

CARETAKER

RECRUITMENT PACK

November 2024



Meet our Headteacher



A handwritten signature in black ink, which appears to read 'Jafaym'.

Headteacher

Welcome to our Woodlands family! I am thrilled that you are considering joining us to work alongside our dedicated staff and wonderful pupils. Let me tell you about Woodlands and our story so far.

Woodlands is a specialist provision catering for children and young people aged nine to sixteen who have Special Educational Needs (SEN), specifically Social, Emotional and Mental Health needs (SEMH). We provide education for up to 84 children and young people with EHC plans on a non-residential basis.

“This is a happy school where staff and pupils get along well and staff want the very best outcomes for pupils.” This is what Ofsted found when they recently inspected us and we are so proud that our report reflects our commitment to our children and young people, and to their families. This is a great place to work where the words “life changing” really apply to what we do. Staff are well supported, and wellbeing is not a buzzword but a meaningful outcome we want for all our staff.

There is a thread that runs through our history of being a school that supports vulnerable pupils who have often experienced trauma in their backgrounds, be that adverse childhood experiences or educational trauma before they found their way to us. In the 1940s this building was a school for Jewish Kindertransport refugees. Anna Essinger, who brought a whole school here from Nazi Germany, created a place where children felt safe and accepted and were able to learn. We want the same for our pupils today.

We believe in this approach, where high expectations are

combined with high support and a “we know you can, and we will help you” attitude, will help our children and young people achieve what we know they are capable of. As a result, Ofsted judged our Behaviour and Attitudes as “good” as well as our Personal development, testament to the bespoke support we give to each of our children and young people who consequently feel understood and valued by the adults who support them.

Our curriculum is broad, balanced and ambitious. We provide a strong academic curriculum to GCSE / Level 2 and additionally a bespoke approach through our ‘Oaks’ provision, which includes elements of the academic curriculum and also vocational learning both in school and off-site. The curriculum is centred around the needs of the child or young person set out in their Education, Health and Care Plan and is reviewed frequently.

Our ultimate aim at Woodlands is to prepare our young people for adulthood and enable them to take their next steps knowing they have the skills for independent living and the knowledge and understanding to become healthy adults who can access employment and engage positively with their communities.

More than this even, we want them to feel loved and cared for and replace their feelings of educational failure with the experience of what success feels like, knowing that they are unique and valued and can take that belief out into the world with them when they leave us.

Job description



Post title

Caretaker



Salary

Grade 5 - £23,893



Hours of work

37 hours per week
Year round working



Post status

Permanent

We offer

- ❑ A supportive environment with an experienced team where you will be invested in and valued
- ❑ A varied and exciting role – building relationships with a range of colleagues across the Multi-Academy Trust
- ❑ A varied day with different experiences and challenges
- ❑ A Talent Pathway that offers you continued professional development and learning for you as an individual

Why this role above others?

Come and make a difference to the life chances of our young people.

Woodlands is a special school for pupils who have social, emotional and mental health needs. We are proud of the high expectations and aspirations we set for every child and young person, providing an inspiring environment where everyone can learn and achieve.

We provide ambitious and exciting opportunities through well-designed and individualised curriculum packages.

You will be part of a highly effective, supportive team who readily share best practice amongst the team.

You will find each day rewarding, making the difference, and providing support and nurture for children and parents alike.

You will join us in celebrating success and encouraging all our young people to develop broader life skills, investing in them as a whole child.

We are incredibly proud of the achievements of all our pupils and trust that you will feel the same as we work together to ensure the successful future for them.

Any questions in regards to the role can be raised with Lisa Dugmore ahead of the closing date:

Lisa.Dugmore@wdl.mmat.co.uk

Responsible to:

The post holder reports to the Business Manager

Outline of role:

To work under the direction and instruction of senior staff to provide routine cleaning and/or caretaking tasks to support the effective operation of the school.

Main duties:

Security and Safety

- Unlock and secure premises at agreed times and maintain the key(s) in their possession for emergency call-out
- Check that the heating and lighting systems are operating satisfactorily and checking their efficiency regarding energy conservation
- Check fire and/or security alarms are working satisfactorily
- May be required to assist with fire evacuation and lock down procedures
- Ensure that premises are in a safe, tidy, and satisfactory condition prior to use. In the morning this will normally require attendance until a member of staff arrives.
- Maintain vigilance for Health and Safety concerns in and around the building including checking ^[L]_{SEP} outside area for syringes, broken glass etc. and disposing appropriately

