



**Alma
Primary**

עולם חסד יבנה
A world built on kindness



Caretaker

Candidate Information Pack

Contents

Welcome from our Headteacher	Page 1
About our learning school	Page 2
• Our name	
• Our ethos and values	
• Our approach to learning	
• Our site	
Joining our growing school	Page 6
• Our commitment to staff	
• Our commitment to Safer Recruitment	
Person Specification	Page 7
Job Description	Page 8
Our recruitment process	Page 10

Welcome from our Headteacher

Dear Candidate,

Thank you for giving us the opportunity to introduce you to Alma Primary, a learning community that equips children to become creative, caring and committed learners in a changing world. Alma Primary has sprung from the hopes and efforts of a group of dedicated parents, many of whom are governors or volunteers in our school community that has grown over the last ten years.



From our site in Whetstone we welcome families from across the Jewish community and beyond to be part of our school, where exploration of Jewish tradition is at the heart of everything we do. Our goal at Alma Primary is to help each person to become the best they can. As a small school with big aspirations, we also aim to make our school, our community, our society and our world a better place for all. Our curriculum supports the development of essential skills in science, language and literacy, humanities, maths, technology, sport and across the arts, which enable children to become successful learners, as well as an asset to the local community. Through deep engagement with the rich and varied heritage that Judaism offers, blended with the very best of twenty-first century understanding, we help children to find creative solutions to the challenges that tomorrow will bring.

We are looking for a nurturing person who has passion, enthusiasm for our school's inclusive Jewish ethos, problem-solving skills and a great sense of humour to join our team. Jewish tradition teaches that the world is built on study, prayer and acts of loving-kindness. At Alma Primary, we nurture each member of our learning community, helping them develop academically and spiritually, and enabling them to care for others.

We are proud of our inspections. In the Summer of 2023 Ofsted inspectors judged the school to be "Good" in all five Ofsted categories. In Summer of 2022 we were judged by Pikuach as an "Outstanding" school.

This pack will tell you more about the school and I look forward to welcoming you to Alma Primary in the future.

l'shalom – in peace,

A handwritten signature in black ink, appearing to read 'M Shoffren'.

Marc Shoffren.

About our learning school



Our Name

Alma has many meanings: In Aramaic, the language of traditional Jewish writings, Alma means 'world'. Alma Primary brings together children from across the Jewish community and from the wider local community. This inclusivity and diversity goes hand in hand with Alma Primary's Jewish values, including *derech erez* – respect for everyone. In Spanish 'Alma' is the soul, reflecting our desire to support children's spiritual and personal development.

In Latin, Alma means 'nourishing' and is the root of the phrase 'alma mater', the school from which one has graduated, reflecting our commitment to excellence in teaching and learning. Our school will become the alma mater of a new generation of children who have been educated in a happy and nurturing community of learners and friends, enabling all our pupils to achieve their full potential in the world.

Alongside our school logo is the phrase from the Psalms, *Olam Hesed Yibane*, 'a world built on kindness'. Our vision is of a world built on caring and compassion, exemplified by a school where children experience kindness themselves and learn to be kind to others.



Our Ethos and Values

We have a unique ethos, based on four key pillars:

- Excellence in teaching and learning;
- Inclusivity and diversity;
- Identity and values;
- Nurturing each child to achieve their best.

Excellence in Teaching and Learning

Our school supports the highest level of academic attainment and places a priority on critical, independent and creative thought and expression. Every child is supported to make the greatest possible progress, achieve their maximum potential and make a successful transition to the secondary school of their choice. We provide all children with a thorough Jewish and Hebrew education of the highest standards that equips them with the skills, knowledge and confidence to participate in life and learning.

Inclusivity and Diversity

We are a community, non-selective free school welcoming children of all academic abilities. We support the abilities and learning styles of every child from the gifted and talented to those with specific educational needs. We welcome families from across the spectrum of religious observance and families who are of other faiths and none. All families are valued and included, regardless of how or whether they choose to be involved in Jewish life.



Identity and Values

The school is a caring, inter-generational community of children, parents and teachers in which we foster a love of Judaism, pride in Jewish identity and a commitment to the Jewish people and Israel. Through positive and inspiring Jewish experiences, including daily prayer, we enable the moral and spiritual development of the young people in our care. Our children are imbued with the ethical and moral values of the Jewish tradition including good citizenship, volunteerism, mutual responsibility, care for the natural world and positive relationships with other faiths and the wider community.

