



LINCOLN ANGLICAN
ACADEMY TRUST
DIOCESE OF LINCOLN

Spalding Parish Church of England Day School

Caretaker

Caretaker



SALARY

Grade 4, Points 9 – 12 £23,893 - £25,119 FTE
£9,686.35 - £10,183.38 (Pro Rata)

HOURS

15 Hours per week, 52 weeks per year

START DATE

As soon as possible

LOCATION

Spalding Parish Church of England Day School

APPLICATION DEADLINE

Friday 21st June (noon) 2024

INTERVIEWS

WC Monday 1st July 2024

For an informal discussion about the role, or to arrange a visit, please contact Spalding Parish Church of England Day School on recruitment@spaldingparish.laat.co.uk or on 01775 722333

Please go to [My Trust Careers](#) to apply



Welcome from the CEO of The Trust – LAAT

Be a part of something bigger...

Dear Candidate

What if every child was unique with **intrinsic value**? What if every member of staff was unique with intrinsic value? What if every school was **unique** with intrinsic value? At LAAT we believe that they are.

We're a **Church of England** trust so we call it being made in the image of God. But you don't have to. You just need to be able to look at our children and young people – however deprived or privileged, however difficult or compliant, whatever their background, or ability, or culture, or gender – and know that what you do, how you teach them, what you give to them, how you relate to them can **transform** their lives. And then you must have the energy, and passion, and drive, to give them your best.

We don't ask you to do this alone. We'll provide you with the **support** of a MAT who believes that you too are unique and **valuable** – valuable for who you really are.

So, is now the time to think hard about what you want and to look at what Greater Lincolnshire and Lincoln Anglican Academy Trust can offer you? A chance to grow your career, **professional support** and the opportunity to transform lives.

Within fabulous **Greater Lincolnshire** with its beautiful beaches, woods, Wolds, fields and fens its 2-university city and its access to new and growing technologies. Its **reasonable priced houses** and home to the Red Arrows.





Is now the time to find out more about us and to join our **community of Excellence, Exploration and Encouragement?** To change lives with us, for the better .

Jackie Waters-Dewhurst
Chief Executive Officer

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will require the successful applicant to undertake an enhanced criminal record check via the DBS.



What our Colleagues say about us...



'I have never been happier in a job than I am in this one. I feel extremely well supported by the Trust and colleagues in school and know that this school has been able to make rapid improvements in part due to the support we have had from Trust colleagues'

"SLT are caring and understand us as humans that have issues out of school. We are treated fairly and as part of a family' 'The Christian values of our school are lived out by stakeholders' 'As much is done as possible to support mental health and work / life balance"

'Just think we are flippin' awesome! We have passionate and dedicated teams and enable staff and children to flourish. I love my role and I am proud to be a part of this Trust. I wouldn't want to work anywhere else'

'Good working relationships, easy to talk to senior staff at school and trust level, supportive culture, wealth of knowledge and experience within the trust' 'Our links to our community, the children and parents. The support from the trust with curriculum'

'I like being part of a Christian school. I like how daily worship is valued. I appreciate the staff team in the school I work in. I appreciate the health care package and online health support'

'The sense of shared purpose to make changes for children to improve their life chances'

You are the God who sees me (Genesis 16:13)

We see you and believe that you deserve the very best

- We firmly believe that, to ensure the best outcomes for our pupils, we must ensure the best support and career development for our colleagues.
- We provide opportunities from initial teaching training to supporting Headteachers who wish to take on Executive Headship, Specialist Advisor roles or supporting wider Trust work.
- We also offer apprenticeships within the Trust that support career pathways for Teaching Assistants, provide opportunities for Wellbeing Champions and enhance digital skills.
- All colleagues benefit from bespoke learning journeys to ensure that we are not only compliant with our statutory responsibilities, but so that our colleagues can be confident in fulfilling all aspects of their role to the highest standard.
- Our focus on Growth and Development rather than 'performance management', ensures that all colleagues are empowered to do their job to the highest standard and cements our commitment to the continuous support and development of our colleagues, enhancing their skills and knowledge.
- All colleagues have access to;
 - Over 70 online courses to support development
 - 24 hour confidential helpline covering legal, financial and health and wellbeing guidance
 - Free of charge counselling sessions
 - Free of charge physiotherapy
 - Personalised wellbeing coaching
 - Virtual GP - Accessible by smart phone, or computer with same day appointments



About Spalding Parish Church of England Day School



Inspire – Believe – Achieve

A very warm welcome to Spalding Parish Church of England Day School (SPCEDS). SPCEDS is a large three form Voluntary Aided Church of England Primary School in Spalding south Lincolnshire with close links to the Parish Church of St Mary and St Nicolas. As an inclusive church school, we take pride in developing the spiritual and moral education of all children based on basic Christian principles.

Our Christian values-based school imparts knowledge, celebrates curiosity and creativity, encourages growth and use of initiative and builds cultural capital through an inspiring, broad and engaging curriculum, where learning is at the heart of all we do. Our children learn to become resilient and self-assured in a safe, inclusive and nurturing community. Everyone is challenged and encouraged to thrive and achieve as individuals, preparing them for their role as caring and active citizens and enabling them to make a difference within the local community and within a modern world.

