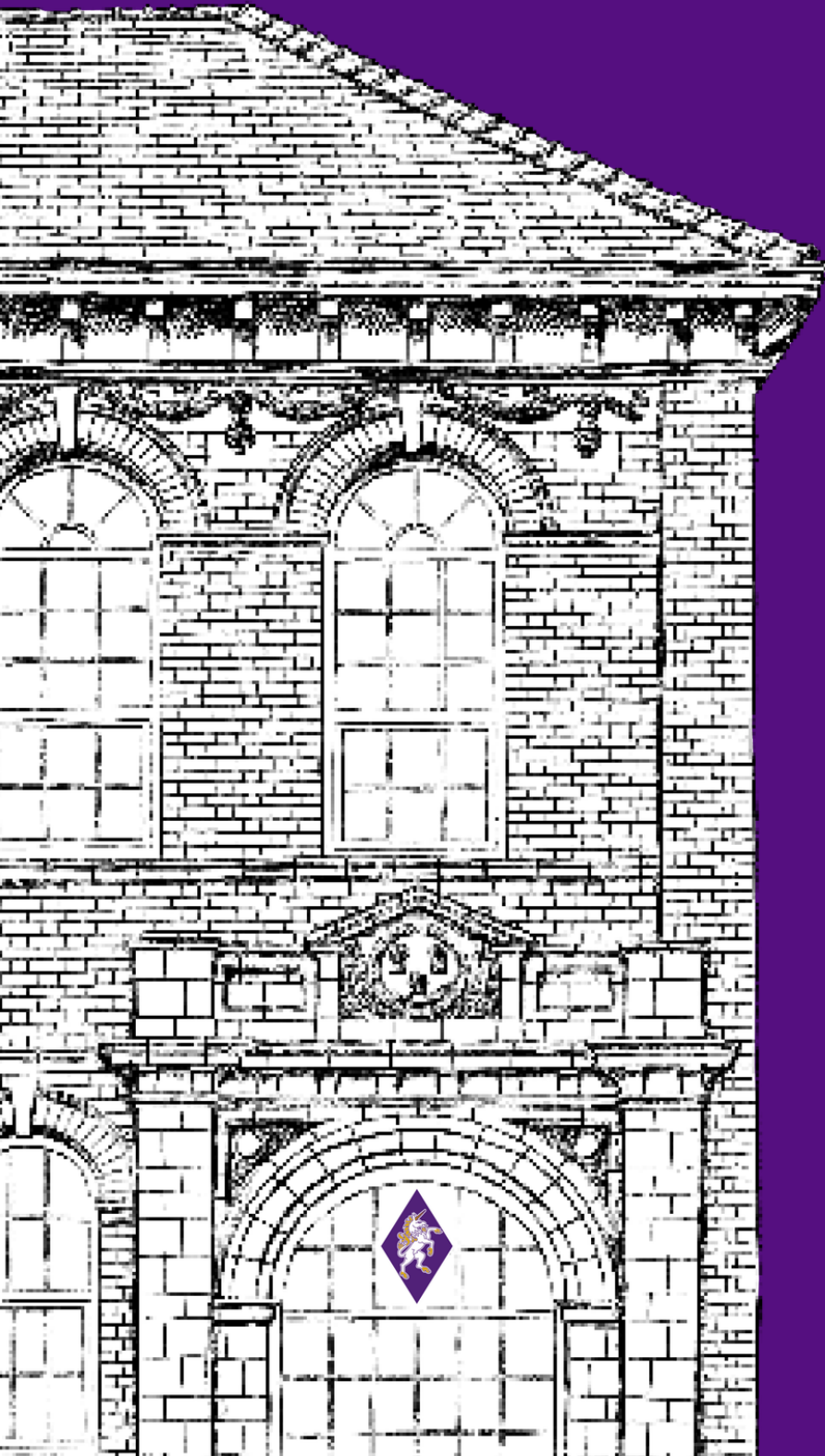
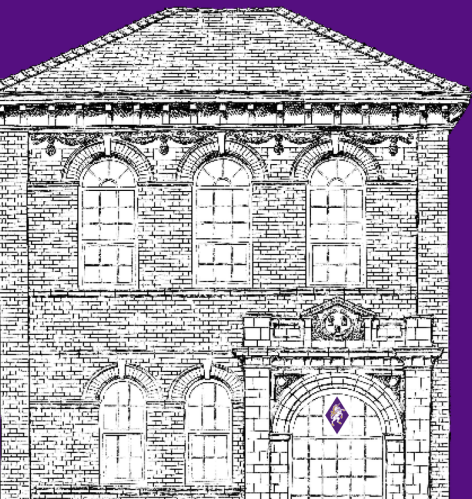


