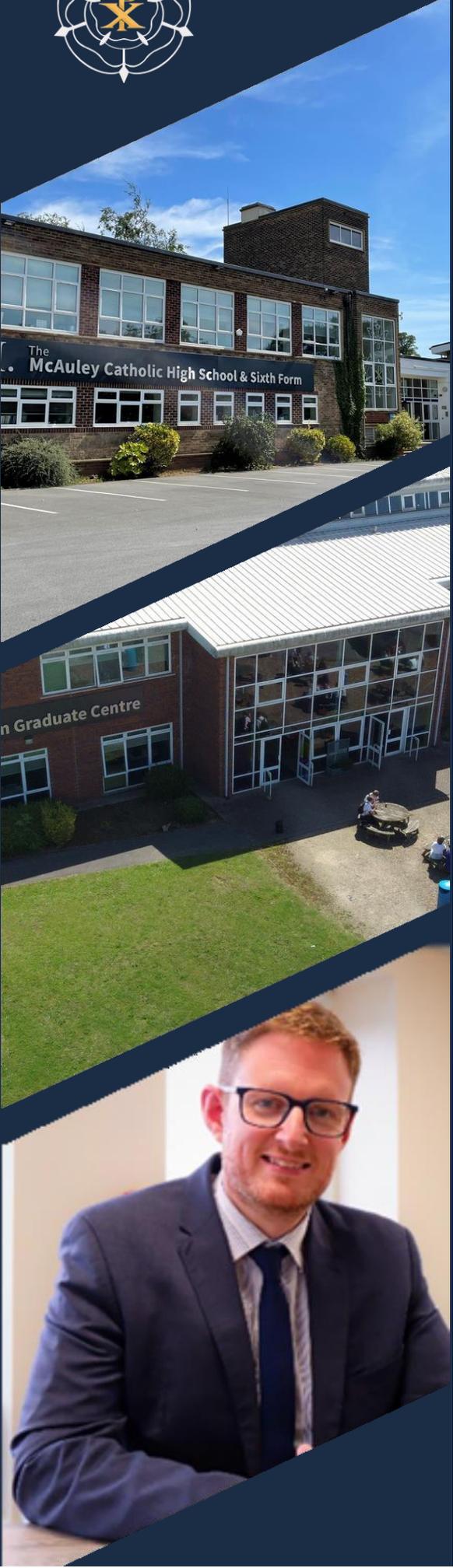




The **McAuley** Catholic High School & Sixth Form

# CANDIDATE PACK

Caretaker/Premises Operative



Dear Candidate,

Thank you for showing interest in our school.

At McAuley there is a pattern. Staff join us and stay! It's not just about the great pupils, it's the staff first approach which ensures we care and support staff like few other schools do.

We are looking for someone with BIG ideas! If you are looking to be part of a great premises team and have the skills and knowledge to support the maintenance and day to day running of our school and its buildings, then we want to hear from you.

If successful, you will be joining McAuley, the biggest school in Doncaster and the biggest Catholic school in Hallam Diocese at a very exciting time.

As Head, I am committed to staff welfare and well-being and see my role as removing those obstacles that prevent staff being brilliant.

We have a well-developed Staff First Policy. We're committed to bringing the very best people to work at McAuley to join a community of Learners committed to the values and vision of the school and dedicated to making a difference to the children we teach.

If you want to be part of something genuinely unique then we want to hear from you.

Informal discussions are positively welcomed by emailing [recruitment@mcauley.org.uk](mailto:recruitment@mcauley.org.uk)

**James Tucker**  
**Headteacher**

**M.**

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# The McAuley Catholic High School



## WHY MCAULEY?

- Large Catholic Comprehensive School
- Enrolment of 1,200 students in Years 7 to 11
- A Sixth Form with 300 students
- Recipient of the ArtsMark Gold Award
- Designated as an Inclusivity Quality Mark Centre of Excellence
- Received a "Good" rating from Ofsted in all areas (December 2023)
- Achieved positive outcomes in Key Stage 3 and Key Stage 4 assessments
- Consistent back-to-back +P8 scores
- Offers a diverse array of Sixth Form courses
- High staff morale and engagement
- A vibrant and unique student body
- Emphasises a family-first ethos, prioritising the welfare of staff and the community



'I have come that they may have life and have it to the full.'  
- John 10:10



- To be responsible for the provision of maintenance, caretaking and janitorial duties at The McAuley Catholic High School.
- To assist the Premises Manager and Senior Caretaker to provide a clean, safe and secure environment for users of the school buildings and grounds.

