

Briefing Pack for Applicants Casual Caretaker



STOCKSBRIDGE
HIGH SCHOOL

— This is Just the Start —

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.



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May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.

Section 1: Post Advertisement

Post: Casual Caretaker
Location: Stocksbridge High School
Pay scale: NJC Grade 3, point 5: £23,500 to 6: £23,893 per annum
£12.18 to £12.38 per hour
Contract: Casual contract, zero hours
Start date: As soon as possible

Stocksbridge High School is an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. We are open, friendly and welcoming with great students and dedicated staff. Stocksbridge High School is part of Minerva Learning Trust and together we have a vision of providing outstanding education for all the students within our schools. The Trust is passionate that all students should see their time at school as happy and fulfilling with their potential developed to the utmost.

We are seeking to appoint a Casual Caretaker who will work alongside the Premises Team. The successful candidate will:

- Be able to work flexible working hours.
- Have the ability to work as a team and at own initiative.
- Be a hard-working individual with the ability to prioritise and react to urgent tasks.

The closing date is 9am on Friday 13 September 2024 and interviews will take place during the week commencing 16 September 2024.

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website Minerva Learning Trust. The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

The application form and information pack are available on the school website:
<https://minervalearningtrust.co.uk/vacancies>

Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy as your application may not be considered.

When you have completed your application, the completed forms should be e-mailed to lparkin2@stocksbridge-mlt.co.uk by the closing date.

Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate,

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds across the city of Sheffield. During 2017-18 the Trust expanded and brought together four secondary schools across Sheffield to create a new partnership of schools which supports the education of over 5000 pupils. In September 2020, Chapeltown Academy joined the Trust and enhanced the post-16 provision within the Trust in the north of the city and in September 2021, we were delighted that Woodthorpe Community Primary School became the first primary school to join the Trust. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success. Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity to join the Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.

If you believe you have the experience, skills and ambition to support our aims and contribute to the delivery of the very best for our pupils then we look forward to receiving your application.



Bev Matthews
Chief Executive Officer

Section 3: Letter from the Headteacher

Dear Candidate,

I am delighted that you are considering making an application for this position at Stocksbridge High School. We are an ambitious and inclusive 11 to 16 comprehensive school firmly rooted in our local community. You will find us to be open, friendly and welcoming with great students and a dedicated staff.

Every one of the young people we serve is entitled to thrive at school so that they may leave skilled, qualified and confident to make a success of their next steps in life. This is achieved through high quality leadership, teaching and support from our staff so that all students learn and progress well.

Working at Stocksbridge High School means that you will always hold young people in high regard and have nothing but the highest of expectations for their learning, conduct and aspiration. This is reflected in our core vision of believe, achieve, succeed and felt by our values of:

- Be Positive
- Be Kind
- Be Confident
- Be Reflective

We are here to make a difference to the young people and families of Stocksbridge and we aim to be recognised as outstanding in this endeavour. It is an exciting time to join our school and if you share that ambition and determination, I look forward to receiving your application.



Ben Gilder

Headteacher

Section 4: About Stocksbridge High School

...THIS IS JUST THE START...

Our Mission

All pupils have the opportunity to grow academically, socially, morally and spiritually to ensure that when they leave our care, every door to a potential future remains firmly open.

Our Vision

Our vision is based upon the principles of "Believe, Achieve, and Succeed".

- **Believe** – We generate belief in students through personal development, raising aspirations and self-respect, and encouraging all students to pursue their dreams.
- **Achieve** – We have a relentless and unapologetic focus on the outcomes of students to ensure that they achieve their dreams.
- **Succeed** – We recognise and celebrate success for students on a daily basis with a positive learning culture.

Our Values

Our values underpin all that we do as a school and are brought to life in all areas of our organisation.

- **Be Positive** - We smile, we accept compliments, we are polite and we are respectful.
- **Be Kind** - We are caring, we show empathy, we have good manners, and we are considerate.
- **Be Confident** - We develop our self-esteem, we show resilience, we are ambitious, and we set high standards for ourselves.
- **Be Reflective** - We learn from our mistakes, we identify our targets, we always look to improve, and we celebrate our successes.

Our Beliefs

- We drive our Mission through the school by believing in the pupils, staff and community to work together. To do this we:
- Develop belief from the community by engaging key stakeholders in every aspect of school life and working together to create a world-class learning environment for their children.
- Believe in the staff we have to develop professionally and encourages a culture of succession and personal aspiration.
- Believe in a solutions-focused continuous improvement cycle to drive change and raise standards.

ABOUT US

Stocksbridge High School joined the Trust in December 2017. Our aim is to create and sustain educational excellence for all young people, whilst still developing the whole person, building in them the skills they need to be confident, happy and successful.