Candidate Pack

Caretaker



Aspire Act Achieve



Welcome

Dear Candidate

I am delighted that you are interested in applying for the role of Caretaker at our school. This is key role in ensuring that our curriculum can be delivered effectively.

Here at Sale Grammar School, we pride ourselves on providing an excellent educational experience for all our young people so that they can leave our school equipped to lead both happy and successful lives. We have the highest aspirations for everyone and work together to achieve these, acting in a way that demonstrates our values and virtues at all times.

Sale Grammar School is a happy and vibrant place to be. Our visitors always remark upon the warm and welcoming culture within the school and the excellent relationships that are evident between staff and students. Our teachers are passionate about their subjects and have a strong desire to instil in our students a lifelong love of learning, and as a result, they become creative and confident individuals, well prepared for the future.

Our outstanding pastoral offer has the right balance of both care and support, thus creating an environment in which students feel safe and secure, and as a result, they are able to thrive. An emphasis on a strong personal and social development offer enables our students to gain a better understanding of themselves and others and to understand the importance of making a positive contribution to both their local community and society as a whole.

Everyone is part of a team at Sale Grammar School and we place great emphasis on working and living together as a genuine community where each individual is equally valued and respected. We treat everyone with kindness, actively building effective relationships underpinned by mutual trust and respect, whilst seeking out opportunities to celebrate the success of both ourselves and others.

As a member of staff here at Sale Grammar School, you will join a team of committed individuals who are supportive of each other. We have an excellent Career and Professional Development Offer which includes a comprehensive, in-house training programme for both Teaching and Support Staff.

