

# SACRED HEART CATHOLIC PRIMARY SCHOOL

## Caretaker Application Pack



Closing Date: Wednesday 24<sup>th</sup> April  
2024 - midday

Interview Date: w/c Monday 29<sup>th</sup>  
April 2024



# Welcome to Sacred Heart

Thank you for considering Sacred Heart Catholic Primary School, Thornton. The Governors, staff and children at Sacred Heart Catholic Academy are looking to appoint a Caretaker to join our team. At present, we have 208 children on roll aged between 4 and 11 within our School.

Our collective goal is to endow a lifelong love of learning in all our students following the life and teaching of Jesus Christ. We strive to develop the intellectual, emotional, physical and spiritual aspects of the child with the values of the Gospel underpinning all aspects of school life. The Caretaker is a key member of the staff team who makes a huge contribution to the smooth and efficient running of school maintenance and security.

You will have experience preferably in a school caretaking environment and must support the Catholic ethos of the school.

More details of our school can be found at <https://www.sacredheart-primary.co.uk/>

Potential candidates are welcome to visit the school before submitting an application.

Please contact the school office to arrange an appointment. As an equal opportunities employer, we welcome applications from all sections of the community.

Mr Paul Eaton

Headteacher

*We look forward to receiving your application*



"Love one another  
as I have loved you"

JOHN 15:12

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Caretaker at Sacred Heart Catholic Primary School. Sacred Heart is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

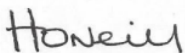
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely,



Helen O'Neill  
Chief Executive Officer



# Trust Schools



Christ the King  
Catholic  
Academy



Sacred Heart  
Catholic  
Primary School



St. Cuthbert's  
Catholic  
Academy



St. Kentigern's  
Catholic  
Primary School



St. Mary's  
Catholic  
Academy



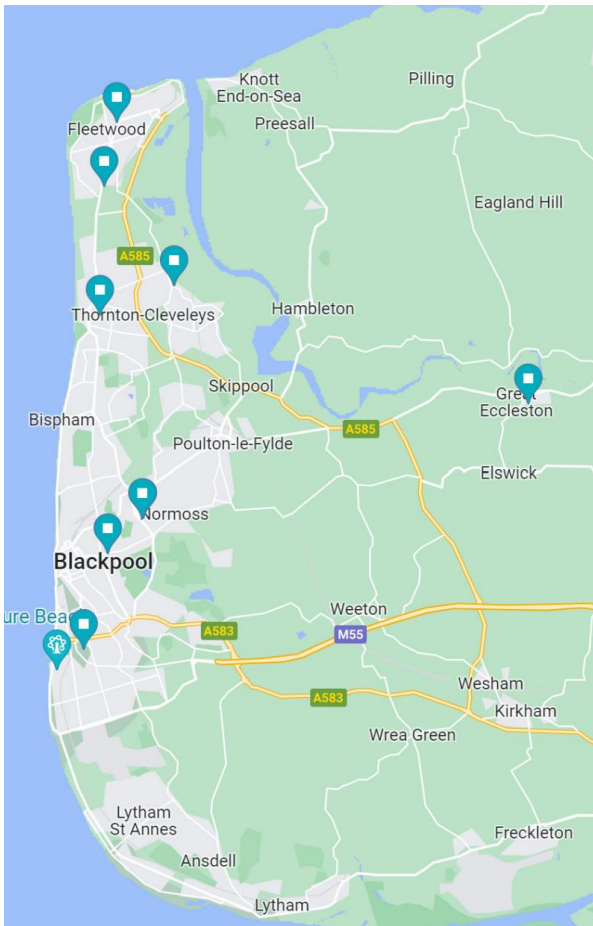
St. Mary's  
Catholic  
Primary School



St. Teresa's  
Catholic  
Primary School



St. Wulstan's &  
St. Edmund's  
Catholic  
Academy



**Joining 1<sup>st</sup> April 2024:**



**Holy Family Catholic  
Primary School**



**St William's Catholic  
Primary School**

# How to apply

Applicants must complete the CES application form.

Please use the personal statement section of the application form to provide evidence of how you fulfil each requirement listed on the job description and person specification.

Your application should be addressed to the Headteacher, Paul Eaton and can be submitted electronically to the Office Manager, Vicky Porter: [bursar@sacredheart-thornton.lancs.sch.uk](mailto:bursar@sacredheart-thornton.lancs.sch.uk)

We will acknowledge receipt of your application.