Wholly inclusive, striving for fulfilment, empowering the flourishing of our world.

- **Love and care** – God meets people where they are and deeply loves and cares for each one exactly as they are. Our inclusive community honours each person and ensures they know they are valued and valuable. **INCLUSIVE**
- **Potential (gifts)** – We are all made in the image of God with unique potential to fulfil. Through challenge and support, we seek to do this for every member of our school community. **FULFILLING**
- **Making a difference** – God seeks the flourishing of all. Working together, we strive to realise this for each person, for our whole school community and for our world. **FLOURISHING**



Job Description

The successful candidate will work as part of the premises team, the caretaker will carry out a range of duties, to ensure safety, security, maintenance and cleanliness of the site and premises.

Key Tasks and Responsibilities

Maintain the security of the premises and its contents, including the operation of fire and burglar alarms.

Be a trustworthy key holder responsible for the opening and closing of the site.

Have responsibility for the cleanliness of the premises, taking corrective action when needed.

To assist with inspection of the heating plant on a daily basis, carry out minor maintenance and report other defects as required. (Items of minor maintenance should be carried out if within the capability of the Caretaker and if the appropriate tools are available in the school).

Carry out routine maintenance of buildings and décor i.e. minor decoration, repairs and those tasks which would not normally require the services of an outside contractor.

Attend to the heating and lighting of the premises and maintain the required equipment.

Be available to attend the school in cases of emergency outside the working week e.g. intruders, fire, weather damage.

To sweep all external hard surface areas, remove weeds from between slabs and at edge of building, clear leaves and litter from drain covers and disinfect drains.

To clear paths of snow and spread salt as required for the health and safety of pupils and staff

To receive deliveries and carry out portage duties in any area of the site to include removal or rearrangement of furniture within the school.

To remove litter from all areas within the school grounds and within the premises.

To clear any blockage, spillage or other hazard arising during the course of the school day.

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To assist with administrative duties, for example submit job orders, order cleaning materials, under the direction of the Headteacher,

To attend evening lettings when required.

Liaise with outside agencies/ contractors as necessary to carry out additional work.

To work within the detail of the school's Health, Safety and Welfare Policy.

To carry out weekly fire alarms checks and to regularly check fire extinguishers.

To carry out weekly and monthly emergency lighting checks.

To provide feedback to the relevant Line Manager where necessary and as requested.

Other

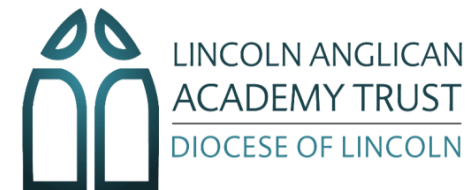
The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

The postholder is required to carry out the duties in accordance with LAAT Equal Opportunities policies.

The postholder is required to carry out the duties in accordance with the LAAT Health and Safety policies and procedures.

All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Academies' Safeguarding Policy. In addition, employees working with children have a responsibility to safeguard and promote the welfare of during their work.

The LAAT Trust promotes diversity and wants a workforce which reflects Christian Values. Applications are welcome from all, irrespective of gender, sexuality, race, religion, marital status, age, or disability.



Person Specification

Selection decisions will be based on the criteria outlined below. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met. When completing your application paperwork, you should ensure that you address each of the selection criteria and provide supporting evidence of how you meet the criteria through reference to your work or relevant experience.

Training/Qualifications/Experience

Essential

Desirable

Experience of working in a school		*
4 GCSE'S or equivalent in English and Maths	*	
Considerable DIY experience, minor maintenance level	*	
IOSH / Health and Safety training		*

Professional knowledge and understanding

Working knowledge of Health and Safety relating to the post	*	
Experience of working within a team	*	
Knowledge of the requirements of site security	*	
Recognises the importance of maintaining accurate records	*	
Experience of working in a similar post.	*	

Safeguarding Children

Current Safeguarding Training		*
Enhanced DBS Clearance	*	
Awareness of the importance of safeguarding and promoting the welfare of children	*	
A commitment to maintaining up to date knowledge of child protection legislation and guidance	*	

Personal and Professional Skills and Attributes

Excellent communication skills, both verbal and written	*	
Ability to use discretion and have an understanding of the importance of confidentiality	*	
Willingness to support the Academy Behaviour Management Policy and to refer to teaching colleagues as appropriate	*	
Awareness of and commitment to ensuring Health and Safety standards are maintained at all time	*	
Willing to undertake training as required to fulfil the requirements of the role and professional development	*	
Ability to recognise and maintain personal boundaries with children & and young people	*	
Understanding of and commitment to safeguarding and promoting the welfare of young people	*	
Ability to work with a minimum of supervision and within a team	*	

Willingness to undertake additional training	*	
Has high standards and demonstrates them through high quality work	*	
Demonstrates a strong work ethic and excellent organisational skill	*	
Act in a professional and confidential manner at all times	*	

Approach to work - Candidates should

Ability to work under pressure and remain calm in difficult situations	*	
Able to prioritise and escalate where required	*	

Behaviour Competencies - Candidates should

Be respectful and able to act with tact and diplomacy	*	
Be empathetic and demonstrate an awareness of the differing needs of colleagues and pupils	*	

Other - Candidates should

Be a positive role model	*	
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THE LAAT VALUES

These are not values we aspire to, they are the words that members of our tribe have used to describe our Trust. They are our DNA. They inform every action and decision we take. To our staff they are the standards by which we operate, to our leaders they are our code of conduct.