**Key Duties/Areas of Responsibility**

- To be responsible for checking security of the site and the operation of security alarms when opening or closing the site.
- To be responsible for the security of the school's buildings and grounds.
- To ensure the building is checked for vandalism and break-ins when opened at the commencement of the morning shift and on closing the site.
- To deputise for the Premises Manager and Senior Caretaker when required.
- To act as key holder as and when required
- Act as out of hours emergency response in response to alarm activation across the school buildings.
- To be responsible for the operation of the schools heating plant, raising any issues immediately
- Ensure urgent and general maintenance repairs are reported and ensure that areas requiring repair are not a source of danger to the occupants or affect the security of the building with due observance of Health and Safety at Work requirements.
- To carry out day to day minor repairs including painting, general handyperson tasks, removal of graffiti and chewing gum, with the emphasis being on emergency action where safety or security is involved. This excludes major building work.
- Carry out general portage duties including movement of furniture and equipment within and between the schools and to support any hire or lettings we have in school.
- To carry out the full range of caretaking duties, reporting to the Premises Manager and/or the Senior Caretaker if necessary.
- To follow and undertake and complete the daily/weekly check list and carry of these checks as identified in a timely and accurate manner, reporting any issues immediately.
- To ensure all outside steps, playgrounds and approaches are kept in a clean condition and all wastepaper receptacles are emptied daily.
- To ensure toilets are adequately stocked with toilet requisites and inspected regularly for floods/spillages/vandalism and dealt with accordingly
- To make main pathways safe after snow/frost by clearing/salting as appropriate.
- To change light bulbs, fluorescent tubes and ensuring clocks are maintained, within a working height of 3.35 meters.

- To keep drain grids clean and free from debris and other litter on a daily basis. Half termly clearance of Art, Design and Science sink traps, liaising as necessary with Technicians and using appropriate safety equipment.
- Ensure that all work carried out by themselves, as set out in this job description, is completed with due observance to appropriate Health and Safety at Work requirements.
- Where appropriate, to avoid the risks of water contamination, to ensure that all hot and cold-water outlets are turned on after every holiday period where the premises have been substantially unused for one week or more.
- To be responsible for the collection of litter from grassed and landscaped areas.
- To complete the Work Schedule sheets and other relevant documents.
- To use the school's compliance software and deal with the requests that are received into the premises team in an efficient and timely manner, raising any issues immediately if necessary.
- Undertake fire alarm testing
- Manage contractors whilst on site in line with school safeguarding guidance and health and safety legislation and guidance.

There will be occasions where you will be asked to work outside of the schools working day to support events such as open evenings and school productions and also assist with the letting of the school premises which may occasionally include weekends.

**Key Results Areas:**

- Efficient and effective service provided characterised by clear, accurate work, meeting deadlines and working under pressure, successful task completion, confidentiality and the ability to work on your own initiative.
- Successful team working and communication skills with staff and students.
- Involvement in professional development activities beneficial to yourself and the school including the schools appraisal process.
- Ensure and maintain a professional distance between the premises staff and students when undertaking duties reporting any safeguarding or general issues immediately.

**Job Specific Notes**

- Enhanced DBS check
- Time limited tasks will be agreed from time to time as appropriate with the Headteacher or Line Manager. Such tasks will be associated with the development of, rather than the maintenance of, the school and its processes and systems.

This job Description is current at the time of the date shown. In consultation with the postholder, may be changed by the Headteacher to reflect changes in the Job, commensurate with the grade and job title.



