

## Candidate Information Pack

# Caretaker

*Jesus grew in wisdom and stature*

St James' House, 20 St James Road, Liverpool L1 7BY  
[ldst@liverpool.anglican.org](mailto:ldst@liverpool.anglican.org) | [www.ldst.org.uk](http://www.ldst.org.uk)



## **Our Trust Prayer**

We thank you, God of Love, for the gift of children,  
Bless the work of our Trust, that in all we do  
young people may grow in wisdom and stature,  
and so come  
to know you,  
to love you  
and to serve you  
as Jesus did.

We make this prayer in his name who is God  
with you and the Holy Spirit, now and forever.  
Amen

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# About Liverpool Diocesan Schools Trust

## We believe

Jesus said 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

## We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

## These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

- Collaboration
- Valuing the Local
- Valuing Difference
- Inclusion

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## About St James CE Primary

“Learn, Laugh and Live with the love of God”

Our mission is to see each child reach their full potential within a secure and caring environment. We seek to develop in our children an understanding of the Christian faith. We aim to be a welcoming and stimulating school that has strong links with home, our churches and the wider community.

St James CE Primary is a popular and successful school. As a Church of England school our Christian values underpin all that we do, and we have close links with the local church. We joined LDST in October 2018 to deepen these links and to continue to improve the education we provide to our children to enable them to reach their full potential

Our staff are committed to raising standards for all pupils. They pride themselves on working effectively together and in partnership with parents, to provide a caring and supportive learning environment.

We want children to enjoy their education and develop an enthusiasm for learning. To facilitate this, we take full advantage of our fantastic surroundings including; an adventure trail, and woodland. By integrating these into learning we provide a range of rewarding learning experiences that encourage, challenge and extend the abilities of our children.

We are proud of our school and encourage you to visit our website, which we hope will give you a real insight into what makes us a truly successful and happy school.

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Role Title:	Caretaker
Responsible to:	Headteacher
Grade	4 Permanent/full time
Salary	£18933.00 pa Full Time 37 Hours per week. Salary we be pro rata.
Hours	32 Hours per week – split shift to be confirmed with the Head Teacher.

### Role Purpose

Undertake the direction of the Supervisor and in certain instances the Head Teacher, the Caretaker will be responsible for the care and security of the premises.

The Caretaker will ensure that the school operates effectively and will provide the necessary support in accordance with their responsibilities and instructions.

The Caretaker will comply fully with all Health and safety requirements at all times.

At St James' CE Primary School all staff share a collective responsibility for the education and welfare of pupils. We foster a team approach where colleagues are supportive of each other and of St James' CE Primary School's agreed aims, policies and procedures. We set high professional standards for ourselves, ensuring that we each contribute to the effective running and success of the school.

### Your Duties and Responsibilities:

- ❖ Will be the key holder and will be responsible for the security of the premises including the operation of the fire and burglar alarm.
- ❖ To be responsible for the unlocking and locking of the building at the relevant times as instructed.
- ❖ To report any damage defects to the appropriate person including initiating the repair system and ensuring the contractors carrying out the repairs are advised of the location.
- ❖ To ensure that all caretaking equipment is kept in a clean condition and any defects are notified to the supervisors.
- ❖ To carry out any cleaning duties internally or externally as required by the Head Teacher.
- ❖ To ensure safe and adequate storage of cleaning and other equipment.
- ❖ To check the heating and other energy systems and ensure that they are operated in accordance with the manufacturer's instructions, and that all defects are recorded and reported.

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- ❖ To carry out any portorage duties of whatever reasonable nature, bearing in mind the requirements of the manual handling regulations.
- ❖ To carry out internal window cleaning and external window cleaning at ground floor level.
- ❖ To ensure that the playground/fields are kept clean and free of hazardous materials eg glass, hypodermic syringes etc. To ensure that the areas are clear of leaves, snow and ice to protect children, staff and visitors.
- ❖ To clean and maintain all gullies, traps, inspections chambers and waste pipes.
- ❖ Routine maintenance of the school buildings and grounds by undertaking repair work for example changing light bulbs, erecting shelves, painting, redecorating or minor plumbing.
- ❖ To respond if necessary, in emergency situations during and after normal working hours in accordance with the wishes of the school.
- ❖ To comply with LDST Policies and School Policies, for example relating to child safeguarding and data protection, and contributing to the school ethics as a whole.

This job description is intended to clarify the main duties and responsibilities of the post, but it is not intended to be an exhaustive list of all the tasks undertaken by the post. The jobholder will be expected to carry out such professional tasks as are commensurate with the duties and responsibilities of the post.

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Further Safeguarding policies can be found St James Ce Primary

Candidates should also refer to 'Guidance for safer working practice for those working with children and young people in education settings' which can be found by following the link -

<https://www.saferrecruitmentconsortium.org/GSWP%20May%202019%20final.pdf>

Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

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## Person Specification

Knowledge	E= Essential D= Desirable	Identified by
Knowledge of basic Health and Safety Procedures and Hazards	E	Application form/interview
Skills and Attributes	E= Essential D= Desirable	Identified by
Basic DIT Skills	E	Application form/interview
Ability to organise and prioritise workload for self and others.	E	Application form/interview
Ability to communicate with children, staff and public at all levels.	E	Application form/interview
Ability to undertake routine paperwork.	E	Application form/interview

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Ability to motivate staff as a team.	E	Application form/interview
Qualifications	E= Essential D= Desirable	Identified by
BIC's Level 1 & 2 or Similar NVQ Level 1	D	Application form/interview
Experience	E= Essential D= Desirable	Identified by
Relevant experience of the cleaning industry	D	Application form/interview
Other Circumstances	E= Essential D= Desirable	Identified by
Must be able to work as part of a team	E	Interview
An ability to fulfil all spoken aspects of the role with confidence through the medium of English.	E	Interview
Clean Driving Licence and ability to drive D1 Class	D	Application

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## How to Apply

### Application Process

The application process for this role is a 2 stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [moira.winstanley@ldst.org.uk](mailto:moira.winstanley@ldst.org.uk) or contact the office on 01744 678545

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 29<sup>th</sup> October 2021**

**Interviews : 4<sup>th</sup> November 2021**

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