Nurturing Each Child to Achieve their Best

We believe that the most important contribution a primary school makes to a child's life is to create a love of learning and an enjoyment of education. When this is achieved, school continues to have a positive impact right through to adult life. To this end, we have built a happy, warm and nurturing environment in which children experience success both in lessons and in extra-curricular activities; become independent and resilient learners; grow as people intellectually, spiritually and physically; enjoy warm relationships with their teachers and with each other; and are excited and inspired to challenge themselves within a safe and secure context.



Our Approach

Educational Vision for a Learning School

Alma Primary is a learning school, where every member of the school community is involved in learning and improving. We believe that the individual child's learning journey is a responsibility shared by the whole school professional team.

Nurturing Emotional Literacy, Individuality and Difference

An essential component of our school is the development of children's emotional literacy, helping them to understand their own emotions, and those of others as well as encouraging children to look at the impact of their behaviour on others. Through understanding and celebrating different cultures, staff at Alma Primary enable children to develop their own unique identities, and become confident participants in a diverse world, with a passion to improve and care for it.



21st Century Learning Skills

Alongside the traditional set of skills, children at Alma Primary benefit from learning a range of 21st century learning skills. These include creativity and innovation, critical thinking and problem solving, communication, and collaboration. Central to our teaching philosophy is the importance of giving children the opportunity and encouragement to use creativity to solve problems and generate solutions to challenges. We use innovative approaches, including iPads, to enable children to use technology as an aid to learning. Through the use of philosophy for children we enable children to ask questions and work collaboratively.



Deep Learning and Imagination

Children at Alma Primary enjoy an approach to learning, which nurtures learning skills and develops the imagination, where children have structured encouragement and support to become experts in a designated field, enabling them to become mature, confident learners.

Our Site

Alma Primary moved to its own purpose-built site in Whetstone in 2016. The site provides exceptional facilities close to Totteridge and Whetstone tube station in North London. It has large classrooms and additional learning spaces which we have designed to meet the needs of our primary school. The classrooms create flexible learning environments, with the use of up-to-date IT equipment.



As well as the classrooms, the site also contains offices, a hall, library and small group learning spaces. There are full-time security guards on site during school hours.



Transport

To minimise our carbon footprint, as well as the amount of local traffic, we actively support families in sharing their school journeys. Many of our families use the tube to bring children to school and we run an onsite drop-off and collection system.

There are bike racks and a shower for staff.

Joining our growing school

Our commitment to staff

We are committed to nurturing and developing staff at Alma Primary. We are an equal opportunities employer and welcome applicants from varied backgrounds to work in our learning community.

We provide a bespoke training program and provide access to high quality CPD courses including Jewish communal education training events. In addition, our staff supervision program is focused on enabling each individual member of staff to thrive.

We are closed for both days of major Jewish festivals and we close early on Fridays during the winter.

As a one form entry school, there are frequent opportunities for additional responsibilities, gaining experience and developing new initiatives.

Our Commitment to Safer Recruitment

We are committed to safeguarding and protecting children and we expect all staff and volunteers to share this commitment.



This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Person Specification for Caretaker

To be evidenced through application form, references, interviews and tasks

	Essential	Desirable
Work related skill and experience	<ul style="list-style-type: none"> • Practical handyperson skills necessary to undertake general building maintenance, minor repairs and porter duties. • Understanding of health and safety guidance • Practical approach to problem solving. • Good communication skills • Entitlement to work in UK 	<ul style="list-style-type: none"> • Experience and understanding of the day-to-day management of a school or other public site. • Knowledge of Health and Safety legislation • Knowledge of managing small building projects • Experience of working within a Jewish setting • Plumbing and/or electrician experience or qualification. • First aid qualification
Personal characteristics and behaviours	<ul style="list-style-type: none"> • Full agreement with inclusive Jewish ethos of the school • Commitment to equality of opportunity and the safeguarding and welfare of all pupils • Commitment to equality of opportunity irrespective of ability, gender, ethnic or social background • Understanding of the importance of confidentiality and discretion • Reliable, honest, efficient, well-organised • Able to follow instructions, organise and prioritise workload • Able to balance competing priorities and remain calm under pressure. 	<ul style="list-style-type: none"> • Able to set targets and meet deadlines • Able to respond to challenge • Caring and understanding approach • Able to establish good working relationships with staff and to foster good relationships with parents, and visitors as well as their organisations • Helpful, positive and caring nature • Able to follow instructions accurately • Able to act on initiative and lead when required • Adaptable and versatile approach to working

Note: *Long-listed candidates will be required to complete tasks including literacy and numeracy activities, prior to interview. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and is subject to an enhanced Disclosure and Barring Service check. The school reserves the right to require the successful candidate to undertake a medical examination prior to a contract of employment being issued.*

Job Description for Caretaker

ROLE OF THE CARETAKER

To be an organised, dedicated and responsible caretaker in order look after our school site. The role is based on work for 5 days per week, for 5 hours per day – a total of 25 hours a week, but we are prepared to consider candidates who may wish to work longer hours. We expect the successful candidate to start on 22 April 2025 (to give time for a handover). Applications are welcomed from Jewish and non-Jewish candidates.

