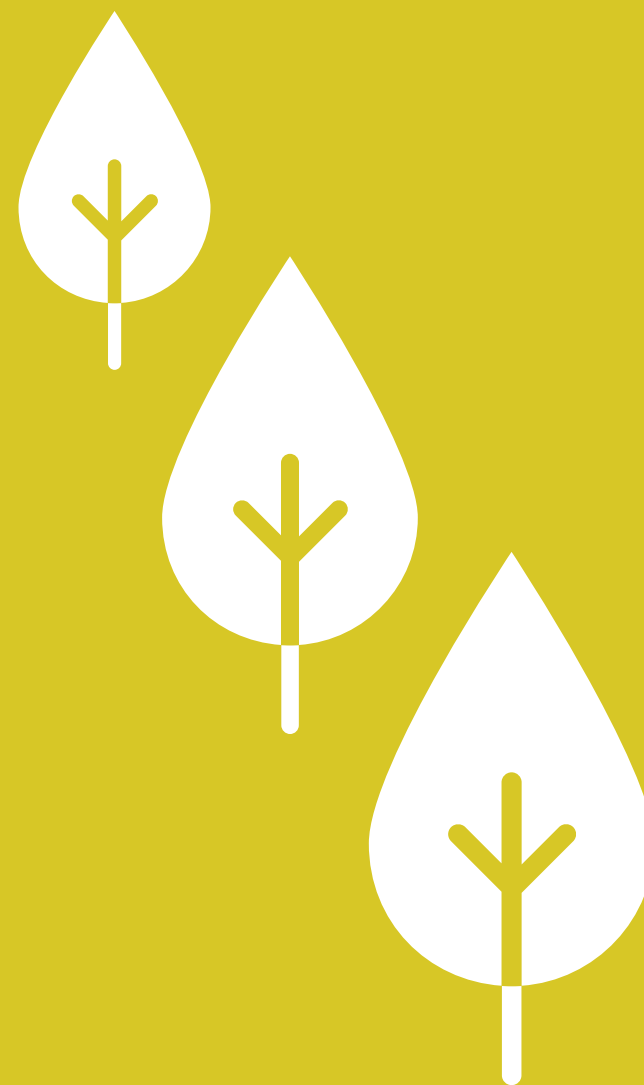


Lower Heath CE Primary School 

part of the Marches Academy Trust

CARETAKER RECRUITMENT PACK

October 2024



Meet our Headteacher



Helen Reynolds

Headteacher

Welcome to our school. Our mission is to enable young people to be successful, creative, lifelong learners participating in a journey of self-discovery through the Trust vision of 'achievement through caring'.

The school has been through a period of transition and change, setting us up to now move forward ensuring our students have access to a first-class education.

We are working with our community and look to strengthen these relationships over the coming months and years. It is our belief that all children have the right to a great education, full of opportunities and new experiences that fit hand in hand with traditional values around behaviour, manners and respect.

We are committed to providing a rich and varied curriculum that finds the talent in everyone. It is our aim to develop a love for learning so that our young people are driven to seek educational experiences that both inspire and challenge them as they progress throughout the school, and beyond.

Job description



Post title

Caretaker



Salary

Grade 4 £11.98 per hour



Hours of work

5 hours per week, term time only.



Post status

Fixed Term in the first instance

We offer

- An enthusiastic and supportive team of staff, parents and governors
- Commitment to high levels of Health and Safety
- Flexible working hours to suite family life
- A core belief in staff wellbeing and work life balance for all, evidenced in policy and practice.
- Benefits including funded counselling, physiotherapy and GP and other medical support.

Purpose

To support in the day-to-day maintenance and operation of the school site, ensuring its safe and efficient use at all times by students, staff and visitors.

Any questions in regard to the role can be raised with Mrs Reynolds, ahead of the closing date: helen.reynolds@low.mmat.co.uk

Responsible to:

- Operations manager / Lower Heath Headteacher

Outline of role:

- To identify and fulfil repair and maintenance activities required to maintain the safety, order and accessibility of the Lower Heath School site.

