



# STANLEY HIGH SCHOOL RECRUITMENT PACK

Southport  
Learning  
Trust



## CARETAKER

# ABOUT US

Welcome to Stanley High School, part of the Southport Learning Trust.

We are a values-led school. Our mission is to ensure that every Stanley High School student is given the best opportunity and support to realise their full potential and develop those skills and qualities needed to make good choices and go on to lead happy and successful lives.

Everything we do here is guided by our school motto 'Success for All' and underpinned by our key values of **Aspire, Challenge, Excel**. We are ambitious for our students and want them to present themselves proudly and confidently. We also encourage them to challenge themselves and be determined to succeed. This is so they can excel by being well-rounded, caring and respectful young adults who know how to get the best out of themselves and others they encounter.

Staff here understand the importance of creating a school culture that is friendly and supportive, and which fosters a sense of ambition while celebrating the achievement of all. We aim to nurture in all students a lifelong love of learning and an understanding that everyone can fulfil their ambitions regardless of how wide the gap between starting points and desired destinations may seem. The successful candidate will play an active role in realising this by modelling and upholding high expectations and high standards at all times.

On a day-to-day basis, we are committed to providing excellent teaching, a broad curriculum and wonderful pastoral care for each individual student. We understand that our staff are our best resource, and we are committed to investing in them and their professional development to ensure that our students have the best experience we can offer. Staff here are specialists in their areas and are further developed through bespoke CPD opportunities as well as access to professional training programmes and qualifications.

Student experience is also prioritised outside of the classroom. At Stanley, we have a variety of extra and co-curricular events and activities that take place regularly throughout the year and staff are always willing to go the extra mile to put on trips, clubs and shows aimed at supporting, stretching and challenging students in their thinking. Our sporting prowess in particular knows no bounds and our students are as dedicated to us in their representation in matches against other schools as we are to them each day.

If successful, you will be joining the Southport Learning Trust; a family of eight schools which includes six secondary schools and two primary schools in the locality where you would gain support from a wider group of senior leaders. Schools in our Trust include Birkdale High School, Bedford Primary School, Greenbank High School, Kew Woods Primary School, Maghull High School, Meols Cop High School, Range High School and, of course, Stanley High School. Being part of a Trust will give you the opportunity to share and be involved in developing practice across multiple schools. You would benefit from an excellent Employee Assistance Programme and a commitment to your well-being and professional development.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, meet our fabulous students. To organise a tour ahead of application, please contact PA to the Executive Headteacher, **Joely Harper** on [jharper@stanleyhigh.co.uk](mailto:jharper@stanleyhigh.co.uk)

**Nicki Gregg**  
Executive Headteacher





# APPLICATIONS

**CONTRACT:** PERMANENT 20 HOURS PER WEEK (MON-FRI 6PM -10PM, SAT 8AM-12PM)

**CLOSING DATE:** MONDAY 24TH MARCH 2025 AT 9AM

**INTERVIEW DATE:** TBC

**START DATE:** MAY 2025

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@STANLEYHIGH.CO.UK](mailto:RECRUITMENT@STANLEYHIGH.CO.UK)**

***CVs will not be considered***

**Enclosed in this pack is:**

The job description and person specification for the role. Please use these to complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

Stanley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

# JOB DESCRIPTION

**RESPONSIBLE TO:** SITE MANAGER

**RESPONSIBLE FOR:** BUILDING MAINTENANCE, CLEANLINESS, SECURITY AND MAINTENANCE OF FURNISHINGS, FIXTURES, PLANTS AND HEAVY EQUIPMENT WITHIN THE DESIGNATED SCHOOL PREMISES.

**GRADE:** BAND D, SCP 5-6

<b>MAIN ACTIVITIES AND RESPONSIBILITIES</b>	Under the instruction/guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school (site) premises.
<b>SECURITY AND SAFETY</b>	<ul style="list-style-type: none"><li>• Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.</li><li>•</li><li>• Respond to and accurately record all call outs, liaising with the security force and police as appropriate.</li><li>•</li><li>• Make premises secure after break-ins.</li><li>•</li><li>• Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills.</li><li>•</li><li>• Undertake the role of Fire Marshall.</li><li>•</li><li>• Ensure the safe storage of materials covered by the COSHH regulations.</li><li>•</li><li>• Ensure stringent health and safety provision and adherence to safe working practice.</li></ul>
<b>ENERGY MANAGEMENT AND PORTERAGE</b>	<ul style="list-style-type: none"><li>• Advise the appropriate senior member of staff on matters relating to energy control and conservation, implementing measures to prevent waste.</li><li>• Ensure lights and other equipment are switched off as appropriate.</li><li>• Operate, manage and control cleaning materials and equipment including the ordering, storage and distribution to appropriate personnel.</li><li>• Undertake portorage of stock, furniture and equipment as required.</li></ul>



