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**Caretakers**

**Recruitment Information Pack**

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**Whitby School**

Whitby School is a new school, an exciting development for the Whitby community. Our school will be a positive, warm, and welcoming school where pupils will aim to do their very best and take pride in their achievements. By constantly challenging our pupils to excel, we will nurture aspirations and strive to cultivate a lifelong love of learning in our young people.

We are looking for colleagues who will provide a creative, safe, and caring environment where every child is known and cared for as an individual. In this climate, every young person can thrive as they develop in personality, character and intellect and become a highly successful learner and individual.

We believe we can provide a unique education for our young people. As a school at the heart of the community it serves, we will work in partnership as a school community to ensure our children not only receive a broad and balanced education but also allow them to enjoy the area they live in and make a positive wider contribution to the area.

At Whitby School, every pupil is known, valued, and cared for as an individual. We celebrate our pupils’ talents, achievements, and successes, and understand and support pupils where they need help. We believe that every pupil has the ability, strength, talent, and determination to achieve their potential. As a school, we will therefore aim to provide our pupils with the very best education possible, by providing a wide and comprehensive curriculum and extra-curricular activities.

Whitby School opened in September 2024 following the merger of Eskdale School,

Caedmon College and Whitby Sixth Form. The school is split across two main sites - our Airy Hill Site housing the lower school of Year groups 7 and 8) and our Prospect Hill site accommodating our upper school years groups of Years 9 to 13.

If you are looking for your next career move, then join us as we look forward to beginning an exciting new chapter for secondary education in Whitby.

## Application Process

The closing date for all applications is **11:59pm Wednesday 19th March 2025**

Interviews will be held week commencing **24th March**

**Apply via the NYC Jobs Page**

Please contact us if you need an application form in a different format.

Unfortunately we do not accept CVs.

An email will be sent to shortlisted candidates with details of the interview process.

**Queries**

please contact Chloe Bullen at [Chloe.Bullen@northyorks.gov.uk](mailto:Chloe.Bullen@northyorks.gov.uk) or on 01609 536 964

**When applying please take into account the following:**

**Employment History**

In line with KCSIE requirements, please complete your full employment history to ensure any gaps in your education and career history are accounted for.

**Suitable References**

When completing your application, please provide two employment referees. Generally, this should be your current and most recent Headteacher or line manager. Please note if your former Headteacher or line manager has since left, please use an alternative current senior staff member as they need to be in post at your former location to be able to confirm your details in full.

Unfortunately, we cannot accept personal references or personal email addresses.

Please get in touch for any queries if you are unsure.

**Supporting Information**

The supporting information section of your application should clearly evidence your ability to meet the requirements we have outlined in the job description & person specification. This will be used to shortlist applicants for this role and therefore it is imperative that you provide evidence as requested.

*Please note this post is in regulated activity and exempt from the rehabilitation of Offenders Act 1974 and therefore subject to an enhanced DBS certificate and barred list check. An online search may be conducted for successfully shortlisted applicants.*

**Job Description**

This job description is to be performed in accordance with the Scheme of Conditions of Service of Manual Staff and within the range of duties set out in that document as is relevant to the postholder’s title and salary grade.

**Job Title:** Full time Caretaker

**Hours:** Full time, working under the direction of the Site Manager and as part of the existing caretaking and site team. The role will include early morning lockups and/or late evenings to fit around other site staff. There will also be some weekend working. The postholder needs to work flexibly with the other members of the site team to ensure all the school opening hours and events/lettings are covered, including cover during school holiday periods.

**Pay Band:** NYC Grade CD

**Responsible to:** Site Manager

**Job Purpose:** Under the direction of Site Manager, to assist with the maintenance and security of the grounds and site (this may include the operation of fire and burglar alarms, including key holder responsibilities as required, following appropriate training).

Cleaning and maintenance of external areas; porterage and handyman duties. Undertake regular monitoring checks, including legionella testing and flushing water systems, emergency lighting checks, fire alarm checks, etc. To drive school vehicles if required (with appropriate training) and other duties arising for use of the premises.