Main duties:

Security:






To be responsible for the security and safety of the school buildings, grounds and contents

- Carry out security checks, request that visitors without permission to be on site are asked to leave and to call police for assistance if required.
- Carry out regular site checks to monitor safety of site and action any repairs required to make this so





Site Maintenance:

- To remove litter, grit, broken glass etc. from hard surfaces, playing areas, car parks and all other school premises, as necessary. Empty all external litter bins and maintain a clean refuse bin area.
- To ensure all drains, gutters and gullies are free flowing and clean and to immediately report any matters which you are unable resolve to the Headteacher.
- To fulfil portage duties around the site, to include the delivery and distribution of supplies, transportation of furniture and equipment and the making ready and thereafter clearing of rooms for particular activities.
- To undertake minor repairs, refurbishment (including painting and decorating), maintenance and cleaning as required and report any unresolved matters.
- To ensure that all areas are kept safe from hazards and in particular that passageways and corridors leading to emergency exits are kept clear of chairs, cupboards and other objects which would obstruct proper access.
- To ensure that the main entrances and paths are clear of snow and apply grit and salt in winter.

Person specification

	 Essential	Desirable 
 Qualifications and training		<p>5 GCSE's or equivalent, including English and Maths</p> <p>Qualifications demonstrating a practical aptitude</p>
 Experience	<ul style="list-style-type: none"> Has experience of maintenance, repair work and DIY 	<ul style="list-style-type: none"> Experience working in an educational setting or other relevant environment Experience of working within the building trade Working knowledge of Health and Safety rules
 Knowledge		<ul style="list-style-type: none"> IT / Computer literate

Person specification

	 Essential	 Desirable
 Skills 	<ul style="list-style-type: none"> • Ability to undertake repairs to furniture, equipment and premises both internally and externally • Ability to undertake repairs to furniture, equipment and premises both internally and externally • Ability to communicate effectively with students, staff and visitors • Ability to work unsupervised • Ability to respond flexibility as needs arise 	
Personal qualities	<ul style="list-style-type: none"> • Good interpersonal skills along with the ability to communicate with people at different levels • Physically fit, able to lift, carry and tackle tasks at height or in enclosed areas • Good health and record of attendance • Effective team player • Hardworking, committed, personable, cheerful, discreet and confident 	<ul style="list-style-type: none"> • Stamina and capacity for physically demanding work

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour, and
- Attitudes to use of authority and maintaining discipline

Welcome from the CEO



This is a high achieving Trust that is imaginative and creative in its approach to teaching and learning and is keen to look for continued sustained improvement.

Our vision 'Achievement through Caring' is central to all that we do at The Marches Academy Trust. Our schools are, innovative and striving to ensure that young people make the very most of their learning adventure and are equipped with the skills required to prosper in the modern world.

We are immensely proud of the Alliance of Leading Learning who provide a wide range of professional development opportunities across our Trust, nationally and internationally.

Sarah Finch

CEO

The Marches Academy Trust

Our family of schools currently includes:

- The Marches School and Sixth Form in Oswestry
- Sir John Talbot's School and Sixth Form in Whitchurch
- Tilstock CE Primary School and Nursery in Whitchurch
- The Grove School and Sixth Form in Market Drayton
- Lower Heath CE Primary School and Nursery in Lower Heath
- Shrewsbury Academy in Shrewsbury
- Longlands Primary School and Nursery in Market Drayton
- Grange Primary School and Nursery in Shrewsbury
- Oakmeadow CE Primary School and Nursery in Shrewsbury
- Woodlands School in Wem
- Idsall School and Sixth Form in Shifnal

Meet our Chair of Trustees



Alex Fry

Chair of Trustees

Thank you for your interest in this role.

The Trust is looking to appoint an individual to build on our Trust's current strengths and achievements.