## MAINTENANCE AND SUPPORT

- Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.
- Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.
- Undertake regular school (site) premises inspections and identify and record repair maintenance requirements.
- Organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the school (site) premises is satisfactory, as per specific schedule for the school (site) premises.
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Organise and carry out minor improvement work e.g. erecting shelves, notice boards, bookshelves etc as agreed with the appropriate senior member of staff.
- Monitor the cleanliness of the school, liaising with the Cleaning Supervisor on a daily basis.
- Undertake general cleaning duties within the premises and outside of the premises to ensure a safe and hygienic working environment is maintained.
- Support for the School/Organisation
- Complete all necessary administration e.g. timesheets, and forward to the appropriate person for processing.
- 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 to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.
- Contribute to the organisation's ethos, aims and development / improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Contribute to the maintenance of records, information and data, including the production of analysis and reports as required to Senior Management Team to aid decision making.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

# PERSON SPECIFICATION

E - Essential

D - Desirable

AF - Application Form

LO - Lesson Observation

I - Interview

Specification		Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent in a relevant subject</li> <li>Relevant Level 2 qualification or equivalent experience.</li> </ul>	D, AF D, AF
<b>Experience</b>	<ul style="list-style-type: none"> <li>Demonstrate experience of caretaking/site-keeping in a multi-school (site) or similar environment.</li> <li>Demonstrate an understanding of inclusion.</li> <li>Ability to relate well to children and adults.</li> <li>Knowledge of health and safety procedures and precautions.</li> <li>Awareness of COSHH regulations.</li> <li>Awareness of health and hygiene procedures.</li> <li>Knowledge of moving and handling procedures.</li> <li>Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff.</li> </ul>	AF, LO & I  E, LO E, AF, LO & I E, AF, LO & I D, AF & I D, AF & I D, AF & I D, AF, LO & I D, AF, LO & I
<b>Skills</b>	<ul style="list-style-type: none"> <li>Communicates in a clear, accurate and succinct manner to deliver information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</li> <li>Acts in a manner consistent with team goals, standards and values actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.</li> <li>Demonstrates a broad knowledge of the schools activities and how they contribute to the schools performance as a whole. Is able to describe the current activities in their area and whole school developments demonstrates how own job performance contributes to the schools vision</li> <li>Responds positively to the change process helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change.Challenges conventional thinking and existing practices</li> <li>Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it accordingly.</li> <li>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</li> <li>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</li> <li>Ability to improve your own practice through observations, evaluation and discussion with colleagues.</li> </ul>	E, AF & I  E, AF & I  E, AF & I  E, AF & I  D, AF & I  E, AF & I E, AF & I E, AF & I

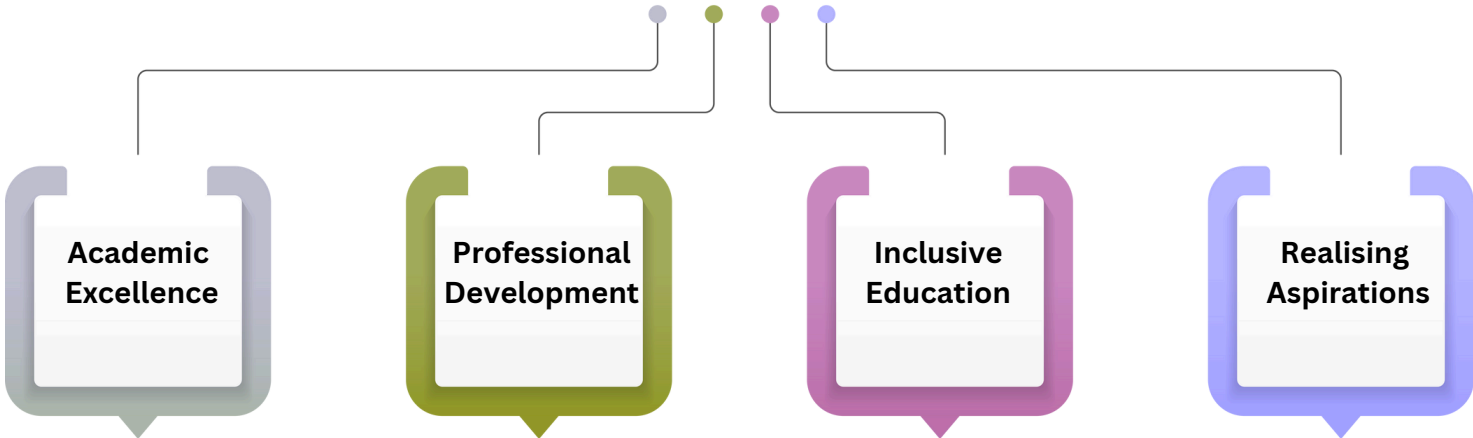
# WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Kew Woods Primary and Bedford Primary School*. Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.