**Duties within this role may include assisting with the following, under the direction of the Site Manager:**

* **Grounds** – assist with routine grounds maintenance and work to playing surfaces and landscape as detailed on work schedules, job tickets or as directed by management. Assisting with the creation, marking out and setting up of playing surfaces if required. The safe use and operation of equipment and machinery used in grounds maintenance. Inform supervisor, where appropriate, take corrective action on mechanical defects or breakdown of equipment. Drive vehicles and equipment, if required, for ground maintenance purposes. Assist in routine maintenance of grounds equipment in accordance with routine operating requirements.
* **Security -** check security of premises and equipment; lock/unlock gates, internal and external doors; open/close windows lock/unlock; switch on/off appliances and/or lights. Checking and controlling outside lights; temporarily secure broken windows/doors as required. All of these tasks may be required at the start/end of the school day.
* **Outside Areas -** clean outside areas, drives, paths and parking areas and dispose of rubbish. Pick up litter, empty litter bins and collect and dispose of classroom waste. Clear snow and apply salt/grit as required.
* **Buildings -** seeking out potential faults so that problems can be remedied before they become serious. Carry out agreed minor repairs. Undertake some internal re-decoration. Set up equipment as required. Supervise lettings. Be aware of the school’s use of energy and resources and report any leaks/wastage to the Site Manager, with a view to reducing costs and wastage.
* **Monitoring Systems -** undertake scheduled legionella testing and flushing hot/cold water systems. Assist with the monitoring of energy usage, as required, under the direction of the Site Manager.
* **Cleaning -** clean and disinfect drains, gullies and grease traps. Deal with emergencies/accidents, including vomit, etc, to be cleaned up, flooding and storm-damage. Cleaning outside of scope or time of the cleaning contractor. Clean and keep school signs visible.
* **Vehicles -** keep clean school vehicles inside and out, as required (this is normally undertaken at least weekly). Park the minibuses securely for holidays and weekends, if required. Drive vehicles as required. Carry out daily and weekly safety checks in accordance with LA guidelines, as required, as part of the site team. Take vehicles for servicing/MOT, re-fuelling, as required.
* **Porterage** - setting up and putting away furniture as required. Moving furniture, equipment and school supplies as necessary.
* **Maintenance -** routine maintenance and repairs as required.
* **Communication –** when undertaking caretaking duties, the postholder will be responsible to the Site Manager and must keep them fully informed of all site and premises related matters, escalating information to the Business Manager of Headteacher if felt urgent and appropriate to do so.
* **Contractors –** the postholder may be expected to deal with contractors on site and keep the Site Manager informed. They may need to monitor that contractors carry out work in a safe and satisfactory manner, in liaison with the Site Manager. They may need to assist with informing contractors of the school’s safety procedures.
* **Moving exam desks/Camping lettings** – the postholder may be asked to assist with these duties, under the direction of the Site Manager, particularly in the summer months.
* **Professional development/training** – to identify own training and development needs as appropriate and be willing to participate in activities, including the school’s Performance Management process, if required, to address these needs and develop one’s skills as required for the role.
* **Safeguarding** – to be committed to the safeguarding and wellbeing of young people and adhere to all relevant school policies in this respect.
* **Health & Safety** – to be aware of one’s own responsibilities and those of others in the school in relation to working safely. To immediately report any potential health and safety risks to the Site Manager or Headteacher, as appropriate, if unable to address such matters oneself at the time that they are identified.
* **Additional –** to undertake any other similar, related duties that may be required by the Business Manager or Headteacher from time to time.

**Additional information – duties and working hours**

The opening times for caretaking purposes are usually from 6/6.30am to 7.00pm, but this can vary subject to lettings and other school events; the role includes occasional late evenings and some weekend cover for lettings.

**Other**

To be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the school’s Health and Safety Policy/Local Authority guidance. To be aware of the staff privacy policy and to be compliant with GDPR within your role.

