

MURRAY PARK SCHOOL



APPLICANT INFORMATION PACK

CARETAKER APPRENTICESHIP

APPLICATION DEADLINE:

9AM FRIDAY 24TH FEBRUARY 2023

INTERVIEW DATE:

TO BE CONFIRMED

START DATE:

IMMEDIATE START (SUBJECT TO
SATISFACTORY ENHANCED DBS
CLEARANCE & REFERENCES)

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to a criminal record and background check and references



Head Teacher: Mrs N. Caley

Address: Murray Road, Mickleover, Derby, DE3 9LL

Telephone: 01332 515921

Web: www.murraypark.derby.sch.uk

Recruitment Email: recruitment@murraypark.derby.sch.uk

OUR HEAD TEACHER



MRS N. CALEY

I am delighted to introduce you to our wonderful school. Since my arrival in 2018, I have sought to create a thriving working environment which enables our wonderful students to succeed in all aspects of life at Murray Park and beyond. It was great for this to be recognised by Ofsted in September 2022 when we achieved our Good judgement.

We pride ourselves on giving teachers the conditions in which to teach without distraction and ensure that all staff are supported quickly with any concerns both in and outside the classroom.

We are fully committed to offering a top-class education - on-line or in school - which keeps abreast of national and international trends. We welcome applications from high-quality candidates who are looking to make a real difference to our students' lives.

We support all new staff with a supportive induction package. ECTs follow the Derby City new teacher programme as well as our in-house training. We endeavour to ensure your skills are developed so you can perform at your optimum.

Please take your time to consider the information in this pack and do not hesitate to make contact with us should you require any further information.



“Being a teacher at Murray Park is a privilege, providing me with the opportunity to be part of a community with shared values and a common goal of not only celebrating our students’ diversity but championing them to achieve their dreams.” (Flavia Kupferberg - Teacher)



AMBITION STATEMENT

At Murray Park School, our curriculum vision is to provide an ambitious and inspirational education for all of our pupils. Our strong set of values: Perseverance; Respect; Independence; Dreams and Excellence (PRIDE) underpins our ethos. Through our curriculum, our pupils develop the confidence to embrace the responsibilities that life has to offer and to become valued members of the local community, both now and in the future.



In all lessons the pupils are challenged and engaged in an education that prepares them for their futures. Our Learning Motto, OASIS, enables all of our pupils to develop life skills, such as, creativity, empathy and collaboration, resulting in resilient individuals with high aspirations.

Our health and wellbeing provision ensures that our pupils lead healthy and fulfilling lives and that every pupil has the knowledge and confidence to take care of their own physical and mental wellbeing.

As a result of our outstanding careers programme, all of our pupils are prepared for the next stage of their education, training and employment through our extensive network of business partners and dedicated careers' centre. Our wide range of extra-curricular activities include residential opportunities and international travel. These opportunities enrich the formal curriculum and deepen the pupils' knowledge and skills.



Every child at Murray Park School is equipped to become a well-qualified and successful young person.

“The supportive atmosphere created by amazing, dedicated colleagues and students that genuinely appreciate what you do for them, gives me a reason to smile every day.” (Miss Dodd - Head of Mathematics)



SCHOOL INFORMATION

Murray Park is a dynamic and forward-looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

We cater for approximately 1111 students, situated on a spacious site surrounded by greenery. We serve students from the Derby City area, within reach of the Derbyshire countryside and our cohort sizes are growing each year.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families.



APPLICATION PROCESS

Informal visits to the school are available but not essential. You must complete the application form fully and give details of all employment, training and gaps in employment since leaving secondary school to the present day. Any additional information, which you wish to bring to the notice of the selection panel should be included in your letter of application.

Your letter of application should make reference to the job description and in particular how you meet the person specification. At least one of your references should be a current employer and you should indicate if you are happy for us to contact each reference. Please provide an email address for your referees so that we can contact them.

