



Advertisement for School Caretaker

School Name: Rainford C E Primary School
School Address: Cross Pit Lane, Rainford, St Helens, WA11 8AJ
Job Title: School Caretaker
Salary: Grade 4 (£18,841 - £19,217) pro rata
Total Hours: 28 hours a week, permanent, full year
Closing Date: Friday 24th September 2021

The Governors of Rainford CE Primary School have an opening for a highly effective and experienced School Caretaker to join our happy and committed team.

The main purpose of the role is to undertake a range of caretaking duties across the site, with responsibility for opening up and closing the school site. Other key duties include security and supervision of the site and related equipment, and other duties including portage, cleaning and maintenance, in compliance with health and safety legislation, policies and procedures and COSHH where applicable.

Please see the job description and person specification contained within the application pack.

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.

Appointment to this post is subject to 2 satisfactory references and verification of qualifications. This post is exempt under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) and will be subject to an enhanced DBS certificate with a children's barred list check. You will also be required to complete a criminal self-disclosure form if you are short-listed for the post.

If you would like to speak to the Headteacher or School Business Manager regarding this post, please contact the School Office on 01744 883281.

The application pack for this post is available from the School Office or website:
<https://www.rainfordcofe-pri.st-helens.sch.uk/page/working-with-us/>

Completed application forms are to be returned directly to the school by Friday 24th September (noon): rainfordp@ldst.org.uk.

Candidate Information Pack

School Caretaker

Jesus grew in wisdom and stature

St James' House, 20 St James Road, Liverpool L1 7BY
contact@ldst.org.uk | www.ldst.org.uk

Liverpool Diocesan Schools Trust is a company limited by guarantee. Company Number 09235635

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

Jesus grew in wisdom and stature



Liverpool Diocesan Schools Trust

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 Rainford CE Primary School

Our mission statement is 'Learning and growing together to achieve our best in the love of God'.

Rainford Church of England Primary School is a popular and successful school.

We aim to provide an inspirational, safe and caring learning environment where the whole school community lives out our Christian values of love, joy, peace, friendship, forgiveness, perseverance and justice. We provide a broad and balanced curriculum, fueled by the interests of our pupils and aim to meet the learning needs of each individual child, enabling them to flourish, form happy memories and reach their full potential. We are a school in the heart of the community and foster close links with All Saints Church, our parents and the local community.

We joined LDST on 1st March 2021 to deepen these links and to continue to improve the education we provide to our children.

We are very proud of our (June 2017) OFSTED where we were rated as good. This rating rewards the hard work and commitment of our staff to school improvement. We will continue improving and reach our goal of being Outstanding, so that all our children 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 a spacious playgrounds and field, small woodland and access to the Linear Park. 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	School Caretaker
Grade (SCP)	4 (£18,841 - £19,217) pro rata. Permanent/full year
Working Hours	28 Hours per week Split Shift – to be confirmed with the Headteacher.
School	Rainford CE Primary School
Main purpose of the role	
<p>To undertake a range of caretaking duties across the site. Including security and supervision of the site and related equipment, and other duties including portorage, cleaning and maintenance, in compliance with health and safety legislation, policies and procedures and COSHH where applicable.</p> <p>Reports to Headteacher / School Business Manager.</p>	
Core responsibilities and tasks	
<p>Act as a key holder, carrying out security procedures for the buildings and grounds and the routine and non-routine opening of premises and grounds and responding to emergency calls outside normal working hours.</p> <p>Set alarm and security devices.</p> <p>To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds</p> <p>To undertake repairs and maintenance of furnishings and buildings as agreed with the Headteacher / School Business Manager.</p> <p>Deal with enquiries from external contractors on site.</p> <p>Emergency cleaning in critical areas.</p> <p>Carry out general first line repairs redecoration and maintenance.</p>	

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Take delivery of stocks and materials for the school.

Replenishing of soap, towels, toilet paper etc.

Carry out portage within school, move furniture and equipment, as required, assist in setting up for assembly's events etc.

Ensure that adequate supplies of cleaning materials and other supplies are available.

Ensure that all caretaking and cleaning equipment is in a safe and working condition and arranging for repair as appropriate.

Carry out routine procedures or checks on ancillary equipment.

Carry out school based emergency procedures e.g. In the event of fire.

Undertake letting and related duties where required.

Prepare the school premises and site for out of school activities.

Maintain a tidy and organised work area

Report any damage and assist in organising any necessary repairs.

Ensure that access and main areas are safe.

To attend to the opening and closing/securing of the premises at designated times and to be responsible for general security at specified times.

To take part in school performance management process

Maintain awareness of current practice by attending training sessions as required

To keep paths, access points and entrances free of snow and ice to ensure safe passage

Carry out daily perimeter check, week/monthly building and grounds inspections.

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.

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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 here <https://www.rainfordcofe-pri.st-helens.sch.uk/>

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%20Sept%202019.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

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Good numeracy and literacy skills (GCSE equivalent)</p> <p>Basic IT skills</p> <p>Full Driving Licence</p>	<p>Recognised building trade qualification or apprenticeship</p> <p>MIDAS qualified</p> <p>First Aid Certificate</p> <p>Fire Marshall safety training</p>
EXPERIENCE	<p>Experience of working in a large public organisation</p> <p>Experience of maintenance work in a professional capacity</p> <p>Knowledge of health and safety regulations in relation to the post</p> <p>An understanding of maintaining security in a public building</p>	<p>Experience of working in a school or college</p> <p>Previous caretaking experience</p> <p>Up to date training on Health and Safety Regulations</p> <p>Up to date training on security and safeguarding</p>
	<p>DIY skills necessary to undertake general building maintenance, minor repairs and portering duties</p> <p>Physical fitness appropriate to the tasks in the job description</p> <p>Able to work at moderate heights and be willing to undertake Ladder Training and any other training necessary to perform the role</p> <p>Ability to follow instructions, organise and prioritise workload and communicate with all members of the school community</p> <p>A willingness to be helpful and support the school staff and pupils in practical ways</p> <p>Ability to work as part of a team and on own initiative, understanding classroom/department roles and</p>	

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	<p>responsibilities and your own position within these</p> <p>Learn new skills and positively respond to change on a daily basis Maintain confidentiality</p> <p>Model acceptable behaviour</p> <p>Establish positive relationships with students and staff</p>	
<p>PERSONAL QUALITIES</p>	<p>Positive outlook Problem solver Resourceful and practical Energetic Patient and co-operative Sense of humour</p>	

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Liverpool Diocesan Schools Trust

How to Apply

Application Process

The application process for this role is a two 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 rainfordp@ldst.org.uk or contact the School Office on 01744 883281.

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: Friday 24th September 2021 (noon)

Interview Date: Friday 1st October

Start Date of Post: As soon as possible

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