



## **Caretaker**

**Closing Date: Thursday 2<sup>nd</sup> February 2023, at 9am**

### **Recruitment Information Pack**

**Filey Secondary School**

**Muston Road, Filey YO14 0HG**

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Dear applicant,

Thank you for your interest in joining the staff of Filey School.

At our school we know that it is the people that matter the most. We know that what we need to create is a climate and a culture that enables everyone to feel happy and safe in an exciting place to learn.

Our school has four new core values: Kindness, Respect, Integrity and Teamwork. Every member of our school is expected to try their hardest to live out these values every minute of every day.

We believe passionately in our students, we know that with the right support here, and at home, they can achieve great things. They have to believe in themselves and strive for success. This includes accepting the need for the highest standards of attendance, behaviour and always being ready to learn. We insist that every member of our school community works as hard as he or she can, without exception.

Our aim here is to provide all our learners with an exciting, coherent and inspirational curriculum taught by truly talented, professional and hardworking staff. We wish to create a culture that is inclusive, and where the individual and diverse talents of all our students are nurtured and celebrated.

We want to encourage every member of our school community to develop a love of learning. Our aim will always be to do all we can to enable everyone to reach the highest standards of which they are capable. We are committed to ensuring our students are happy, safe and have clear direction and support.

Self-belief, confidence and being proud of our own achievements are the keys to success. The best academic outcomes always occur where a true partnership has been established between home, school and the young person – all of us working together to strive for the best possible education.

I hope you will take the time to visit and see for yourself the culture and values of our school in action.

Good luck with your application.

**Michelle Britton Headteacher**



## Coast and Vale Learning Trust: Our Schools

### Newby and Scalby Primary School

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teesside, York and surrounding areas.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit -**

**[Newby and Scalby Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)**



### Friarage Primary School

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.

Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.



**To learn more about us please visit - [Friarage Community Primary School - Home \(coastandvale.academy\)](https://coastandvale.academy)**

### Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.

**To learn more about us please visit - [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy)**



## Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

**To learn more about us please visit - [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)**

## Scarborough University Technical College

Scarborough UTC is a growing University Technical College (year 9 to year 13) based in a new building, with fantastic technical facilities in the centre of Scarborough. As a University Technical College, we offer a high quality academic and technical education for our students through the specialisms of engineering, health and cyber security.



Our unique approach provides students with an excellent range of opportunities including Combined Cadet Force (CCF Navy), strong links to our industrial partners, project-based learning and our flagship Career Development Programme for our Sixth Form students.

We were judged 'Good' by Ofsted in 2022, with pupils that go on to secure a variety of high-quality placements when they leave the UTC.

Our staff are our greatest resource and we have invested in both our teaching and support staff teams which has ensured that educational standards have improved significantly. We have built a staff team of key support and teaching practitioners who are proud to work at our University Technical College.

**To learn more about us please visit - [www.scarboroughutc.co.uk](https://www.scarboroughutc.co.uk)**

## **Filey Secondary School**

Filey School (11 -16) is on an exciting journey. We have a proud heritage in our local community and are embarking on a period of transformation and improvement.



We aim for every member of our school community to develop a love of learning and enable them to reach the highest outcomes that they can. We are committed to ensuring our students are happy, safe and have clear direction and support.

We joined Coast and Vale Learning Trust in June 2022 and are looking forward to a future where our learners and staff can thrive.

To learn more about us please visit - [Filey School - Home \(coastandvale.academy\)](https://coastandvale.academy)

### **Application Process**

The closing date for all applications is Thursday 2<sup>nd</sup> February 2023, at 9am