Reports to: School Business Manager	Actual salary for the role: £20,299-£22,445
Permanent	Part-time 0.7

Key responsibilities

- To keep the school building and grounds in good working order and repair, and to ensure that the whole site is cared for and kept in a good state of cleanliness.
 - To frequently inspect and ensure toilets are kept clean and replenish toilet requisites between cleaners' shifts.
 - To ensure that rubbish is collected and taken away.
 - To ensure that all kitchens are kept clean in accordance with kosher principles and health and safety legislation.
 - To ensure that all outside areas are kept clean and clear including drains and gullies, ensuring that all paths and hard surfaces are kept free from litter, debris, weeds and snow and preparing outside areas for snow.
 - To frequently inspect and maintain pumps and site related equipment
- To carry out general handyman duties including repair, maintenance and replacement of door handles, locks, shelving, display boards, cloakrooms, towel dispensers, toilet roll holders, soap dispensers, toilet seats and other small jobs as directed by the headteacher.
- To ensure that the school site complies with Health and Safety legislation and requirements. This includes:
 - Checking for trailing leads and cables, reporting defective equipment to the headteacher and school business manager.
 - Withdrawing defective equipment from use.
 - Running mains water to remove static water from pipes after the holidays.
 - Ensuring that all tasks and duties are carried out in compliance with Health and Safety legislation, COSHH regulations and school procedures.
- To be responsible for repairing items within his/her capability in accordance with manufacturers' warranties.
- To be responsible for turning heating and lighting on and off at appropriate times.
 - Operating the heating plant to ensure adequate supplies of hot water at an

acceptable temperature, setting timers as appropriate. This will include regular checks and cleaning of the boiler and plant as per manufacturers' guarantee ensuring that all air vents and ducts remain unobstructed.

- To ensure that the lights are in good working order and are used with regard to energy conservation.
- In the event of a major fault to inform the headteacher and school business manager so that specialist help (such as a plumber or electrician) can be called in.
- To maintaining good relationships with staff, visitors and other site staff and their organisations and as part of the duties assist in preparing the school for school events, including open days and Jewish celebrations.
- To co-operate with the security provider to ensure the security of the school.
 - To check and report burglar alarm systems, ensure security lights are in good working order and to work co-operatively with the security provider. Any breaches of security should be reported to the headteacher and school business manager.
- To check fire alarm systems, activators and bells in accordance with school procedures. Checking fire appliances for defects and ensuring fire doors, escapes and exit routes are unobstructed and in good order.
- Informing the administrator when cleaning products need to be ordered.
- To undertake all management of waste in an environmentally friendly manner in accordance with school procedures.
- To carry out general duties of a porter.
- To ensure the premises are in a satisfactory state prior to and after bookings for functions.
- To arrange access for contractors and tradesmen.
- Ensuring that storage space for furniture and equipment is used effectively.

NOTES:

- This job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title as the School evolves.
- This job description will be reviewed annually in consultation with the Headteacher and Governors according to the changing needs of the School as outlined in the School Improvement Plan.

Our recruitment process

Long Listing

We will 'long-list' candidates whose applications meet our criteria. Long listed candidates will be invited to have an informal discussion. For teaching positions we will arrange to observe candidates teaching a lesson and other candidates will be asked to complete online assessments.

Shortlisting

Following lesson observation and/or online assessments a shortlist of candidates will be drawn up. References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information.



Successful candidates will be invited to interview. Candidates invited to interview will be asked to address any discrepancies, anomalies or gaps in their application form

Applying

Full details of the school are on our website: www.almaprimary.org.

Please note that applications can only be accepted on the Alma staff application form, which is on our website from the 'Recruitment' page, available under 'About Alma'.

For an initial discussion about the role, please e-mail recruitment@almaprimary.org or call 020 8343 9988. We look forward to receiving your application.



Friern Barnet Lane, Whetstone N20 0LP

Tel: 020 8343 9988

www.almaprimary.org