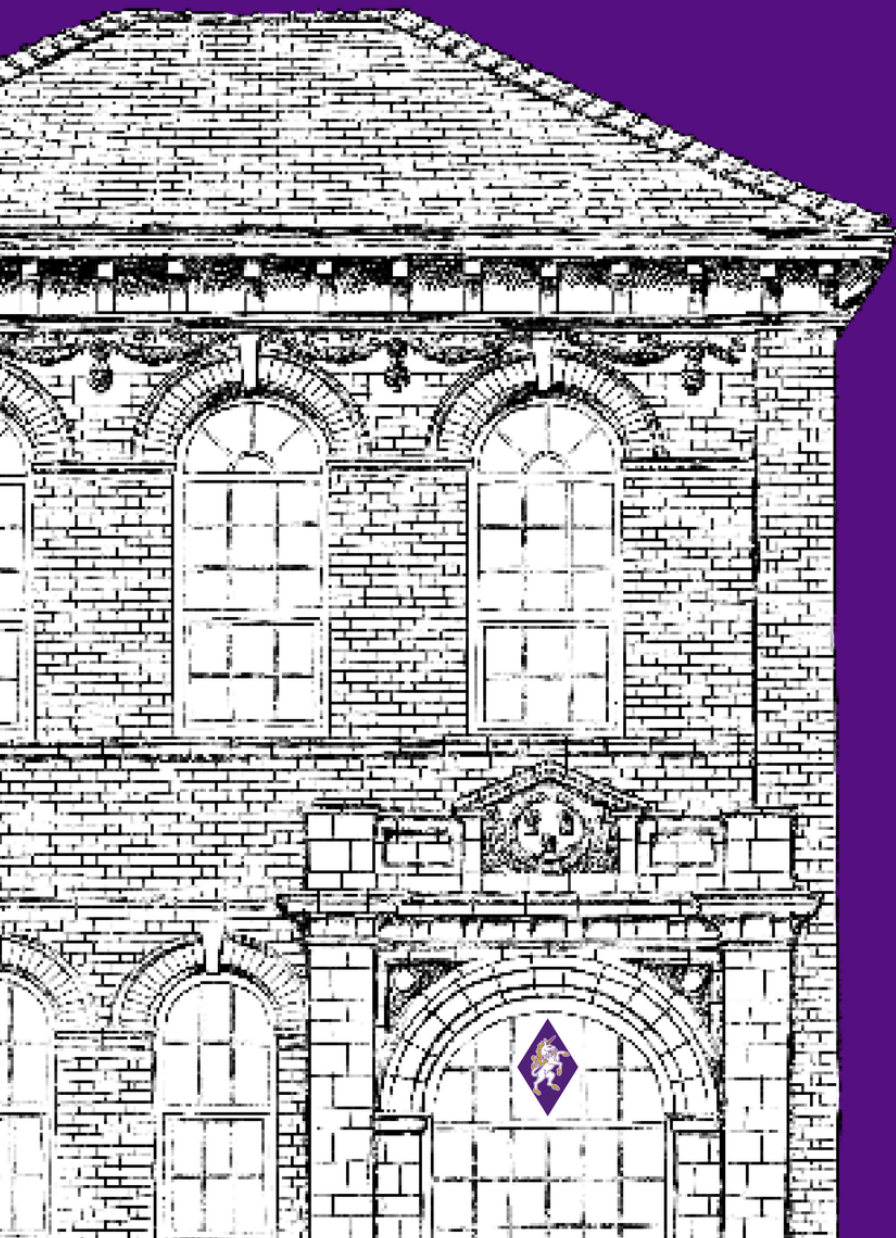
I do hope that once you have read the information here that you are interested in joining our school. If you would like to visit the school, then please do contact Mrs Witterick on office@salegrammar.co.uk and she will be able to arrange a visit for you.

With my very best wishes

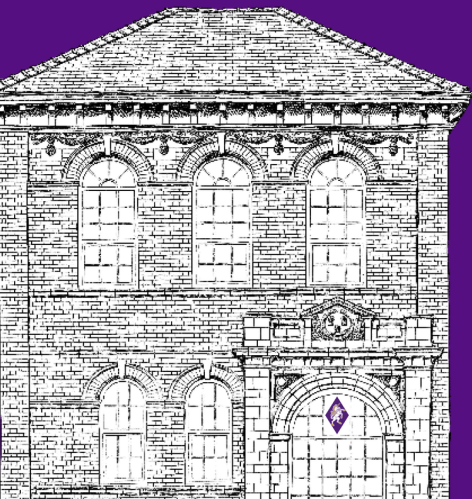
Rebecca Smith
Headteacher

"Pupils and students respond exceptionally well to leaders' and staff's extremely high expectations for their academic achievement, behaviour and personal development."

Ofsted 2022



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Our School

Sale Grammar School is an oversubscribed, selective 11-18 State Grammar School situated in Sale which is in the Trafford Borough. We are a Single Academy Trust and more information about our School can be found on our website at www.salegrammar.co.uk as well as on our X feed @SaleGrammar

"Leaders have won the trust of staff, parents, carers and pupils."

The Caretaker will join our exceptional Support Staff Team and will be directly line managed by the School's Site Manager. They will work within the team to ensure that the school site offers a secure, safe, clean and pleasant environment, conducive to the provision of high-quality education and other relevant services. There will be a greater focus towards the grounds maintenance elements of the role, but duties will also include daily opening and inspection of the site, responding to maintenance and portage requests, and other tasks as directed by the Site Manager.