Please email your completed application form and letter of application to recruitment@murraypark.derby.sch.uk or upload using the TES platform. The application letter should be no longer than 2 sides of A4, Arial font size 11.

"The School has continuously supported me with my career development. If you wish to challenge yourself to develop as a leader then Murray Park School is the place for you." (Mr Gregory - AHT KS4 Achievement)



Our school was inspected in September 2022 and gained a Good judgment from Ofsted. Here are just a few quotes from their highly positive report. To access our full report please use our website link:

[Ofsted Reports | Murray Park](#)

Quality of Education	"Leaders have designed an ambitious curriculum that allows pupils to learn a broad range of knowledge." "Leaders have planned assessments to check pupils' understanding."
Behaviour and Attitudes	"Pupils are happy and safe at Murray Park. They know teachers care about them." "Leaders have ensured that classrooms are places where pupils can learn."
Personal Development	"The 'Charter for Success' encourages pupils to engage in activities such as theatre trips and cookery." "Leaders ensure that all pupils have opportunities to gain different cultural experiences."
Leadership and Management	"Leaders have prioritised reading." "Leaders have created a culture of safeguarding."

SAFEGUARDING INFORMATION

Murray Park School shares a commitment to safeguard and promote the welfare of children and young people. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture that embraces the ethos of safeguarding amongst our workforce. This post is Exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020 and is subject to an enhanced DBS Disclosure check.

Recruitment Information

The application form must be completed in line with our Important Recruitment Information section on the school website. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

- Child Protection and Safeguarding Policy
- Recruitment of Ex Offenders
- The Equality and Diversity Form
- GDPR Privacy Notice

Recruitment Policy

These documents can be found using following the link:
<https://www.murraypark.derby.sch.uk/key-information/vacancies/>

"Since starting at Murray Park there has been no time for nerves, just excitement. I am delighted to continue my journey here, whilst inspiring others on my way" (Miss Bunting - Science)



STAFF WELL-BEING

Murray Park considers the well-being of staff to be important. Decisions in terms of staff support make well-being a priority. Anything that can be done to support staff in their role will be considered. See below for 10 things we do for staff-wellbeing:



Opportunity for flexible working for all staff



A robust and centralised behaviour system, including an internal Alternative Provision.



A designated, trained, mental health leader.



A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.



Paid lunch duties, including a free meal.



CPD for all staff, in all roles, including whole-school and opportunities for any bespoke courses.



Latest technology, including new laptops for teachers.



A measured approach to data management, including meeting free weeks during data points.



An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy.



Staff social and sports events.

DEPARTMENT INFORMATION

We are a busy school 50 weeks of the year with an experienced, dedicated and energetic site team providing efficient and effective caretaking and cleaning support to the school. We are looking for someone to join us that share's our excellent working ethos whilst supporting each other personally and who enjoys friendly working relationships. The Caretaking role is a busy and interesting one, every day can be different with carrying out maintenance, portering, gardening, cleaning and security tasks; along with supporting our growing external lettings & facility bookings.

Alison Baker, Facilities Manager. alison.baker@murraypark.derby.sch.uk

“ Murray Park School is at the centre of the community and our students and this is their oasis” (Mrs Drew - AP Lead)



JOB ADVERT

- Salary:** NJC Scale 1 £10.50 per hour £20,258 per annum
- Post:** Full Time Caretaker (2 year Apprenticeship, Level 2 Property Maintenance Operative)
- Responsible to:** Facilities Manager
- Framework:** To work within the framework of the NJC pay and conditions, current legislation and the policies of the school.
- 37 hours per week, with 30-minute unpaid break per day
3 week days (actual days to be confirmed, although these may change depending on the needs of the school) 10:am - 6:00pm,
Friday 10:00am - 5:30pm (supporting Caretakers on the early and late shifts).
Saturdays 9:00am - 5:00pm (once trained & competent).
- Please note:** Annual leave can be taken in school term-times & holiday periods around school needs. The post holder must undergo an enhanced DBS check.

