

Learn@ MAT



St Matthias
ACADEMY



Learn@
MULTI ACADEMY TRUST

Applicant Information Pack

**Assistant Caretaker – Full Time
(Term Time Only)**

**Bristol Grade 8 (BG8)
£23,023**

Dear Applicant,

'All equal, all different, all achieving together'

Learn@ St Matthias Academy & Learn@ sites – Bristol (4 sites to be covered)

Start date: July 2022

Assistant Caretaker – Full Time

37 hrs a week working from 10am – 6.00pm Monday – Friday, term time only with some flexibility and opportunity for additional hours.

Bristol Grade 8 (BG8), £23,023 pro rata.

St Matthias is an Alternative Learning Provision (ALP) school sited in mainly based Fishponds, with other sites in Brentry and Easton. We are seeking an enthusiastic, motivated and flexible Assistant Caretaker to become part of our growing sites maintenance team. The ideal candidate will enjoy working both as part of a team and on their own. The postholder must be reliable and good at thinking on their feet with a range of practical DIY skills and have a clean driving licence and be able to travel between all 4 sites.

Learn@ is also a small Alternative Learning Provision (ALP) school sited in St Philips Marsh. 1 day per week the ideal candidate will be able to manage weekly maintenance checks, book contractors to complete annual maintenance visits and communicate directly with the Lead Teacher any issues or concerns.

Duties will include:

- Locking and securing the site.
- Helping with the safety and general upkeep of the school grounds
- Engaging with contractors
- Carrying out minor repairs
- Carrying out daily, weekly and monthly compliance checks.
- Keeping written/computerised records

In return for your hard work we offer:

- Local Governance Pension Scheme
- Continued professional development
- Access to wellbeing support, medical treatment and advice via schools' advisory service
- Access to a cycle scheme- bicycle purchase loans
- Access to tech scheme – ICT loans

Closing date is : 03/07/2022

Interviews will take place : Week commencing 04/07/2022

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted) and return it to Louise Shepherd, by either of the following ways:

Email: louise.shepherd@learnmat.uk

Post: Learn@ MAT
c/o Knowle DGE Academy
Leinster Avenue
Bristol
BS4 1NN

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Unfortunately, we will not be able to provide feedback on your application at this stage.

Visits are welcomed. Please contact Louise Shepherd on 07458 102 618 or 0117 456 6513 if you would like to visit.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

Aileen Morrison
Head Teacher

St Matthias Academy
Alexandra Park
Fishponds
Bristol
BS16 2BG

Assistant Caretaker Job Description

- 1. POST TITLE: Assistant Caretaker**
- 2. GRADE: Bristol Grade 8 (BG8), £23,023 pro rata.**
- 3. LOCATION: St Matthias Academy & Learn@ sites (4 sites to be covered)**

Purpose of the Job

To monitor the security of the school buildings, carry out a programme of maintenance work and monitor the repair and maintenance work of others.

Key Job Outcomes

1. Security

To ensure the safety and security of designated buildings by

- Limiting access to authorised personnel.
- Responding appropriately to emergencies.
- Locking and unlocking the school buildings and grounds.
- Working safely and sharing H&S information with the other school staff.

2. Maintenance

To ensure the maintenance of the school's grounds, buildings and facilities to standards proscribed by the Academy Council by

- Responding to the routine maintenance and repair of buildings and facilities.
- Carrying out exempt cleaning and sweeping the playground clear of leaves, litter and sharp objects.
- Carrying out a range of handy person duties and portering as per the work specification.
- Ensuring that items of equipment and disposable resources pertaining to the job are stored securely.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

General Accountabilities

- A. So far as reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Trusts Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Staff Code of Conduct, Regulations and policies of Learn@ Multi Academy Trust, and its commitment to equal opportunities
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Assistant Caretaker
Personal Specification and criteria for selection

Category	Essential	Desirable	Where Identified
Qualifications	<p>Proven knowledge and experience of building maintenance and facilities.</p> <p>Driving Licence</p>	<p>First Aid</p> <p>City and Guilds/BTEC or equivalent in a trade</p> <p>Health and Safety Training</p> <p>COSHH & Fire Safety</p>	
Experience	<p>Good practical skills and experience of completing practical tasks such as ground works, gardening, small building projects.</p> <p>Ability to communicate and interact with a wide range of adults and children</p>	<p>Experience of mainstream and special schools.</p> <p>Experience of working with children with challenging behaviour.</p> <p>Working with children with SEN especially SEMH</p>	
General Knowledge	<p>Excellent communication skills</p> <p>Good ICT skills</p> <p>Experience of and commitment to team planning.</p>	<p>Disability Equality awareness.</p>	
Attitude	<p>Commitment to a team ethos/approach.</p> <p>Commitment to continued professional development.</p> <p>Positive ethos to working with colleagues and Academy Councillors.</p> <p>Good sense of humour – Does not take individual pupils' comments/actions personally.</p> <p>Able to work autonomously</p>		

Working Conditions	No smoking environment. Physically fit	Mini Bus Driver	
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Explanatory Notes

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

Safeguarding Children & Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

Interview Process

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

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 behaviours
- Attitudes to use of supporting positive behaviours.

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.