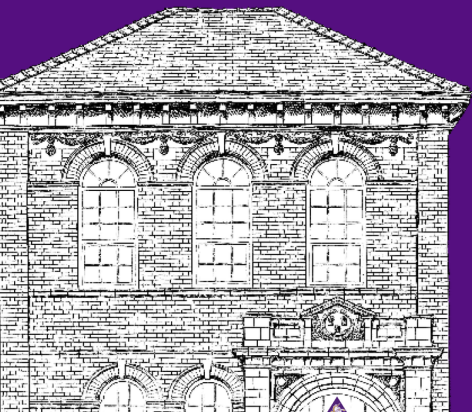
"Pupils' learning experiences are enhanced especially well by a comprehensive extra-curricular programme."

The school offers an excellent education to all its students through the curriculum that it offers, alongside the wider opportunities for its students and its strong pastoral care. Across the school there are over seventy different extra-curricular clubs and activities that our students can take part in, and the uptake across our entire student body is very high. These activities are offered by both Teaching and Support Staff, providing the opportunity for our Support Staff to get involved in the wider aspects of the School.

"Staff appreciate the consideration that leaders give to their workload and well-being. They spoke highly of the training that they receive to enhance their delivery of the curriculum further. "

There is a strong culture of wellbeing which permeates throughout the school. Through active stakeholder voice, we have worked together to initiate a range of workload reduction strategies for all staff. We have a clear mental health and wellbeing policy which outlines support for both students and staff. The offer includes access to an Employee Assistance Programme as well as clear HR Policies such as our Flexible Working Policy. Other benefits also include free tea and coffee, access to a Childcare Voucher Scheme and a Cycle to Work Scheme. In addition, there is an extensive CPD programme to support staff at all stages in their career.

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The Job Description

Caretaker

Job Purpose

The main purpose of the job is to ensure that the site offers a secure, safe, clean and pleasant environment, conducive to the provision of high-quality education and other relevant services.

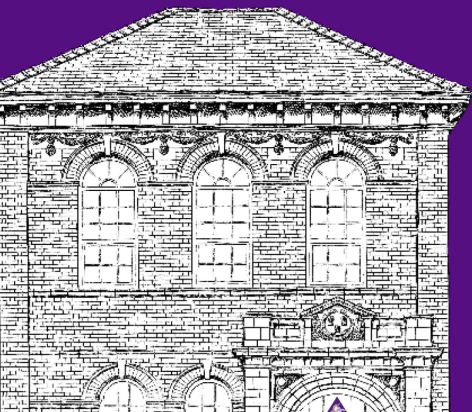
The main duties include: -

Site Security

- Opening and securing the premises, disabling and setting alarms daily. Allowing practical access for staff and pupils who may be working after the school day. Thoroughly checking the security of the premises each evening i.e. all doors, windows, gates
- Monitoring the premises during periods of hire by the public in the evenings to ensure no unauthorised access.
- Attending intruder alarm call outs as required at any time of the day or night, in compliance with the 24-hour call-out rota.
- Taking responsibility for the main key press.
- Making routine audits and reporting on the fence line and grounds to ensure no breaches have been made.

Site Maintenance

- Reporting any risks or hazards in relation to the safe operation of the premises to the Site Manager or in his absence to a member of the Senior Leadership Team.
- Monitoring weekly the condition of the buildings and grounds (including all school fields, communal areas and areas bordering on Walkden Gardens), reporting any defects and where possible attend to the repairs.
- Maintaining a litter free site throughout each day. Checking daily and emptying bins/replacing bin liners and periodically pressure wash refuse bins located in the grounds. Cleaning and tidying storerooms and boiler rooms. Using electrical and manual tools to keep the school grounds and access routes free from litter and leaves.
- In winter ensuring that all pedestrian walkways, external areas and car parks are cleared and gritted as appropriate to ensure the safety of students and staff as per the Snow and Ice Risk Assessment
- Checking toilets, changing areas and all rooms on a regular basis for vandalism or graffiti and reporting to the Site Manager or in his absence a member of the Senior Leadership Team. Removing graffiti immediately and carry out any repairs if required.
- Checking the operation of the plant rooms to ensure heating and ventilation systems are operational and reporting any defect to the Site Manager.
- Assisting in the facilitation of external contractors and their work, monitoring the work of external contractors and reporting stages of completion to the Site Manager
- Ensuring all internal and external lights are working, reporting any malfunctions to the Site Manager.
- Purchasing DIY materials as and when required.
- Carrying out a variety of planned and unplanned maintenance and repair work in consultation with the Site Manager, including (but not exclusively) basic joinery, plumbing, painting & decorating and minor electrical faults.