Based in a superb new building we are proud to offer a stimulating environment for learning. As a growing school we have a unique opportunity to get to know every child individually, enabling us to develop and support them throughout their time at our school. We are driven as a school to constantly challenge ourselves and to accept the challenge of our parents to improve all that we do.

We want all students to make progress from their individual starting points and achieve outcomes that enable them to move on to the next phase of their education at the highest possible entry point.

To ensure this happens we:

- Are relentlessly positive with all students every day, believing they can and will succeed.
- Work tirelessly to remove barriers to learning for all students so that all students can be successful.
- Deliver high quality (quality first) teaching and learning experiences all day every day.
- Provide opportunities for all students to develop the skills required to be successful beyond their formal education.
- Ensure that students are safe at school.
- Work with students, parents, carers and the community to support our values of respect and tolerance.
- Celebrate the achievements of all students, recognising that achievements are personal to every child.
- Create an environment in which all staff and students' value and enjoy learning.
- Care for and support each other.

Our school is a popular, thriving 11-16 comprehensive. Our greatest asset lies in our people – a wonderful team of enthusiastic students, committed staff and supportive parents and governors. We value the contributions that each person brings. We are passionate about making school life enjoyable and challenging, providing varied opportunities for learning and securing the highest possible levels of achievement for each and every student. We believe our students deserve every opportunity to flourish, not solely in academic pursuits, but emotionally, socially, spiritually and culturally. We seek to ensure that every student develops vital transferable skills for life and work that will allow them to become active, informed and responsible citizens of the 21st century.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: [Stocksbridge High School](#)

Section 5: Job Description



Minerva Learning Trust Job Description



Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST TITLE	Casual Caretaker
GRADE/SALARY	NJC Grade 3, point 5 to 6
CONTRACT	Casual, zero hours
LOCATION	Stocksbridge High School
RESPONSIBLE TO	Premises Supervisor
RESPONSIBLE FOR	N/A
PURPOSE OF THE JOB	<ul style="list-style-type: none"> To provide a service to the site consisting of security of premises, lighting, heating, cleaning maintenance and operation of plant, portorage, and handy person duties. To provide an efficient support service to the site users and community groups.
RELEVANT QUALIFICATIONS	N/A

SPECIFIC DUTIES AND RESPONSIBILITIES

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.

MAIN DUTIES

The Casual Caretaker will support the school with the security and maintenance of the whole school site and to ensure the school is a clean, warm, safe, and secure environment to work in.

The Casual Caretaker will be responsible for the efficient and effective running of the site and related functions involving:

- Contributing to the overall/ethos/work/aims of the organisation
- The security of the site from the start to the end of the school event/letting
- Health and Safety
- Ensuring organisational procedures and legal requirements are adhered to in relation to discrimination legislation and equal opportunities and that all people are treated in a way that respects their abilities, background, values, customs and beliefs.

Security of Premises

- To act as primary keyholder.
- Responsible for an effective level of security of buildings and grounds. Liaise with security services and deal with alarm systems as appropriate.
- Maintain high level of security in rooms/areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/circuit breakers).
- Lock/unlock premises and check for vandalism/break-ins.
- Liaise with emergency services (eg Police, Fire Brigade, Education Officers) in cases of break-ins, fires etc.
- Switch on/off intruder alarms, internal and external lights as necessary. Adjust time clocks when necessary.
- Make rooms and premises temporarily secure after break-ins or vandalism. Report incidents to Headteacher, Line Manager and/or Premises Section. Board up if possible. Remove loose or fragmented glass. Tidy up immediate vicinity.
- Check operation of fire alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
- Make safe gas, water and electric power when locking up.

Cleaning Tasks

- To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
- Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litter bins, including a daily check for litter and graffiti. Remove all litter and leaves from hard / soft ground areas related to the site.
- Remove graffiti from internal and/or external walls, windows etc, using appropriate cleaning equipment and materials.
- Monitor and provide reports on cleaning standards and follow up.
- Basic maintenance of school caretaking/cleaning equipment and ensure safe storage. Report faults as necessary.
- Transport refuse to bin/skip areas from agreed collector points.

- Mop up and remove spillage, floods, vomit, and obnoxious waste in line with agreed procedures.
- Inspect after workmen, report any major problem to the relevant officer or bring room up to required standard.
- Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
- To clean high/walls/internal windows.

GENERAL DUTIES

- To impart special skills and knowledge to other colleagues as appropriate
- Carry out portorage duties as required including receipt of goods and supplies.
- Maintain close working relationship with site managers, staff and liaise with establishment users as necessary.
- Regularly check, unblock, and clean drains, manholes and gullies.
- Set out/put away furniture and equipment for functions, meetings and exams.
- Arrange temporary signs in car parks and buildings as necessary.
- Remove weeds from paths, steps and playground/yard edges.