How to Apply

An application pack can be downloaded from the school website at

<http://murraypark.derby.sch.uk/key-information/vacancies>

CVs only are not accepted. Candidates should complete a non teaching application form on the above link or via TES and should also send a covering letter of no more than 2 sides of A4 advising what experience you can bring to the post.

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ROLES AND RESPONSIBILITIES

Key Purpose:

To provide efficient and effective caretaking support & cover to the school and site team with maintenance, cleaning, gardening and security tasks; and to support external lettings & facility bookings.

The post holder will be expected to have an interest in learning and developing their DIY skills and ensuring the site and its buildings are operational on a day to day basis including opening, closing, maintenance & repair, security and cleaning. You will identify and report any defects or issues appropriately and in a timely manner, ensuring health and safety is adhered to at all times for yourself and other persons on the premises. You will have a good understanding of and ensure the implementation of the schools Health & Safety policy and Fire procedures.

Key Tasks:

- Minor maintenance and repairs as necessary both internal and external.
- Minor repairs to furniture and internal fixtures and fittings including lamps/tubes/starters where accessible and plumbing systems.
- Portering tasks as required, including setting up and clearing away furniture.
- Health & Safety awareness to assist with weekly, monthly, termly checks such as: Legionella, fire alarm testing, emergency lighting, visual checks of buildings, fence line/border checks etc.
- Ensure that gullies, drains, guttering's, etc are kept free from debris and that the school and grounds are litter free.
- Carrying out painting & decorating work.
- Ensuring clear and safe access to the school, particularly in adverse weather conditions (snow clearing, gritting etc) to maintain both pedestrian and vehicle access where possible.
- Maintaining the security of the premises and equipment in accordance with the school's safeguarding and current requirements.
- To carry out a range of other tasks/duties as directed by the Facilities Manager that are commensurate with the responsibilities of the site team.

Working hours will incorporate a 30 minute unpaid meal break.

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PERSON SPECIFICATION

	Essential/ Desirable
Experience Working or having worked in a school environment Supervising staff (Cleaning Team)	D D
Qualifications GCSE or equivalent at grade C or above in English and Maths (apprenticeship will support with Functional Skills if not obtained English & Maths qualification). Driving Licence	E D
Knowledge/Skills Awareness of Health and Safety procedures/legislation Basic computer literacy A willingness to learn new skills Good all round general maintenance and repair skills Ability to prioritise Environmental awareness	D E E E D D
Personal Qualities Good attendance and punctuality record Enthusiasm and energy Commitment to supporting the full life of the school Professional appearance and manner Enhanced Disclosure and Barring Service Check (on appointment) To work well with colleagues and function as a “team” Well developed inter-personal & communication skills To be able to work flexible hours To use own initiative and work without supervision Be approachable, trustworthy and reliable	E E E E E E E E E

About You:

Murray Park site team are committed to delivering a safe and supportive environment to support school with their vision of realising the full potential of every student here. We can only achieve this by having the right kind of people, so if you are enthusiastic, self-motivated, reliable and flexible with a positive outlook, we want to hear from you. You will be willing, flexible and presentable, able to demonstrate excellent customer care and have good clear communication skills. An ability to get on with people of all ages and backgrounds is essential. You must be physically fit as the role often requires lifting and manual tasks. Duties will be varied so a wide range of practical maintenance skills and experience would be an advantage. You must be willing to undertake an enhanced Disclosure and Barring Service check and having an existing enhanced DBS is preferable.





MURRAY PARK SCHOOL

OUR MISSION: SUPPORTING STUDENTS IN GAINING A POSITIVE OUTLOOK,
SHAPING THEIR FUTURES AND REACHING THEIR FULL POTENTIAL.

"PROUD TO BE HERE"



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