The Job Description

Caretaker

- Accessing the online compliance and reporting system, completing regular tasks and completing requests/repairs in a timely manner.

Porterage

- Porterage of such items as deliveries of goods, stationery, equipment, materials, furniture, items for disposal etc as required.
- Preparing/setting up rooms for a variety of purposes as requested and agreed with school staff.

Minibuses

- Day to day maintenance and upkeep of school minibuses, including cleaning, refuelling, carrying out weekly maintenance checks, reporting any issues to the Site Manager.
- Taking minibuses for servicing, MOT and repairs as required.

Grounds maintenance

- Preparation and upkeep of lawns, decorative areas and trees/bushes e.g. mowing, strimming, Pruning/cutting back, blowing, weeding and weedkilling.
- Machine brushing the 3G pitch as per agreement, reporting any defects to the Site Manager.
- Removing litter, leaves and rubbish in certain defined areas.
- Working with and maintaining various types of machinery and equipment.

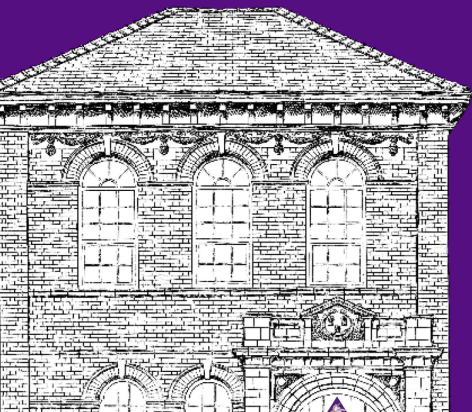
Health & Safety

All employees are responsible for:

- Compliance with safety rules and procedure as laid down in their area of activity.
- Ensuring that they take reasonable care of their own health and safety and hence avoid injury to themselves and to others by act or omission whilst at work.
- Using issued Personal Protective Equipment as required.
- Reporting promptly accidents, near misses, unsafe working conditions or practices and dangerous occurrences of which they are aware.

Lettings

- Checking the lettings calendar on regular basis and being a first point of call for all lettings on the day of their booking.
- Ensuring that the premises are opened prior to the start of the lettings and secured at the end of it.
- Facilitating any reasonable set up requests.
- Ensuring those who are letting the premises are aware of any relevant health and safety information and to report any concerns to the Site Manager, should this be required.



The Job Description

Caretaker

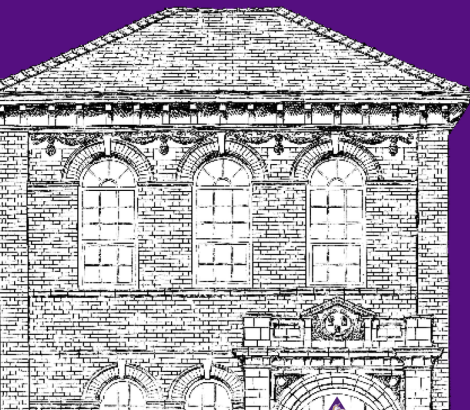
Other Duties which may be required on behalf of the Site Manager

- Deputising for the Site Manager, if requested and required, leading and allocating tasks to other Caretakers based on strengths and areas of expertise.
- Monitoring consumable stock levels, ensuring stocks and supplies are replenished as required.
- Completing small in-house projects based on own specialist knowledge areas.

Other Responsibilities

- Purchasing of materials from local suppliers.
- Delivering and collecting parcels.
- Representing the school at meetings with outside bodies and contractors where appropriate.
- Taking annual leave in agreement with the Site Manager subject to the needs of the school.
- To be aware of and comply with all policies and procedures including those in relation to safeguarding, equal opportunities, health, safety, security and GDPR, reporting any concerns, in order to maintain a safe and secure environment for all
- To work within the school's vision, values and virtues at all times.
- Reporting promptly all sickness, accidents, unsafe working conditions or practices and dangerous occurrences of which they are aware.
- To take part in Performance Management and CPD activities.
- To comply with and follow all other school policies and procedures.
- Any other reasonable requests from the Headteacher.