Maintenance and Cleaning

- Dispose of such waste materials arising from the use of the premises as are not covered by alternative arrangements
- Replace such consumables on the premises in appropriate locations as are not covered by alternative arrangements, e.g., toilet rolls, soap, towels, etc.
- Clean designated areas not covered by alternative arrangements, e.g., outside areas, car parks, drains, boiler house, stores etc. This may include cleaning up after contractors during school closure periods
- To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, and clean up spillages as required
- In the event of a burst or leaking water pipe, the water supply should be turned off, spillage removed, and furnishings cleaned
- Remove spillages and resultant stains from floors and other surfaces
- Carry out the removal of debris from gullies, drains etc. and that the school and ground are litter free. Litter bins are to be emptied and the contents disposed of daily
- Ensure clear and safe pedestrian access to the school particularly in adverse weather conditions (e.g., snow clearing, gritting)

Plumbing

- Unblocking sinks, traps, and waste pipes
- Adjustment and re-washing of taps
- Stopping leaks

Minor Repairs

- Minor repairs to include minor plumbing, joinery, electrical work and internal decoration and maintenance, e.g., replacing door handles, replacing light bulbs/plugs with appropriate training
- Minor plant maintenance in accordance with agreed working practices, e.g., lubrication of heating pumps as appropriate
- Painting and Decorating
- Temporary making good of colour wash e.g., when cabinets are moved, and the blotting out of graffiti
- Making good paint work e.g., touching up scratch damage. To undertake repairs, projects, and redecoration tasks as appropriate

Resources

- General portage and collection activities as required including setting up and clearing away furniture
- To attend to, where necessary, personnel visiting the site such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post-holder's area of responsibility
- Attend to the replacement of paper towels, toilet rolls and soap in toilets and teaching areas, e.g., Technology, Science, Art, and Craft
- Carry out tasks of a specialist nature, e.g., an annual Fire Risk Assessment, etc. and report to the school's senior member of staff

Joinery

- Minor repairs to fixtures and fittings such as replacing locks
- Minor repairs to furniture, replacing door and window catches
- Minor improvements such as the erection of small shelves, display and notice boards
- Advice, and/or undertake, where appropriate renovation projects

Support to School

- Promote and safeguard the welfare of children and young persons you are responsible for or encounter
- 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, support 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
- Assist with pupil needs as appropriate during the school day

Health and Safety

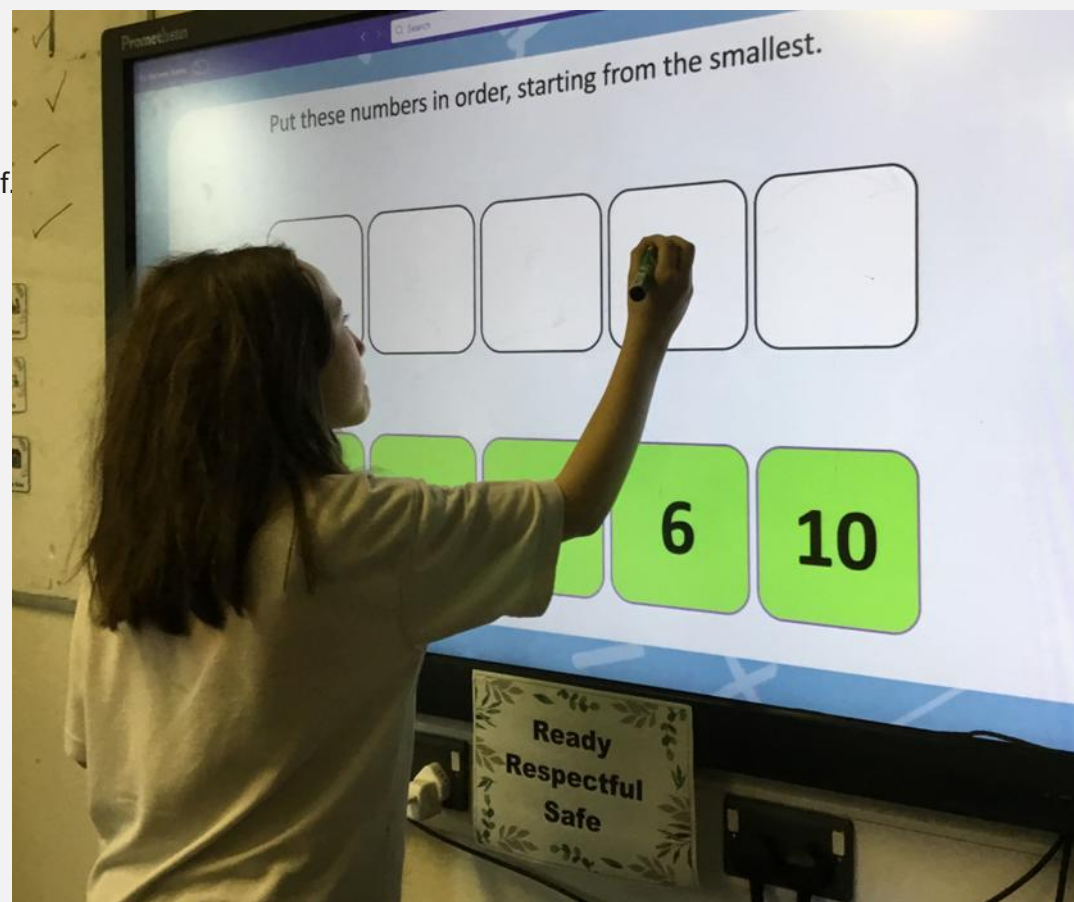
- The post-holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to.
- Site Staff are expected to be smart in appearance and dress.

