

# Severn Bridges Multi-Academy Trust



## Haughmond Schools

### Caretaker Recruitment Pack



## CONTENTS

- About our school
- Welcome to our MAT
- About the role
- Caretaker Advert
- Advert, inc. how to Apply/Visits
- Job Description and Person Specification



# Haughmond Schools

## Caretaker Recruitment

### Headteacher's Welcome

#### Our School:

Harlescott Junior School is a thriving, happy and caring school, with a strong commitment to working in close partnership with parents and the wider community. We are positioned on the north side of Shrewsbury not far from Haughmond Hill. The school originally opened in 1931 and is a larger than average sized junior school for Shropshire. Most of our pupils live within the surrounding area and some from the wider Shrewsbury area. The school leadership team consists of the Headteacher and a Deputy Head, along with a SENDCo and two Key Stage Managers. The school has a very supportive Local Governing Body, who are very much involved in the school throughout the year. We had a very successful Ofsted inspection in May 2023, maintaining our 'Good' rating overall and gaining outstanding for behaviour and personal development.

At Harlescott Junior School we continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals. When children leave us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.



# Haughmond Schools

## Caretaker Recruitment

### Our School Vision

#### **“Grow Together, Achieve Together!”**

Haughmond Schools would like to invite you to be part of our school family. Our dedicated team are committed to offer the finest primary school experience to your children. We aim to further support our close community as we bring together two thriving schools onto one site, whilst maintaining their exclusive identities. With our pursuit for excellence in education, adaptability is our strength. Our children will be educated to a high academic standard and they will leave our setting having grown into emotionally resilient individuals.

Our Schools are united as staff, school and home to continually strive so our children will become inspirational role models. They will benefit from a bespoke curriculum delivered through engaging learning experiences in a safe, happy, nurturing environment. An appreciation of the outdoors and a strong focus on physical and mental well-being will naturally develop alongside their learning journey. Their friendships will be rooted in mutual respect and tolerance as a result of our consistent teaching of our values, promoting inclusivity and diversity. When your child leaves us, they will have the solid foundation that will allow them to build a successful, exciting and fulfilling life.





# Haughmond Schools Caretaker Recruitment

## Welcome to our MAT

Severn Bridges Multi-Academy Trust provides a secure and welcoming environment for our children and staff.

We value each child as a unique individual and seek to nurture and support them to become positive, well balanced people equipped for their next steps in life.

Our curriculum is balanced and inclusive, helping every child to achieve the highest academic standards possible, while developing their individual skills, talents and attributes.

The holistic approach of our Darwin Growth Curriculum supports this and encourages non-academic success and extra-curricular opportunities.

We are fully committed to quickly identifying children's barriers to learning and offering first rate support to children with additional needs. We value and celebrate diversity and offer equitable opportunities for all, ensuring children are happy and well motivated.

As a close knit family of schools we work in partnership towards our shared vision; learning from each other and sharing good practice, while celebrating each school's uniqueness and contribution to its own community.



**Greenfields Primary  
School**



**Mount Pleasant  
Primary School**



**Radbrook Primary  
School**



**Sundorne Infant  
School and Nursery**



**Harlescott Junior  
School**

# Severn Bridges Multi-Academy Trust Haughmond Schools

The Post: Evening Caretaker

Contract Type: Permanent / 15 hours  
per week

Work Base: Haughmond Schools,  
Shrewsbury SY1 4QN

Required from: As soon as possible

Closing Date: 9am, Tuesday 3rd December

Interviews: Thursday 10th December

Salary: Grade 5 (SCP 5 - 6)



Haughmond Schools has been formed from Sundorne Infant School & Nursery (KS1) and Harlescott Junior School (KS2) and the governors are seeking to appoint a committed, enthusiastic and suitably qualified Caretaker to work across both schools. These hours also incorporate locking the TMBSS unit (which is also on the school site).

The post holder will be capable of fulfilling a wide range of general duties, including some specialist work, locking up and maintenance duties on the school site.

The normal working hours will be: 3.00 pm – 6.00pm.

To meet the needs of the schools, the successful applicant will need to have a flexible approach to their work and additional hours may be required to accommodate school events such as parent's evenings, discos and or small projects.

## Equal Opportunities

Severn Bridges Multi-Academy Trust is an Equal Opportunities Employer. Applications are welcome from suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, age, marital status, sex, sexual orientation or disability.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to a satisfactory Disclosure Barring Service (DBS) Enhanced Disclosure Certificate please be advised that it is an offence for a barred person to apply for this post. Should you be shortlisted, further information relating to criminal records, sanctions and disqualifications will be requested to be considered and discussed at interview.

## How to apply

Please complete an application form which can be downloaded from the vacancies page on the school website.