This job description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. All support staff are expected to assist colleagues when required and to carry out any other duties as reasonably directed by the Headteacher or their representative. The job description will be reviewed each year and may be subject to modification or amendment at any time after consultation with the post-holder, Headteacher or representative. We are committed to the safeguarding of children and DBS checks will apply to this post



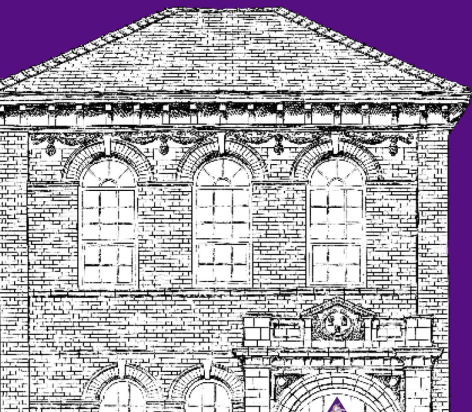
Person Specification

Caretaker

Qualifications, Qualities and Attributes	Essential	Desirable	Evidenced by
Qualification/Training			
Good Numeracy and Literacy Skills equivalent to Level 2	✓		Application
Qualifications gained through professional development/on the job training activities	✓		Application
Valid driving licence	✓		Application
Knowledge/Understanding/Skills/Abilities			
ICT Literate and able to use the internet, e.g. consult websites, access information, download material/make entries electronically, use email	✓		Application/Interview
Experience of working in an educational setting		✓	Application/Interview
Knowledge and understanding of relevant health and safety regulations	✓		Application/Interview
Able to undertake a range of general building maintenance jobs e.g. basic carpentry, basic plumbing, painting/decorating	✓		Application/Interview
Able to communicate clearly and effectively in different forms and with a wide range of people in differing contexts	✓		Application/Interview
Able to manage time effectively, work accurately, organise workload and meet deadlines	✓		Application/Interview
Able to use initiative, evaluate information and exercise judgement and demonstrate a practical approach to solving problems	✓		Application/Interview
A commitment to high standards and evidence where this has been achieved	✓		Application/Interview
Ability to work in accordance with the school's health and safety policies and safe working	✓		Application/Interview
Excellent organisational and planning skills	✓		Application/Interview
Ability to respond calmly in emergencies	✓		Application/Interview
To be main key holder, responsible for the safety of the building	✓		Application/Interview
General/Personal Qualities and Characteristics			
An effective team player but who can think and work independently without supervision	✓		Application/Interview
Possess strong interpersonal skills and able to exercise diplomacy when appropriate	✓		Application/Interview
Able to work under pressure and keep calm in a crisis	✓		Application/Interview
An effective decision maker, able to think analytically	✓		Application/Interview
An excellent health, attendance and punctuality record	✓		Application/Interview
Willing to be flexible and support colleagues	✓		Application/Interview
<u>Able to retain confidentiality at all times</u>	✓		Application/Interview
Committed to continued professional development	✓		Application/Interview

We are committed to the safeguarding of children and DBS checks will apply to this post

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Additional Information

If you have any general enquiries about the job, please direct these to Mrs Paula Witterick by emailing office@salegrammar.co.uk

How to Apply

All applications must be made using the School's application form which can be found on the school website on our 'Vacancies' page. Please note that we do not accept CVs.

You should return your completed application to Mrs Paula Witterick by emailing jobs@salegrammar.co.uk

The closing date for applications is clearly outlined on the advertisement. We are unable to accept applications after the deadline has closed.

Timeline for Interviews

All completed application forms will be reviewed by the recruitment panel and a short-list of candidates will be drawn up. Successful candidates will be notified and invited for interview as soon as possible after the closing date. Please note that we are unable to provide any feedback on applications.