Developing self and leading others:

- To take responsibility for own professional development including maintaining an up to date knowledge of developments and related legislation including engaging fully in performance management of self.
- Contributing to effective staff induction and professional development
- Managing own workload, providing support where necessary and delegating where appropriate
- To ensure that professional duties are fulfilled, as identified in regular line management meetings and appraisal meetings.

In addition to the above all Marches Academy Trust staff are required to:



- Adhere to policies and procedures, including Equality and Diversity and Health and Safety.
- Respect confidentiality: all confidential information should be kept in confidence and not released to unauthorised persons.
- Undertake appropriate training and development as required.
- Participate in the Performance Review Cycle.
- Ensure positive effective working relationships with the school teams, stakeholders and partners.





Objectives and outcomes:

- To be agreed with the successful post-holder once appointed.
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may have opportunities to work in other schools within The Marches Academy Trust.

Person specification

	Essential	Desirable
Work and related Experience 	<ul style="list-style-type: none"> • Experience of working in a security, safety, cleaning or maintenance environment • Ability to plan and organise effectively 	<ul style="list-style-type: none"> • Experience of working in an educational setting or other relevant environment • Health & Safety COSHH, IOSH
Knowledge 	<ul style="list-style-type: none"> • Able to show a knowledge of other trades e.g. carpentry, plumbing • Working knowledge of health and safety codes of practice/legislation • Good understanding and ability to use specialist equipment / technology 	

Person specification

	Essential	Desirable
Skills & Abilities 	<ul style="list-style-type: none"> • Ability to work constructively using own initiative in the absence of senior staff • Able to work effectively within a well-established team • Prepared to work shift patterns, additional and / or unsociable hours as required to complete tasks • Able to apply practical skills and / or building experience • Physically fit, able to lift, carry and tackle tasks at height or in enclosed areas • Able to train, supervise and develop staff 	
Personal Qualities 	<ul style="list-style-type: none"> • Able to tackle difficult situations / individuals and resolve issues • Ability to get on with people at all levels • Ability to relate well to children and to adults • Reliable, honest and trustworthy 	

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviour, and

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.

Who we are



Welcome to the Marches Academy Trust!

We are a multi-academy sponsor based in Shropshire, currently comprising five secondary schools, five primary schools and one special school.

Across our Trust we have a wealth of experience to inspire and motivate children, young people and staff to be the very best they can.

Achievement Through Caring drives our Trust, and our values are shared throughout our family of schools; we work together on embedding them in everything we do.

Our Trust prides itself on delivering high quality education and connecting with our children and young people to inspire and enthuse them to learn, achieve and to be happy.

Check out our video:

<https://youtu.be/RxuP4WDUM88>

Interested? Here's how to apply:

[Search for Jobs \(webitrent.com\)](https://www.webitrent.com)

The closing date for applications is:

Friday 29th November 2024

Interviews will take place

week commencing 2nd December 2024

The Trust is committed to safeguarding and promoting the welfare of the children in our care and expect all staff to share this commitment.

A core belief in staff wellbeing and work life balance evidenced in policy and practice