ADMINISTRATION

- Develop and maintain suitable information systems appropriate to the post and needs of the site.
- Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.
- Collect or buy goods as required for the efficient completion of any caretaking or maintenance job.
- Certification, completion of necessary time sheets, letting sheets, sickness/absence records/holiday records and events diary.
- Ensure adequate provision of materials and equipment, including issue of paper towels, toilet rolls, soap etc. Maintain effective stock control.
- To monitor all energy and water services usage and to be aware of the spending under these budget headings.
- Responsible for obtaining equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to the job of caretaking and cleaning.

MAINTENANCE

- To monitor all contractors personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/off site as necessary.
- Maintain and refer to the Log Book for maintenance jobs to be undertaken.
- To identify and report any repairs, maintenance or replacements that require rectification.
- Initiate work orders for repair and liaise with staff from other departments and outside contractors. Obtain estimates if necessary.
- To carry out basic maintenance work following appropriate training.
- To ensure that arrangements for the maintenance, minor repairs and modifications are effected as quickly as possible.

- To install, maintain or repair, jobs of a minor nature relative to the fabric, fixtures and fittings of the building equipment and furniture. i.e. General maintenance of building:
 - Plumbing i.e. leaking taps
 - Joinery i.e. boarding up broken windows
 - Painting/Decorating
 - Plastering to small areas.
 - Reglazing to ground floor level.
 - Electrical i.e. make safe broken light switch/sockets plugs.
 - Tape over or isolate from further use. Report repair at earliest opportunity
 - Gas leaks etc isolate, turn off gas supply. Report repair at earliest opportunity.
 - Others as necessary within the capabilities of the postholder.
- Clean lights and light fittings. Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.

The above relates to education/school property only.

Driving duties (optional)

- To drive school minibus where necessary to transport equipment, staff or pupils and return them to school.
- Carry out weekly vehicle maintenance checks i.e. oil, brakes, water, tyre pressures, etc.
- Ensure minibus is kept in a clean and orderly condition.
- To fuel minibus as required.
- To deliver minibus for servicing and repairs.
- To collect goods as required.

SAFEGUARDING

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

OTHER SPECIFIC DUTIES

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

GENERAL

- To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
- This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

Section 6: Person Specification



Minerva Learning Trust Person Specification



Post title: Casual Caretaker

Minimum Essential Requirements	Method of Assessment
EXPERIENCE/ QUALIFICATIONS	
Prior experience supporting young people in an educational setting.	AF/I/R
Prior experience working as a Caretaker in a school environment.	AF/I
Previous knowledge of maintenance and cleaning duties.	AF/I/R
KNOWLEDGE AND SKILLS	
Knowledge and understanding of education sector.	AF/I
Prior knowledge of word processing skills (Microsoft Word)	AF/I
Experience in the use of electronic communications e.g. e-mail.	AF/I/R
Ability to be creative to respond to a fast-paced environment.	AF/I
Excellent verbal and written communication skills	AF/I/R
Excellent interpersonal skills – able to deal effectively with a wide range of people at all levels	AF/I
PROFESSIONAL DEVELOPMENT	
Willingness to actively participate in professional development	AF/I
Evidence of appropriate and recent professional development related to the nature of the post.	AF/I
Evidence of recent and continuous professional development.	AF/I
QUALITIES AND ATTRIBUTES	
Flexible and able to adapt to change	AF/I/R
A pleasant disposition and ability to stay calm under pressure	AF/I
Demonstrate a positive team approach to work.	AF/I/R
Methodical approach to work tasks with key emphasis on accuracy	AF/I
Ability to work on own initiative	AF/I/R
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	AF/I
EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/I/R
A commitment to safeguarding students.	AF/I/R
Suitability to work with children.	AF/I/R
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

Key AA = Assessed activity
AF = Application Form

I = Interview
R = Reference

Section 7: The Appointment Process

These notes are intended to guide you when making an application.

1. The Application Form
Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.
2. Education and Training
State your qualifications and any training you have undertaken relevant to the post.
3. Present Appointment
Make it clear what your present post is, which establishment you work in and who your employer is.
4. Previous Appointment
When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, and voluntary work.
5. Referees
Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.
6. The Supporting Statement/Letter of Application
The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**
7. Arrangements for Interview
Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview.
8. The Interview
Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.
9. Feedback
Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.
10. Selection for Appointment
Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.
11. Arrangements for Applications
When you have completed your application, the completed form and covering letter should be e-mailed to lparkin2@stocksbridge-mlt.co.uk by the closing date.