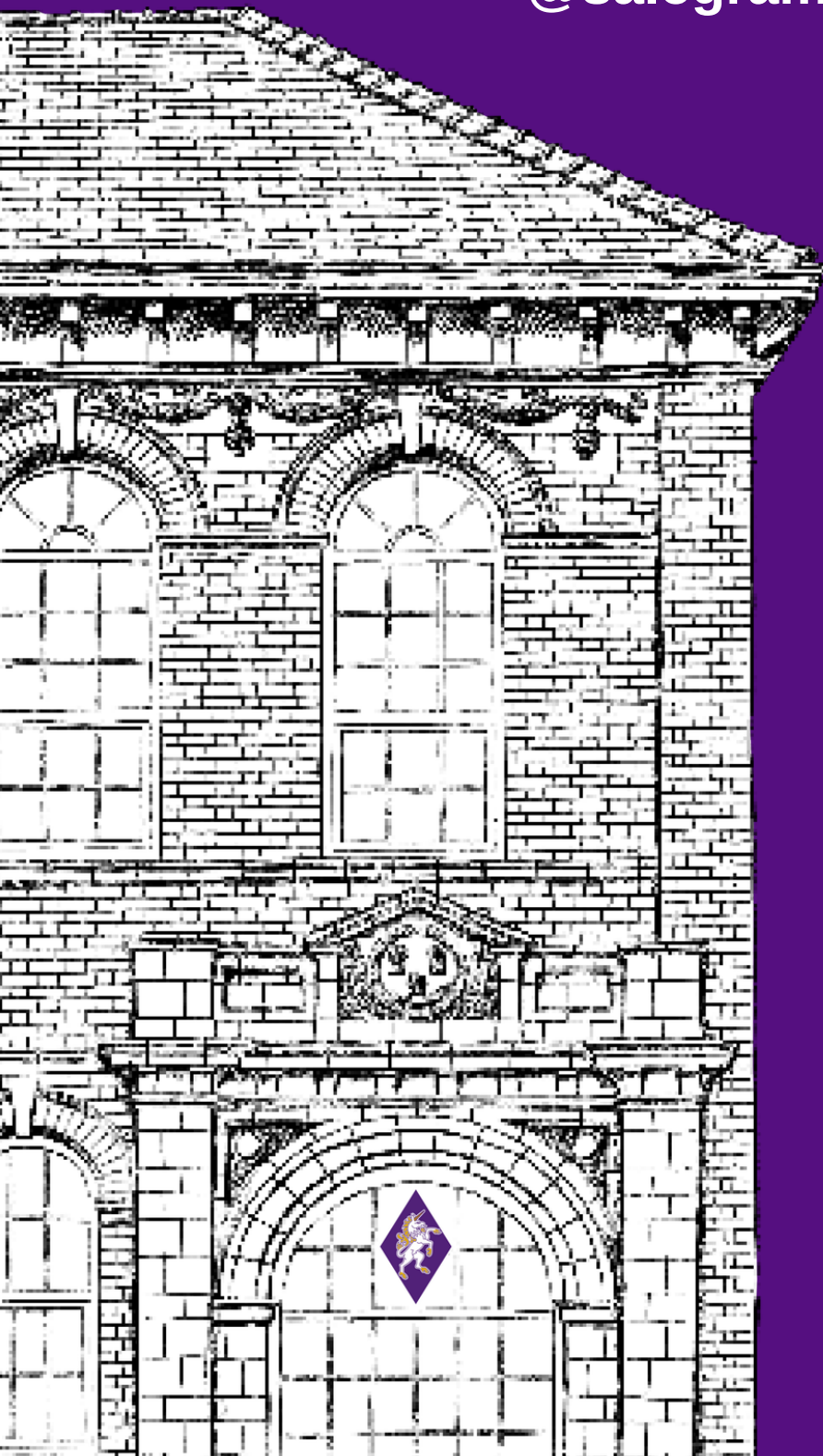
Safeguarding Commitment

Sale Grammar School is an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to our values and virtues.

Thank you for your interest in this post.

www.salegrammar.co.uk

[@salegrammar](https://www.instagram.com/salegrammar)



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