To carry out any other reasonable duties within the overall function of the job • To be a contactable person for the security company if alarms are triggered • To be a named key holder • Promote and safeguard the welfare of children and young people you are responsible for or come in to contact with
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Other Generic Responsibilities:	
<ul style="list-style-type: none"> • Represent and promote the ethos and values of Esteem Multi-Academy Trust • To take and be accountable for all decisions made within the parameters of the job description • Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities • Provide a high standard of customer service in all dealings internal and external to the MAT • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description • The post holder will be working in a developing environment and will therefore be expected to undertake other appropriate duties as required for the effective operation of the Trust • The MAT will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition 	

This job description is current at the date shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Caretaker Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE	
Essential	<ul style="list-style-type: none"> • Good standard of literacy and numeracy • Experience of working in a security, safety, cleaning or maintenance environment. • Full clean driving licence
Desirable	<ul style="list-style-type: none"> • NVQ Level 2 in Cleaning, Building Interiors, School Support Staff or equivalent • Experience of caretaking or premises management
KNOWLEDGE AND ABILITIES	
Essential	<ul style="list-style-type: none"> • DIY Skills • Minor decorating skills • Record keeping • Able to carry out general repairs and maintenance without guidance • Ability to follow and comply with instructions on equipment and or materials usage • Use of general cleaning equipment • Knowledge of security systems (training will be given) • Ability to work constructively, using own initiative in the absence of senior staff and as part of a team • Anticipate and reduce risk where possible • Ability to carry out health and safety checks and maintain relevant records in accordance with relevant Health and Safety Regulations i.e. Legionella, fire alarm (training will be given) • Be honest, reliable and trustworthy • Practical • Versatile • Good time management • Be flexible with working hours during school holiday periods.
Desirable	<ul style="list-style-type: none"> •

Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2024' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.

Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies/>

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photo card driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

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Interview date: 17 October 2024

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