Unsworth
Primary School

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Good
Provider

Caretaker

Candidate Pack

Part of the
Oak
Learning Partnership

Caretaker

Welcome from the Headteacher

Dear Candidate,

A very warm welcome to Unsworth Primary School. We hope that this pack provides you with all the information you need. My name is Jo Grundy and I am proud to be Headteacher of this lovely school.

Unsworth Primary School is a warm and caring place that provides children with a happy and stimulating environment in which they can learn, develop and achieve. A committed staff team work hard to encourage the children to enjoy learning, achieve their best, behave well, support each other and grow in confidence to become outstanding citizens.

We are looking to appoint an exceptional and committed Caretaker to join our dedicated team. You will receive extensive support to develop fully in this role and beyond.

You will be enthusiastic and reliable and be an integral part of the team that is dedicated to ensuring the school is safe, excellently maintained and cleaned, and welcoming to pupils, parents, and visitors. You will be required to carry out basic building maintenance work and be an effective member of the school team who takes pride in their work.

Our school offers a warm and supportive ethos where staff, children and parents work together to ensure all feel happy, safe and cared for. There is a strong belief that each child has their own unique qualities, and they take care to bring out these talents, to nurture them and celebrate them together, valuing the contribution each child makes to the community.

Caretaker

Welcome from the Headteacher

At Unsworth Primary School there are 5 core values that were chosen by all of the community. These values are Happiness, Honesty, Friendship, Respect and Learning, and they are weaved throughout all that we do.

Mission Statement: The school community is committed to providing a safe, secure and stimulating learning environment where personal achievement and respect for the individual is valued. Unsworth work together to build an understanding of one another and look to develop the self-esteem of every child.

School Aims are:

- To create a happy and caring school for all our children.
- To provide a welcome for parents, the Quality of Education Board and members of the wider community.
- To celebrate the individual contribution of every child.
- Helping each child to develop confidence in themselves and have respect for others.
- Delivering a broad, balanced and differentiated curriculum that is accessible to all our children.
- To encourage all members of the school community to be fully committed and involved in the life of the school.
- Developing positive learning partnerships between home and school.
- To have high expectations of every child enabling them to reach their full potential.
- Creating a lively and stimulating learning environment.
- Communicating our Mission Statement and Aims to all members of our school community.

Visits to the school prior to application are both welcomed and encouraged. Please contact the school business manager on **0161 766 4876** or email **enquiries@unsworth.oaklp.co.uk** to arrange an appointment.

We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk

For additional information, we invite you to explore our school website. Here, you will find further insights into our ethos and values and the vibrant community: **www.unsworth-primary.co.uk** We look forward to receiving your application.

Jo Grundy
Headteacher of Unsworth Primary School

Unsworth
Primary School

"Pupils are happy and safe at Unsworth Primary School. All pupils, including those with SEND, are supported well by skilled staff."

"Pupils know that staff care about them."

Ofsted Report, March 2023.

Inclusion is at the **heart** of our trust

Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Unsworth Primary School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:
www.oaklp.co.uk

James Franklin-Smith
CEO of Oak Learning Partnership

Oak Learning Partnership

oaklp.co.uk

"Pupils appreciate the diverse nature of their school community. This helps them to develop positive attitudes towards those who may be different to themselves."

Ofsted Report, March 2023.

Caretaker

Salary: Grade 7, SCP 7 – 11, £25,584 - £27,269 (FTE), actual salary £16,168 - £17,233 per annum
Hours: 25 hours per week, term time plus 20 days (various shift patterns depending on school requirements)

Job Description

Normal place of work: Unsworth Primary School, although you may be asked to contribute towards trust wide projects.

Normal working hours: 25 hours per week, term time plus 20 days. This will be based around various shift patterns depending on school requirements.
Responsible to: School Business Manager

PURPOSE OF THE POST

- To ensure that the school site and building meet statutory requirements.
- To work closely with the outsourced cleaning staff to ensure that the school is safe, excellently maintained and cleaned, and is welcoming to the pupils, staff, parents and visitors.

DUTIES AND RESPONSIBILITIES

Control of Resources

- Ensure that deliveries to site are delivered to the correct location and safely stored.
- Ensure the safe use and maintenance of equipment and materials.
- Be responsible for the health, safety and welfare of self and colleagues in accordance with the trust's health and safety policies and Unsworth Primary School procedures.
- Carry out premises related health and safety checks on a regular basis as directed by trust colleagues including testing of emergency arrangements and identification of potential hazards within the building.
- Be an approved key holder and respond to emergency call outs as necessary.

