

# Shevington High School

## Caretaker Part-time

### Application Pack



Through our values and personalised approach to learning we expect students to achieve the highest academic excellence, recognise opportunities, have a positive view of challenges and dare to think in new ways - to be creative - and realise that *"life is what you make it!"*

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***Life is what you make it!***

## Ofsted 2022

*“Leaders and governors are ambitious for all pupils. They have a clear vision for the school. They have been innovative in how pupils make use of information technology in their learning.”*



# WELCOME TO OUR SCHOOL

## Message from the Headteacher

Shevington High School is a vibrant and inclusive learning community, where we ensure that every student has a personalised journey toward success. At Shevington, we are committed to providing a safe, supportive and challenging environment for our students that presents opportunities for academic and personal growth.

Our dedicated staff work tirelessly to offer a broad and balanced curriculum, enrich students with extra-curricular opportunities and provide outstanding pastoral care. Our teachers are researchers, ensuring they are at the forefront of educational ideas and pedagogy. This establishes disciplined, ambitious and inclusive classroom environments that promote excellence for our students.

We are very proud of our strong sense of community, where respect is at the heart of how we treat every member of our school. We are committed to working closely in partnership with parents and carers, understanding that together we can provide the best support for our young people.

Please explore our website for further information and insight to our school website and I hope you get a sense of what makes our school truly unique.

**Mr J Bennett**

**Headteacher**

# CARETAKER

25 hours per week, full year  
(Flexible day shifts to include early morning/late evening/occasional weekend work)

Salary: Grade 3 (scp 3-5)  
£16,234 - £16,750 per annum  
£12.45 – £12.85 per hour

Required as soon as possible.

Many thanks for your interest in the above post. I hope you find the information useful in making a decision about your application to Shevington High School.

This is a highly successful School, which is totally inclusive. We pride ourselves on the delivery of high-quality teaching, which enables all of our pupils to learn effectively. All of our staff, both teaching and associate, are valued and respected as true professionals.

We are seeking to appoint a committed Caretaker to assist with general repairs, maintenance and security of the school site. Duties will include carrying out minor repairs and decorating, overseeing cleaning of designated areas, health and safety monitoring, operating heating plant, cooling and lighting systems, stock control, waste collection and a porter service.

Candidates will be adaptable with the ability to respond to emergency situations and also assist with first aid when required, being willing to undertake relevant training. The post holder will also be required to drive the school minibus.

The successful candidate will have experience of building maintenance and be willing to work occasional weekends and late evenings.

The school reserves the right to interview and appoint this position ahead of any advised application closing date should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

(As part of the shortlisting process we will carry out an online/social media search as part of our due diligence on the shortlisted candidates as per guidance from Keeping Children Safe in Education 2023).

Application forms to be returned to Mrs L Thompson [lthompson@shevingtonhigh.org.uk](mailto:lthompson@shevingtonhigh.org.uk) or direct to the school office for the attention of Mrs L Thompson



## Job Description - Caretaker (Level 3)

<b>Job purpose:</b>	To undertake general maintenance and/or gardening and/or security duties as directed on school premises and sites		
<b>Reporting to:</b>	Senior site staff / School Business Manager		
<b>Responsible for - Staff</b>	NA		
<b>Liaising with:</b>	Headteacher, senior site staff, other teaching staff		
<b>Grade of post:</b>	G3	<b>Gauge ref:</b>	A23303
<b>Disclosure level:</b>	Enhanced		

<b>Job Outline</b>
<ul style="list-style-type: none"> <li>• To maintain the security of the school premises by securing entrances (locking/unlocking), exits and areas, reporting potential security breaches.</li> <li>• To carry out minor repairs not requiring a contractor e.g., changing light bulbs, unblocking drains, basic plumbing, painting.</li> <li>• To assist with regular routine health and safety checks e.g., fire alarms, water sprinklers, legionnaire testing.</li> <li>• To undertake gardening duties within the school site as required/directed and contribute to the development of a gardening maintenance procedure.</li> <li>• To operate the heating plant, cooling and lighting systems.</li> <li>• To ensure lights and other equipment are turned off as appropriate.</li> <li>• To undertake cleaning duties including graffiti removal, litter picking, collection and assembly of waste for collection.</li> <li>• To undertake emergency cleaning duties/activities e.g., spillages and to maintain a safe, clean and orderly learning and working environment e.g., gritting.</li> <li>• To be the main key holder on occasions and attend to call outs outside of normal working hours.</li> <li>• To provide access to the school site out of school hours as requested.</li> <li>• To provide a portorage service around the school and assist with receipt, distribution, collection and despatch of goods.</li> <li>• To undertake basic record keeping as directed.</li> <li>• To refill and replace consumables for example soap and towels.</li> <li>• To ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the appropriate person.</li> </ul>

- To drive the school minibus/other vehicle either during or outside of normal school hours if required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

#### **Other Specific Duties**

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

#### **Health and Safety Training**

To undertake Health and Safety Training on areas within your remit.

# Person Specification / Selection Criteria

## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings/grounds and/or gardens to a required standard	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment		D	A, I

## B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it	E		A
Willingness to undertake further relevant training for examples NVQ level 2, COSHH, health and safety at work	E		A, I

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of COSHH requirements		D	A, I
Knowledge of health and safety at work regulations for example moving and handling	E		A, I

## D. Personal Skills, Abilities and Competencies

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

	Essential	Desirable	Source
Ability to use a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		I
Ability to undertake basic DIY as directed	E		A, I
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of maintenance tasks	E		A, I
Ability to respond to straightforward maintenance problems	E		I

## E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

# How to Apply

1. Read carefully all the information about this post.
2. If you have any questions, please do not hesitate to telephone or email Mrs L Thompson, PA to Headteacher/Office Manager on email [lthompson@shevingtonhigh.org.uk](mailto:lthompson@shevingtonhigh.org.uk).
3. Complete the application form as fully as possible.

If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential.

It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.

Send your completed application form by email (if downloaded from our website) to [lthompson@shevingtonhigh.org.uk](mailto:lthompson@shevingtonhigh.org.uk) or through the post to: Mrs L Thompson, Shevington High School, Shevington Lane, Shevington, Wigan, WN6 8EF