BE PART OF SOMETHING BIGGER



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Our commitment to you

We believe that all our Schools are fantastic places to work. Our commitment to you is important, throughout the recruitment process and beyond. Our culture is one of development, equality, and consistency. We aim to demonstrate this through the below:

Transparency – we will treat you with respect, honesty, and fairness.

Protecting your privacy – we will ensure your information is secure and handled sensitively and in line with our Privacy Policy for prospective staff.

Showcasing talent – we'll provide a good opportunity for you to share your skills, experience, and potential.

Feedback – we will provide constructive feedback professionally.

Listening – we welcome feedback.

We hope to ensure that you have a positive experience throughout the recruitment process by:

- Providing you with clear, accurate and timely information.
- Giving you the opportunity to ask questions – and providing you with answers.
- Following a fair assessment process

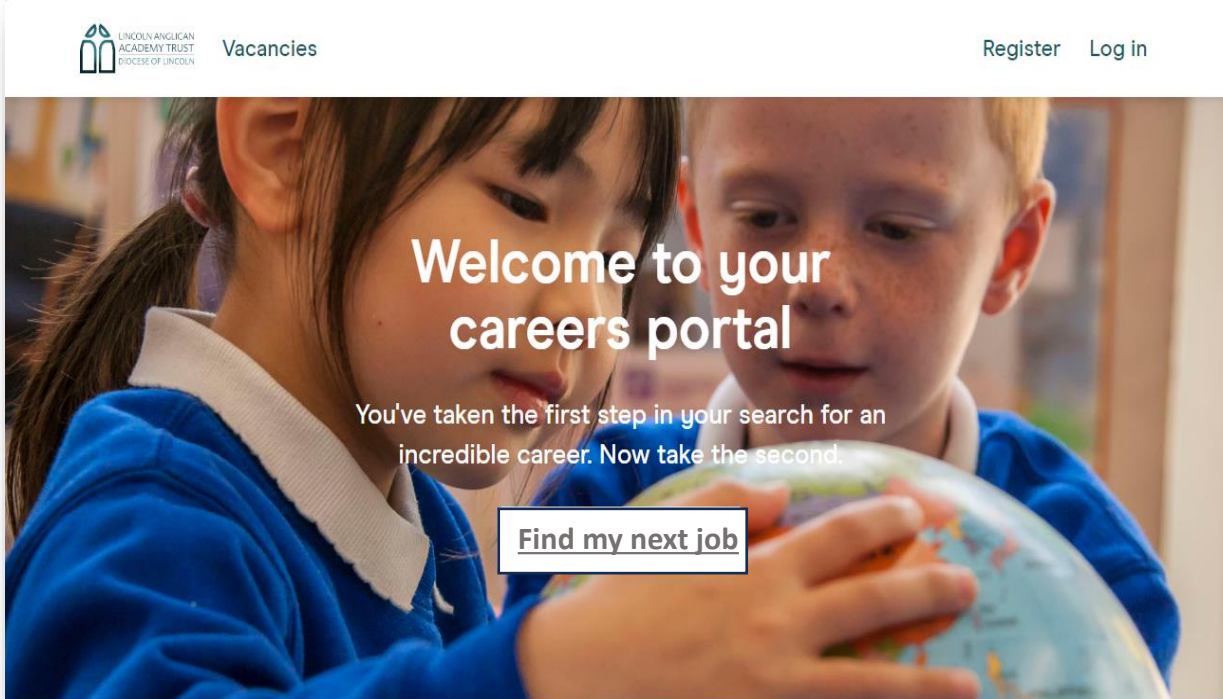
Please see link to our privacy notice for prospective candidates:

[Opportunities - LAAT \(thelaat.co.uk\)](https://thelaat.co.uk)

To apply, register interest or get live updates of all our current vacancies please visit

[My Trust Careers](#) and create an account.

In line with Keeping Children Safe in Education 2023, please be advised that if shortlisted, we will carry out internet searches to support our commitment to safer recruitment. Please note that the purpose of this is to identify any incidents or issues that have happened, and are publicly available online, which the school might want to explore with applicants at interview. Internet searches will be carried out by someone who is not directly involved in the recruitment process and only relevant information will be shared with the interview panel.



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Vacancies

Register Log in

Welcome to your
careers portal

You've taken the first step in your search for an
incredible career. Now take the second.

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