Maintenance and Repairs

- Carry out regular site inspections in order to identify repairs and maintenance requirements.
- Respond to repair and site support requests logged on the help desk, provide an update on response status and confirm when completed.
- Organise and manage day to day repairs and maintenance by contractors, including obtaining quotations.
- Liaise with contractors, monitoring quality performance and signing off minor work.

- Carry out general maintenance and repairs as required.
- To carry out grounds maintenance for the site including grass cutting, maintenance of flower beds, litter picking, emptying bins and perimeter fencing monitoring.
- To maintain the premises management system.
- Order materials and maintain adequate stocks. Carry out stock takes as and when required.
- Maintain filing systems and records.

Generic Site and Facilities Tasks

- Liaise with line manager daily, ensuring effective communication on the status of any outstanding tasks.
- Lock and unlock the school as required, ensuring the security of the site.
- Carry out daily visual site checks to ensure safety and statutory compliance and taking action as required.
- Operation of the heating plant, cooling and lighting systems. Replacing light bulbs, cleaning shades and similar items as appropriate.
- To check all security alarms and surveillance equipment, resetting alarms and reporting faults to the alarm company.
- Change locks and arrange for keys to be cut when necessary.
- Porterage duties including ensuring satisfactory receipt, distribution, collection, and despatch of goods to and from school. Organising and participating in the movement of furniture, e.g., setting up for assemblies and events.
- Undertake activities to maintain a safe and clean environment, e.g., gritting, clearing paths of snow or leaves and keeping drains clear.
- Monitoring standards and reporting issues to the Headteacher / School Business Manager.
- To assist with cleaning as and when required.
- Removing rubbish and waste to ensure areas are kept clean and tidy and preparing waste for collection in accordance with the recycling scheme.

Other Duties

- To oversee the carpark at busy times.
- Use ICT packages e.g. premises management system, Microsoft Office, email and internet.
- To be aware of the main health and safety issues specific to the school and how they relate to students, staff, visitors and contractors.
- Appreciate and support the role of other professionals.
- To work flexibly to meet the changing needs of the trust.
- Be aware of and comply with policies and procedures relating to child protection, safeguarding, health and safety, security, confidentiality, and data protection, reporting all concerns to an appropriate person as soon as they arise.

- Attend events or meetings out of normal working hours as required.
- Undertake other tasks as reasonably requested by the Headteacher / School Business Manager.
- Follow school ethos and values of happiness, honesty, friendship, respect and learning.
- To keep professional knowledge up to date by attending briefings, undertaking training and keeping abreast of DfE requirements, legislation and procedures.

Caretaker
Person Specification

CRITERIA	**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:
ESSENTIAL	**DESIRABLE**
• GCSE Maths and English at Grades C or above (or equivalent). • Proven experience of building maintenance. • Proven experience of building security duties, including alarm setting. • Proven experience of supervising the work of others for example cleaners and contractors. • Experience of working within a team. • Understanding of health and safety legislation and good practice in relation to cleaning and facilities management.	• Recognised qualification in building maintenance, construction or engineering (City and Guilds or equivalent). • Experience of working in a similar role in a school / academy.

CRITERIA	**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:
ESSENTIAL	
• Ability to carry out manual handling and other physical tasks. • Ability to plan and prioritise a range of regular and irregular tasks and use own initiative to analyse situations and devise solutions. • Flexibility to adapt to changing workload demands and new challenges in the school. • Ability to work outside standard hours to accommodate the needs of the school. • Commitment to the protection and safeguarding of children and young people.	

CRITERIA	**Personal style and behaviour:** In their statement of suitability and during the selection process, candidates will explain how they have they demonstrate their personal style and behaviour:
ESSENTIAL	
• Be pleasant and approachable with a friendly manner. • Have the ability to communicate with a wide variety of people. • Be self-motivated, with the ability to work on their own initiative. • Be a team player.	

"Leaders provide all pupils, including those with SEND, with an ambitious and well thought out curriculum. Leaders have continued to improve and refine the curriculum that pupils experience. Pupils develop a rich body of knowledge as a result.

Ofsted Report,
March 2023.

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Unsworth Primary School
Blackley Close
Unsworth
Bury
Lancashire
BL9 8LY

0161 766 4876

enquiries@unsworth.oaklp.co.uk

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