Andrew Brown Photography



Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

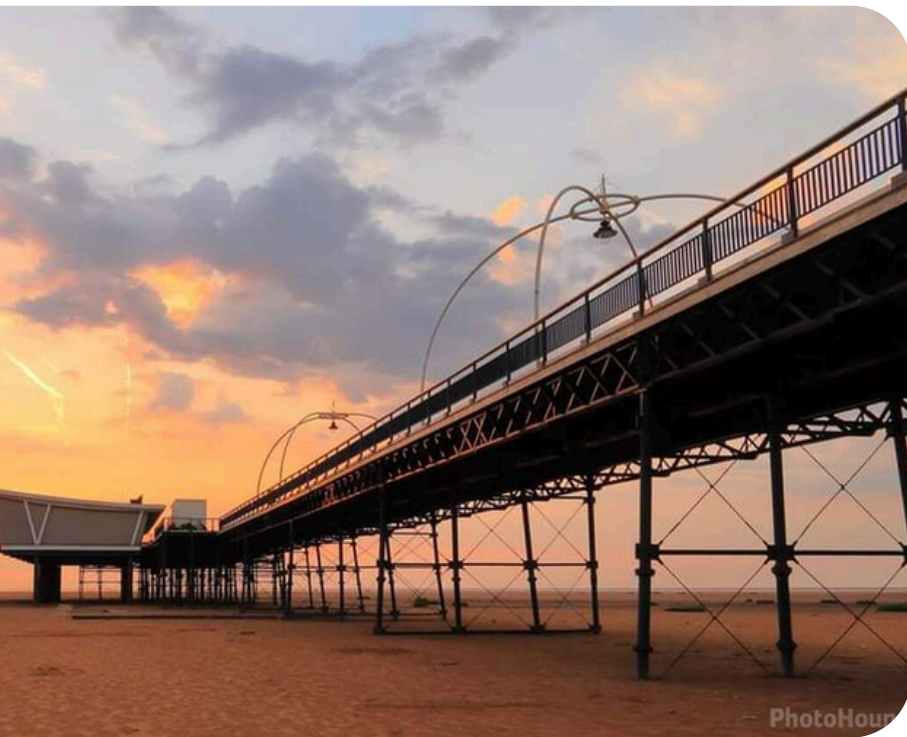
***‘Professional Improvement is school improvement’.*** Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



**EMPOWERING OUR COMMUNITIES TO POSITIVELY IMPACT THE WORLD**



## EMPLOYEE BENEFITS INCLUDE:

- **Continuous Professional Development and Learning:** we will support your career aspirations and support you to thrive in your role.
- **Generous Pension:** we are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.
- **Cycle to work scheme:** enjoy a healthy commute with our cycle-to-work programme, making bicycles more affordable.
- **Collaborative Working:** thrive in an environment that values teamwork and collaboration, with a culture of shared knowledge and collective success.
- **Wellbeing Support:** Staff receive access to the Schools Advisory Service Wellbeing App. Services include physiotherapy, counselling and private GP phone & video consultations. Click the link below to find out more. .

## WHY SOUTHPORT?

**Beautiful coastline:** Sandy beaches and long promenade provide plenty of opportunities for relaxation and outdoor activities.

**Affordable Property:** Compared to larger nearby cities, Southport offers more affordable property prices.

**Victorian Architecture:** The town boasts a wealth of historic buildings, giving it a unique charm and character.

**Green Spaces:** Southport is home to a number of beautiful parks and gardens, including the Botanic Gardens and Victoria Park.

**Proximity to major cities:** easy access to nearby cities such as Liverpool and Manchester, making it convenient for work or more urban entertainment.

**Health & Wellbeing:** The coastal environment is often associated with a better quality of life, including fresher air, lower stress levels, and opportunities for outdoor fitness activities. The beach, parks, and overall tranquil setting contribute to a healthier lifestyle.

**Community:** The town has a strong sense of community, with various events and festivals throughout the year, such as the Southport Flower Show and Air Show. It's a family-friendly place with good schools and activities for children.

CLICK HERE



## LEISURE & ENTERTAINMENT

*Southport offers a range of entertainment options, from its famous pier and Pleasureland amusement park to theatres, cinemas, and a lively dining scene. Its golf courses, including Royal Birkdale, attract golfers from around the world.*

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