Completed application forms should be emailed to the school: [recruitment@haughmondfed.net](mailto:recruitment@haughmondfed.net)

If you have not been contacted by Friday 6th December, please assume your application has been unsuccessful.

Thank you for your interest in this post. Please also see below Job Description and Person Specification.

# Severn Bridges Multi-Academy Trust

## Haughmond Schools Caretaker Job Description

### Details of the Post

- Title: Caretaker (Level 2)
- Haughmond Schools
- Reporting to: Head of School
- Main Workplace:
- Grade and SCP: Grade 5 (SCP 5 - 6)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements.

### Purpose of the Post

Under the instruction / guidance of appropriate senior staff; provide maintenance & security services on school sites & premises.

### Principal Duties and Responsibilities

#### 1. Operational Tasks

##### Security:

- Lock / unlock school buildings and areas.
- Undertake regular security checks and identify security risks.
- Monitor fire safety equipment and carry out fire drills.
- Operate and respond to alarm systems where appropriate, outside of any specialist monitoring brief.
- Monitor CCTV or surveillance contractors.
- Undertake lettings and carry out associated clerical tasks.

##### Cleaning and Maintenance:

- To organise and carry out various maintenance duties to ensure that the general upkeep and maintenance of the premises is satisfactory, as per specific schedule for your school.
- Undertake minor / simple repairs e.g. minor plumbing, changing light bulbs, unblocking drains.
- To organise and carry out minor decoration programme as agreed with the Headteacher.
- To organise and carry out minor improvement work e.g. erecting shelves, notice boards, book shelves etc. as agreed with the Headteacher.

# Severn Bridges

# Multi-Academy Trust

## Haughmond Schools

## Caretaker Job Description cont'd

- To oversee and monitor the electrical testing of portable electrical appliances and to maintain the appropriate records.
- Undertake regular site inspections and identify and record repair and maintenance requirements.
- Identify defects and record repair and maintenance requirements.
- Collect and assemble waste for removal.
- Undertake emergency & specialist cleaning tasks.
- Undertake cleaning duties such as graffiti removal, litter-picking.
- Provide emergency access to the school site.
- Coordinate deliveries to the school site.
- Liaise with contractors & undertake client role in connection with premises related contracts.
- Coordinate work of cleaning staff.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained through the whole of the premises.
- Ensure that the pathways and all other external hard surface areas are kept clean, free of litter and weeds and that they are gritted or salted when required during wintry conditions.
- Maintain swimming pool and other specialist sports equipment after specialist training.

### **2. Resources Tasks**

- Be responsible for maintaining records, information and data, producing analysis and reports as required.
- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/ resources/ materials.
- To assist in safety audits of the premises and contribute to relevant risk assessment activity.
- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.

### **3. Organisation & Supervisory Tasks**

- Demonstrate and assist in the safe and effective use of specialist equipment / materials.
- Provide specialist advice and guidance as required.
- Assisting in management, administration and operation of lettings system.
- Assist with monitoring & managing stock within an agreed budget, cataloguing resources & undertaking audits as required.

# Severn Bridges

# Multi-Academy Trust

## Haughmond Schools

## Caretaker Job Description cont'd

- Where appropriate to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Headteacher.
- Liaison with the school meals service contractors in relation to their use of the site and provision of their service, where appropriate.
- Liaise with line manager & attend meetings as required.

#### **4. Other Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

#### **5. Safeguarding**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

#### **6. Data Protection and other statutory responsibilities**

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff

#### **7. Other Duties**

- Any other duties that the Headteacher, EHT/ CEO/ Governing Body/ Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

#### **8. Review and Signatures**

- This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/ Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.



# Severn Bridges

## Multi-Academy Trust

### Haughmond Schools

### Caretaker Person Specification

#### Caretaker (Level 2), Grade 5 (SCP 5-6)

	Essential	Desirable
<b>Qualifications</b>	- NVQ 2 or equivalent qualification or willingness to work towards	
<b>Work or relevant experience</b>	- Caretaking/site-keeping experience in a school or similar environment. - Coordinating workload	- Supervisory experience
<b>Knowledge and Understanding</b>	- Knowledge of Health & Safety procedures and precautions. - Knowledge of COSHH regulations - Awareness of health & safety procedures and precautions - Knowledge of moving and handling procedures. - Working knowledge of relevant policies / codes of practice / legislation - Ability to relate well to children and adults - Willingness to gain knowledge of use of ICT and other specialist equipment / resources.	
<b>Skills and Abilities (relevant to post)</b>	- Sufficiently fluent in spoken English to ensure effective performance in the role	
<b>Personal Qualities</b>		
<b>Special Conditions</b>	- Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	