**Person Specification**

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| --- | --- | --- |
| **Key Criteria** | **Essential** | **Desirable** |
| Qualifications And Training | * Appropriate level of education with evidence of communication and numeracy skills. * Completion of recognised manual handling training. * Experience of performing basic maintenance tasks including the use of basic maintenance tools. | * NVQ Level 2 Qualification (or equivalent) or experience in a relevant specialist area, which might include a relevant Apprenticeship qualification. * First Aid training. |
| Grounds |  | * Be conversant with all elements of school grounds’ maintenance activities and assist with these duties as required. |
| Competence Summary (knowledge, abilities, skills, experience) | * Able to use relevant technology, hand tools, equipment and resources effectively to undertake the duties stated in the job description. * Able to work under own initiative and unsupervised. * Able to follow instructions from the line manager with good attention to detail. * Able to plan and prioritise own workload, work to deadlines and deal with conflicting priorities. * Able to manage and maintain a safe, clean, orderly and productive working environment. * Knowledge of relevant technical areas including relevant health and safety requirements. * Able to work constructively as part of the wider school team with an understanding of good customer care. * Able to undertake basic administrative management tasks and use the school’s online jobs ticket system. | * Knowledge of relevant policies/codes of practice/legislation. |
| Work-related Personal Requirements | * Able to communicate well with pupils and adults. * Commitment to equality of opportunity and the safeguarding and welfare of young people. * Able to respond to changes within their area, manage those changes and apply new solutions. |  |
| Other Work Requirements | * Ability to identify own training and development needs and willingness to participate in activities to address them. * An understanding of continuing professional development. |  |
| Child Protection | * A commitment to the safeguarding and wellbeing of young people and adherence to all relevant school policies. |  |

**APPLYING FOR A JOB WITH NORTH YORKSHIRE COUNCIL**

**IMPORTANT ADVICE ON COMPLETING THIS APPLICATION**

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

**Data Protection**

The information that you state on this application form will be used by the school and the Council to consider you for a job vacancy. To find out about how we use your personal data for the purposes of recruitment please see our Privacy Notice at [www.northyorks.gov.uk/working-us](http://www.northyorks.gov.uk/working-us).

**Rehabilitation of Offenders**

The post you are applying for requires you to have an enhanced Disclosure and Barring Service criminal records check for work with children, with a barred list check if you work in regulated activity. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries.

Should you be shortlisted, you will be asked to disclose full details of your criminal history prior to your interview. This includes any information deemed relevant as part of Keeping Children Safe in Education which may arise in an online search undertaken on shortlisted candidates. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

Please also see the policy statement on the Recruitment of Ex-offenders below.

**Information in Support of your Application**

Every post advertised is supported by a full person specification. The specification lists all the essential skills, experience and qualifications which are necessary for the job and the criteria against which you will be assessed, both through your application form and at interview.

As part of the application process, you may have been asked to demonstrate within this application form how you meet some or all of the criteria or key competencies outlined in the person specification. Rather than simply repeating your career history, look at the skills and experience required by the job and provide evidence that you possess them by giving **specific and detailed examples** which include a focus on outcomes and on your own contribution to the scenario. Try to use different and varied examples wherever possible.

When completing these sections, do not forget the skills and experience you have gained outside full-time work. Outlining your previous work experience or other responsibilities may help you to uncover skills which you have taken for granted and which are clear signs of your ability to do the job.

**Canvassing**

You must not try to influence an elected Council Member, any council employee or a member of the school governing body, to act in your favour, as this will disqualify you. If you are related to a Councillor, a Council employee or a governor you must indicate this in the relevant section of the application form.

**Policy Statement on the Recruitment of Ex-offenders (Source** [**www.gov.uk**](https://www.gov.uk/government/publications/dbs-sample-policy-on-the-recruitment-of-ex-offenders/sample-policy-on-the-recruitment-of-ex-offenders)**)**

1. As an organisation assessing applicants’ suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), this school complies fully with the DBS [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and undertakes to treat all applicants for positions fairly.
2. This school undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.
3. This school can only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.
4. This school is committed to the fair treatment of its staff and potential staff, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.
5. This school has this written policy on the recruitment of ex-offenders, which is made available to all DBS applicants at the start of the recruitment process.
6. This school actively promotes equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. Candidates are selected for interview based on their skills, qualifications and experience and criminal record information is only requested from short-listed candidates.
7. A disclosure is only requested from the DBS after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a criminal record check is identified as necessary, all application forms, job adverts and recruitment briefs will contain a statement that a DBS certificate will be requested in the event of the individual being offered the position.
8. This school ensures that all those who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of offences.
9. This school also ensures that they have received appropriate guidance and training in the relevant legislation relating to the employment of ex-offenders, e.g. the Rehabilitation of Offenders Act 1974.
10. At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.
11. This school makes every subject of a criminal record check submitted to DBS aware of the existence of the [code of practice](https://www.gov.uk/government/publications/dbs-code-of-practice) and makes a copy available on request.
12. This school undertakes to discuss any matter revealed on a DBS certificate with the individual seeking the position before withdrawing a conditional offer of employment.