Sacred Heart Catholic Primary School  
Heys Street  
Thornton Cleveleys  
Lancashire  
FY5 4HL

Tel: 01253 821392

School website: <https://www.sacredheart-primary.co.uk/>

[office@sacredheart-thornton.lancs.sch.uk](mailto:office@sacredheart-thornton.lancs.sch.uk)

[bursar@sacredheart-thornton.lancs.sch.uk](mailto:bursar@sacredheart-thornton.lancs.sch.uk)

**Closing date for applications: Wednesday 24<sup>th</sup> April 2024**

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## **Post Details:**

**Grade: C – NJC scale point range 5 – 6**

**Salary: £23,500.00 to £23,893.00 (pro rata)**

**Contract: Permanent**

**Required: Monday 10<sup>th</sup> June 2024**

**Hours: 17.5 per week (3.00pm – 6:30pm Monday to Friday)**

**Weeks worked: All year round – 52 weeks**

# Job Description

## Caretaker 1 / Premises 2

### Purpose of the role (job statement)

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

### Responsibilities:

Key duties:

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times;
2. Keep records relating to maintenance and security;
3. Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately;
4. Handle cleaning materials in line with COSHH regulations;
5. Undertake general portage duties including moving furniture and equipment within school;
6. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site;
7. Maintain and undertake minor repairs to site, furniture and fixtures;
8. Responsible for using and storing equipment and consumables;
9. Operate systems such as heating, cooling, lighting and security (including CCTV and alarms);
10. Receive deliveries to the school site;
11. Collect and assemble waste for collection;
12. Adhere to safeguarding procedures.

Individuals in this role may also:

1. Periodic cleaning of designated areas of the school building and grounds according to instructions;
2. Assist with the maintenance of specialised equipment following training, for example sports / theatrical equipment;
3. Act as a designated key holder, providing emergency access to the school site;
4. Act as school contact in relation to premises related contractors;
5. Organise testing for asbestos and other health and safety procedures;
6. Demonstrate cleaning duties to new or less experienced staff.

### Indicative knowledge, skills and experience

- Requires knowledge of policies, procedures in relation to school security, relevant health and safety regulations, minor maintenance and repairs.

*The above sets out the area of work in which duties will generally be focused and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.*

**NJC GRADE C – SCP 5-6**

# Person Specification

## Caretaker 1 / Premises 2

<u>Requirements</u>	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Basic Numeracy &amp; Literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>• NVQ Level 2 qualification in Caretaking (or equivalent)</li> <li>• Evidence of relevant qualifications</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Commitment to undertaking relevant training and development</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of relevant training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of maintaining buildings / premises and equipment</li> <li>• Experience of undertaking manual tasks (e.g. maintenance, DIY etc.)</li> <li>• Experience of cleaning work</li> <li>• Experience of using cleaning and maintenance equipment / tools, ensuring safe handling and storage</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school / education setting</li> <li>• Experience of co-ordinating premises improvements / building projects</li> <li>• Managing a team</li> </ul>
<b>Knowledge, skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to carry out basic building maintenance / cleaning tasks</li> <li>• Awareness of Health &amp; Safety issues</li> <li>• Ability to manage own workload and prioritise effectively</li> <li>• Basic DIY/Repair skills</li> <li>• Ability to work as part of a team</li> <li>• Good communication skills</li> <li>• Time management skills</li> <li>• Attention to detail</li> </ul>	
<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Act with honesty and integrity</li> <li>• Reliable</li> <li>• Enthusiastic and motivated</li> <li>• Flexible attitude to work</li> </ul>	
<b>Other essential requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and protecting the welfare of children and young people</li> <li>• Commitment to equality and diversity</li> <li>• Commitment to health and safety</li> <li>• Display the Trust values and behaviours at all times and actively promote them in others</li> <li>• Willingness to work occasionally outside of contracted hours</li> <li>• Satisfactory attendance record/commitment to regular attendance at work</li> </ul>	



# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be short listed. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

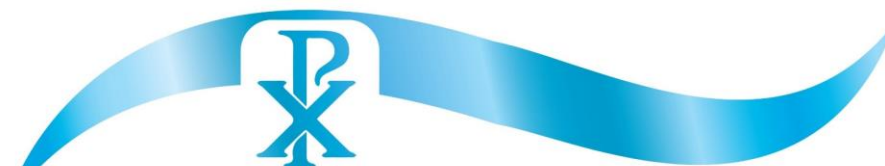
All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**