**THE MCAULEY CATHOLIC HIGH SCHOOL**  
**PERSON SPECIFICATION/SELECTION CRITERIA**  
**CARETAKER/PREMISES OPERATIVE**

The candidate appointed will be able to demonstrate full support for the ethos and mission of our school.

**[A] TRAINING AND QUALIFICATIONS**

	<b>Essential</b>	<b>Desirable</b>
Good standard of General Education	✓	
Health and safety, relevant training		✓

**[B] KNOWLEDGE AND EXPERIENCE**

Competency in the use of Basic ICT	✓	
Good all round practical skills to enable the undertaking of various roles of maintenance and Health and Safety	✓	
Knowledge of using a wide range of machinery/equipment required for general maintenance		✓
Be able to undertake general maintenance where required	✓	
Previous experience of working in a school or similar setting		✓
Ability to work well within a team	✓	
Ability to relate well to young people		✓

**[C] PERSONAL SKILLS AND ABILITIES**

Applicants should be able to provide evidence that they have the necessary personal skills and abilities required by the post

Good communication skills both written and verbal	✓	
Good interpersonal skills	✓	
Good organisational skills	✓	
Sense of Humour	✓	
Flexible		
Ability to work on your own initiative showing good self-motivation.	✓	
Ability to deal with everyday problems and identify which problems should be brought to the attention of the Premises Manager	✓	
To be able to follow the codes of conduct for child protection and hold strict confidentiality on children and school related information.	✓	
An understanding of the distinctive nature of Catholic Education and a willingness to support our school ethos	✓	



## **Working at McAuley. What's in it for you?**

Our 'staff first' policy means that we invest in our people. Our staff tell us what they value.

- Enrollment into the Local Government pension scheme.
- Free on site parking.
- Wellbeing time – this is time off for all staff up to one day a year to engage in wellbeing or family occasions that would not normally be covered under the leave of absence policy.
- Wellbeing CPD for all staff – from the McAuley Minds working group, through to staff wellbeing sessions, we encourage all colleagues to participate in the programmes that we offer this could be learning how to make a curry through to menopause awareness, crafting, darts. There is something for everyone even reminding people how to laugh!
- Staff Wellbeing suggestion boxes – these are regularly emptied!
- Staff Wellbeing surveys – regular surveys allow us to see how we are doing and what we need to change stop doing or consider.
- Membership of Westfield Health – the school pays for level one of a cash policy so you can claim for optical, dental and other therapies such as physio and chiropractic appointments. In addition, you will have access to Doctor Line which offers our staff general appointments with a private GP when you are unable to see your own doctor at short notice.
- Employee assistance programme – from practical legal support through to face-to-face counselling, the 24 hour counselling and advice line offers our staff access to a range of issues such as mental health, physical health, financial health and debt management, trauma, parental support and relationship support any time of the day or night 365 days a year.
- Westfield Rewards – being a member of Westfield Health also gives you access to a range cash back or percentage discounts off high street retailers and supermarkets when you shop online or reloadable auto top up vouchers for your weekly shop helping you budget and save with a large range of retailers.
- Working Day – The timing of our school day, means a 2.15pm finish for students and means that staff have a significant part of the afternoon to do what they want to do, whether that is pick your own children up from school, engage in some form of exercise or go to that appointment you have been putting off. It gives staff extra flexibility to manage that work life balance.
- Email protocol – Our email policy takes the pressure off receiving emails at unacceptable times. We do not expect you to receive or send emails outside of your working day and we have an email embargo in between the hours of 7pm to 7am and weekends. Our policy is to speak to each other!
- Leave of absence policy – We know that there are times when we need to have time off work for whether that is because of an emergency or if you are taking your driving test. Our generous leave of absence policy allows you to request an absence during the school day when you find it is not possible to manage outside of working hours. Depending on your request, this will be either paid or unpaid, however we will always try and support your work life balance by doing what we can to give you that time. If we can't, we will explain why.