Interviews will be held week as soon as possible after the closing date

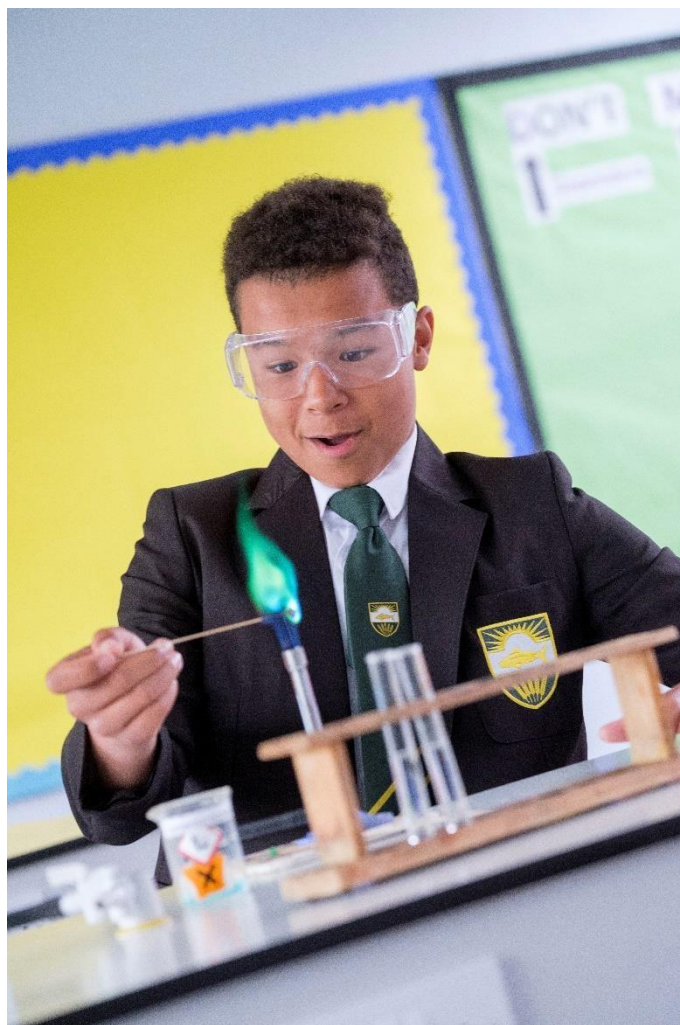
Completed applications must be returned to Danielle Rowley Recruitment Assistant at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)

**If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

### **Queries**

Please contact Danielle Rowley at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)



### **Job Description**

<b>POST:</b>	<b>Caretaker</b>
<b>GRADE:</b>	<b>Grade C</b>
<b>RESPONSIBLE TO:</b>	<b>Site Manager</b>
<b>STAFF MANAGED:</b>	<b>None</b>
<b>JOB PURPOSE:</b>	To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.
<b>JOB CONTEXT:</b>	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"><li>• To ensure the safety and security of the building and site, undertaking daily safety and security checks,</li><li>• Act as a designated key holder, providing response to emergency calls.</li><li>• Locking and unlocking of buildings at pre-determined times</li><li>• To monitor the heating system and report any faults to the their Manager</li><li>• To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.</li><li>• To undertake general portering duties whilst on site to include moving furniture &amp; equipment on site</li><li>• Receive deliveries to the site</li><li>• To support the maintenance of the building, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings</li><li>• To assist with cleaning duties as directed.</li><li>• Collect and assemble waste for collection</li></ul>



<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff and pupils within the school.</li> <li>• Welcome contractors onto the site and check clearances</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Store equipment and products safely and securely</li> <li>• Ability to carry out informal risk assessments on buildings to identify faults/hazards</li> <li>• Order, stock control and store cleaning and caretaking equipment and products safely and securely</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• 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 Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>

<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Coast and Vale Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Scalby Learning Trust Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>

**PERSON SPECIFICATION**

**Caretaker**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Awareness of Health &amp; Safety</li><li>• Ability to read and write</li></ul>	<ul style="list-style-type: none"><li>• Ability to use tools for making minor repairs</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of undertaking general cleaning duties</li><li>• Experience of carrying out minor repairs</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as part of a team</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Able to work with minimum supervision.</li><li>• Self motivated</li><li>• Punctuality</li><li>• Flexible approach</li><li>• Attention to detail</li><li>• Ability to manage time effectively to complete tasks to a high level.</li><li>• Ability to work both alone and within a team to achieve specified standards</li><li>• Good verbal communication skills</li></ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• Ability to carry out general caretaking and cleaning duties as detailed in the Job Description.</li><li>• Enhanced DBS clearance</li></ul>	