As a thriving Trust serving over 6,000 students and their families in Shropshire, this a pivotal role in driving continuous improvement across our schools and will contribute to our vision of 'achievement through caring'.

Collaborative working with other schools in our Trust offers many benefits for students and staff; sharing best practice in teaching and learning, curriculum collaboration, extracurricular opportunities, staff development, finance and human resources, legal services, school improvement structures and governance arrangements.

We hope that the opportunity to shape the work of our schools and their staff to harness their professional expertise, with the goal of securing excellent outcomes, is one you would relish.

The prospect of this role goes beyond the immediate job description. The successful candidate will influence and help shape the strategy of the Trust,

have the opportunity to support our ITT provision, support leadership development and career paths as well as drive efficiencies across our schools.

For the right individual, this is an exceptional opportunity. The right candidate will have no better chance of working with wonderful students, super staff and shaping our Trust into the future.

Our Trust Vision Statement and Values



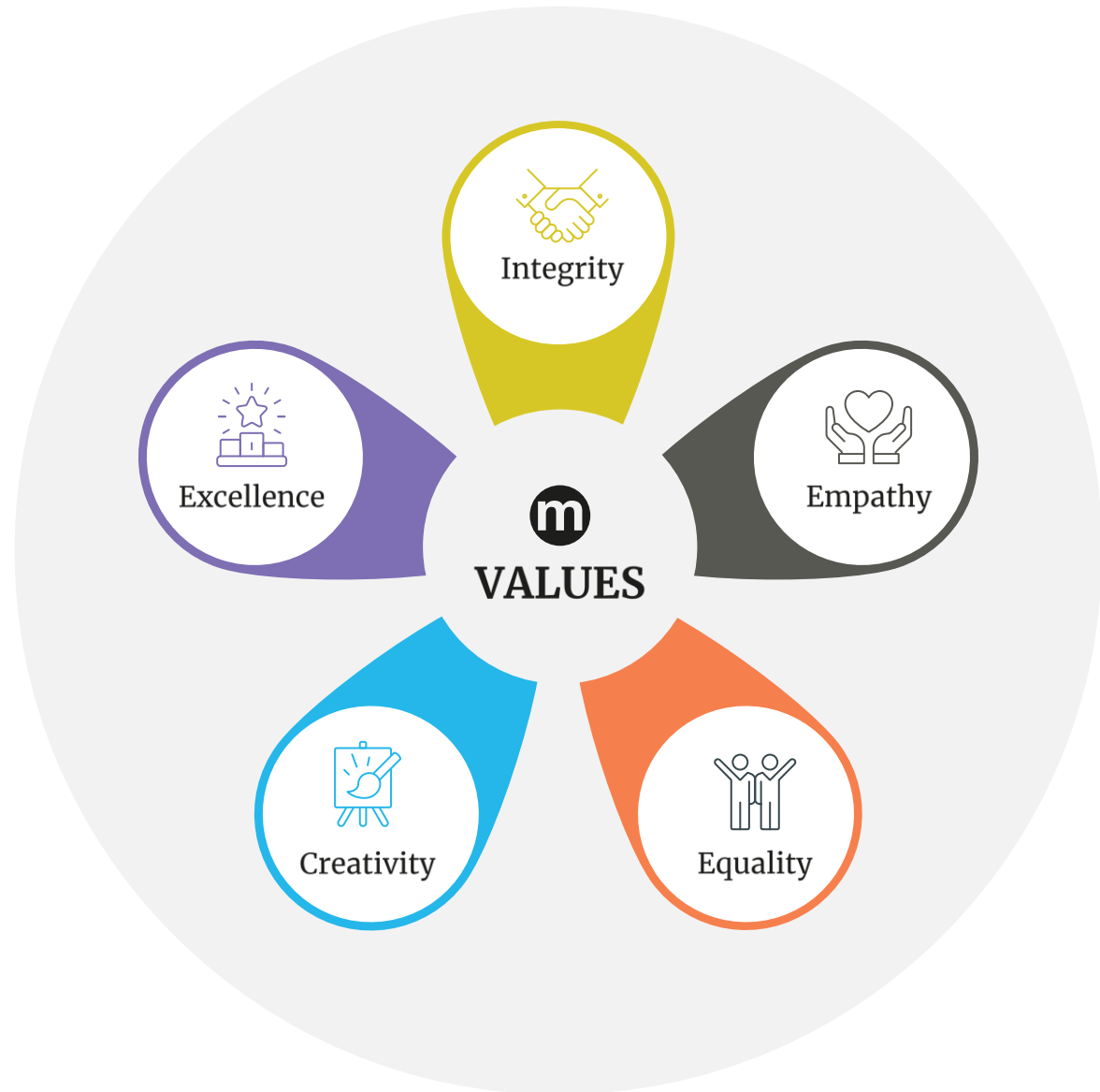
Our Vision

Achievement through caring



Mission Statement

As a Trust, it's our mission to empower everyone in our Trust and our communities to live and breathe our values and Achievement Through Caring, to reach their full potential.



Our investment in you

We really care about employee wellbeing and our commitment is set out in our Wellbeing Policy and Charter. This commitment is underpinned by our four pillars of wellbeing;

Emotional

Some examples include a robust induction programme, Trust newsletter, professional performance reviews (appraisal) and line manager check-in meeting. We have clear policies and procedures relating to all aspects of your employment and we carry out an annual well-being survey to gauge the health of our staff.

Physical

We are blessed that our schools are located in beautiful Shropshire market towns and /or rural locations. We can offer discounted local gyms and onsite facilities in our secondary schools.

Financial

We offer membership to two great pension schemes; Local government pension scheme and Teachers' pension scheme. Our terms and conditions are aligned to Burgundy Book & School Teachers Pay & Conditions Document (teachers) and NJC Green Book (associate staff). We also recognise continuous service for sickness, maternity and annual leave entitlements for those transferring under the Redundancy payments (local government) Modification Order (RPMO).