Our Trust Vision Statement and Values



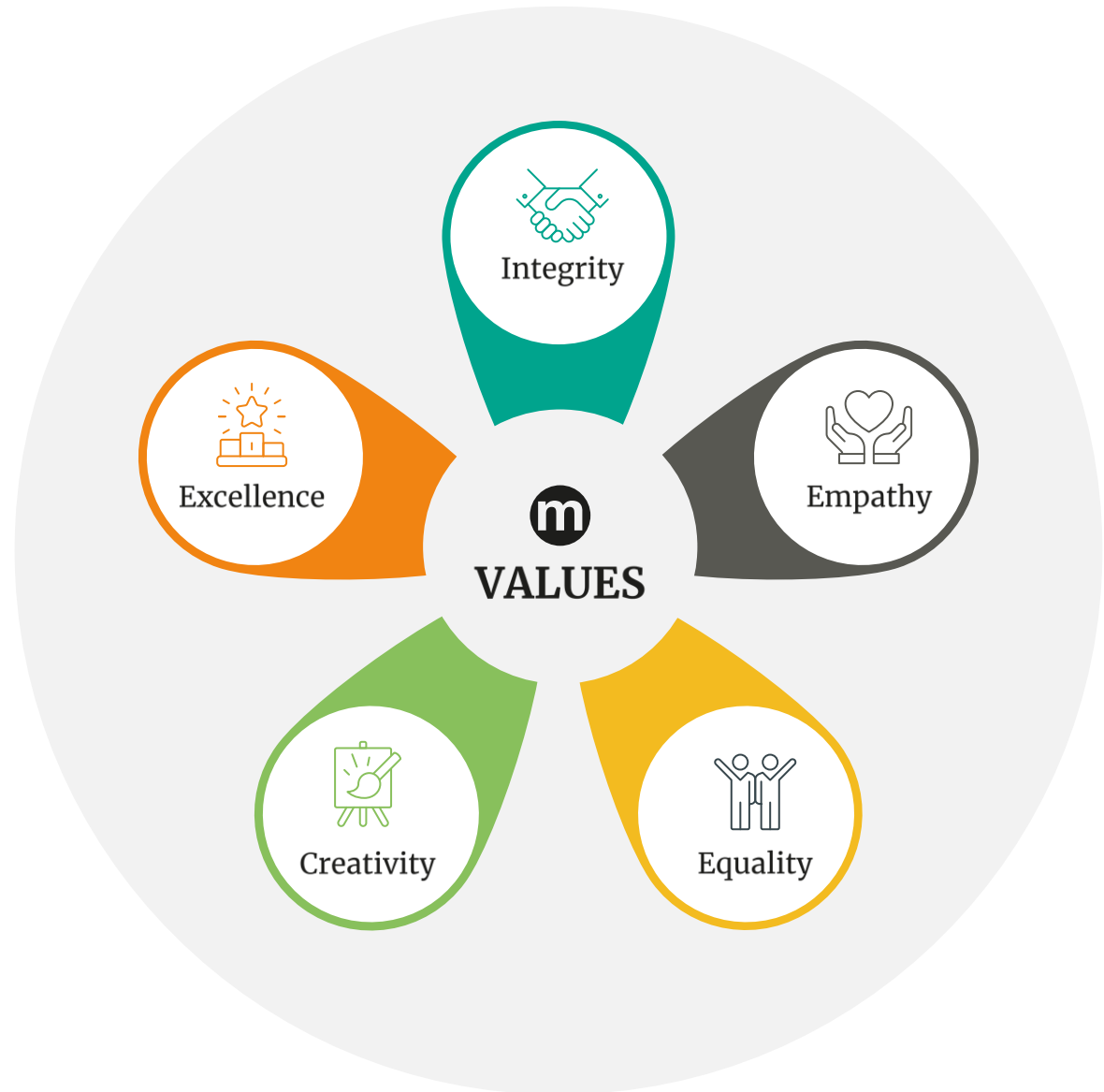
Our Vision

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

Talent Spotting our Future Leaders

Our Talent Pathway supports the professional development of staff within the trust. We identify leadership talent and leadership needs for future succession planning – ensuring relevant and practical leadership development opportunities for staff.

Our talent management programme and our Career Development Pathways provide a framework for the discussion of your leadership journey and the professional learning you can access along the way.

Talent Contract

The Talent contract is a promise; a covenant between yourself and the trust that the Trust will do its' very best to support and develop you professionally. The Contract describes a variety of Professional development opportunities and encourages you to identify and pursue your training needs.

We believe successful creative lifelong learners participate in a journey of self-discovery. They know how to learn, acquire skills and feel safe to take risks with confidence and courage.



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!



We are a school led inclusive partnership representing all phases and school contexts nationally and internationally. Our core team at The Marches Academy Trust have trained over 400 ITT and over 150 School Direct students; we have also led the professional learning of over 5,000 educational leaders and governors.

We deliver the DfE National Professional Qualifications, and we actively encourage our staff to complete an NPQ programme at their earliest opportunity.

We also talent spot, from within our Trust team, colleagues who want to share their expertise and enhance their experiences by becoming an Improvement Consultant.

Supporting schools, departments and individuals across the Trust and also external schools.

Embracing all our work is the unique Professional Learning Conference we host each year which continues to inspire school colleagues nationally.

In joining The Marches Academy Trust you have direct access to an outward facing large group of outstanding schools across the West Midlands and beyond.

Quite simply we want to ensure the right expertise exists to enhance a self-improving system and impact learners, leaders and schools to drive continuous improvement.

You will be part of this success story as a member of our team; and on starting your new post you will also be starting your learning journey - with all the benefits of being part of a large and successful Trust with exemplary partnerships nationally and internationally.



We hold true to delivering current, inspirational training that has real impact back in the workplace. Most importantly our participants confirm in countless testimonials that we invest in their leadership journey.

Cavelle Priestley-Bird, Executive Director of People and Development)

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.”



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