Social

Encouragement of great working relationships and sense of belonging through team building events, PD days, end of term events and Trust Awards evening.

Generous
non-contact
time for
staff

Wellbeing Offer

We are delighted that our wellbeing offer includes access to a free confidential medical and wellbeing service with School's Advisory Service (SAS) for all staff. Services available include counselling, bereavement counselling, physiotherapy, menopause support and stress awareness sessions. We encourage staff to utilize SAS in seeking out preventative and early intervention by making support easily accessible for all!



Bits you need to know

The Marches Academy Trust values each person equally. We are committed to building a diverse team and embedding a welcoming, inclusive culture that encourages diversity and authenticity. We believe this will encourage creative ways of thinking – ensuring we collaborate more effectively and achieve better outcomes. We welcome applicants from all qualified candidates who share this commitment.

Everyone within our Academy Trust shares the objective to help keep children and young people safe by contributing to:

Providing a safe environment for children and young people to learn in an education setting and identifying those who are suffering or likely to suffer significant harm, taking appropriate action with the aim of ensuring they are kept safe both at home and within the education setting and we expect all staff to share this commitment. Shortlisted applicants will be asked to declare any criminal convictions and will be subject to online checks. The successful applicant will be subject to an enhanced DBS check.

“This post is exempt from the Rehabilitation of Offenders Act 1974 and as such all applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.”



Apprenticeships

At the Trust, we believe in 'growing our own'. We are fully committed to supporting our staff to develop to reach their full potential. We have several staff currently undertaking apprenticeships in a range of areas. If this is something that appeals to you, please speak to us about the opportunities available.

Lower Heath CE Primary School and Nursery
Lower Heath
Prees
Whitchurch
Shropshire
SY13 2BT

T. 01948 840524
E. admin@low.mmat.co.uk