



Victorious Academies Trust

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Success in education

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Assistant Caretaker Role
25 hours per week
(1.00pm – 6.00pm weekdays)

**Poplar Street Primary School,
Ravenwood Drive,
Audenshaw, M34 5EF**

Information for Applicants

**Job Description and Person
Specification**

Introduction from Karen Burns, Chief Executive Office, Victorious Academies Trust



As the Chief Executive of Victorious Academies Trust I would like to thank you for your interest in our Trust and our Academy in Tameside.

We aim to recruit outstanding people. We would rather make no appointment than appoint someone who is not suited to our ethos. For this reason we clearly articulate our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person.

We aim to recruit staff who:

- Are excited by their role and by the prospect of working with young people;
- Love the processes of learning and teaching and are keen to continually develop their own skills;
- Recognise that teaching can be a demanding job and react positively to those demands;
- Will subscribe to the ethos of the Trust, focus on collaboration and on 'going the extra mile' in terms of time and commitment to get the very best from our young people;
- Are quick to praise and slow to criticise; and
- See themselves as potential leaders of the future.

If this is your first contact with our Trust I hope what you read, along with anything else you discover about us, inspires you to apply for one of our posts. We are excited by the continued opportunity to grow the Trust and our academies in Tameside and hope that you would like to come on this journey with us.

Here are some of the comments from our most recent surveys of staff working for the Trust telling us what they like best about working for our Trust:

- *'Working with a team of highly dedicated people who all want to support each other and achieve the best outcomes for the children';*
- *'Being part of something new and exciting with a clear vision working towards being an exceptional, leading educational provider';*
- *'I am being given the support and encouragement I need to develop as well as new opportunities – the supportive leadership team are fantastic'; and*
- *'I feel valued and very much part of a team'.*





Required ASAP for Poplar Street Primary School, Audenshaw, Tameside

Assistant Caretaker (Permanent Part Time Role)

Salary scale: Grade C scale points 16-18 (£12,077 to £12,480)

Hours: 25 hours per week (1.00pm – 6.00pm)

Our mission statement:

Working together – Aiming high!

Our principles:

By working together and aiming high, we:

- Show respect to everyone
- Celebrate all successes and achievements
- Learn from our mistakes
- Make school a happy, safe and welcoming place
- Value and help our community
- Help to make our learning creative and fun
- Work together to help everybody learn
- Always reach for that next step!

If you can support us in delivering these principles every day for everyone then we are interested in talking to you.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to references and enhanced DBS Disclosure.

Closing date: 12 noon on Friday 16th November 2018.

Interviews to take place Friday 23rd November 2018

Completed applications to be returned to the school office.

Poplar Street Primary School is part of the Victorious Academies Trust of schools. If you have any queries about the Trust, the roles or about the completion of the application form, please e-mail info@victoriousacademies.org or, for an informal discussion, please contact 0161 336 4134.

The application form should be completed and returned to us either in hard copy to school or electronically to: admin@poplarstreet.tameside.sch.uk

Job Description

JOB PROFILE NAME:	Assistant Caretaker
LINE MANAGED BY: (JOB PROFILE NAME)	Office Manager
PROFESSIONALLY REPORTS TO: (JOB PROFILE NAME)	Executive Principal, Principal, Headteacher, Associate / Deputy Principal, Senior or Middle Leader
Victorious Academies Trust Overview	
<p>Our Trust was established in January 2018 and currently comprises three academies in Tameside. Our ambition is to grow the Trust to a hub of 10 primary academies initially encouraging good schools to join the Trust.</p> <p>In the longer term our academies will include schools across the age, achievement and challenge continuum but they will have common threads. Trust schools will be dynamic, they will set achievement at the heart of what they do, they will understand their significance to the community and a moral purpose will inform their work. Additionally, they will take a collective responsibility for our success, leverage the capacity and capability within all our schools - particularly those that demonstrate outstanding practice.</p> <p>Victorious Academies Trust aims to extend opportunity for young people and their communities by raising standards, providing environmental and cultural conditions for pupils, students, teachers and educational leaders to set their aspirations high and realise their goals.</p>	
Victorious Academies Trust Approach	
<p>Victorious Academies Trust is a DfE approved multi academy trust focused on inspiring, motivating and supporting individuals to achieve success.</p> <p>Our focus is on:</p> <ul style="list-style-type: none"> • excellence: supporting all academies to become outstanding; • progression: supporting the academic progress, personal progress and progression to employment of young people; • building capacity: investing in the professional development of all of our staff to empowering them to succeed; • leading edge practice: encouraging our academies to engage in action research to drive best practice; and • communities: rooting our academies in their community and promoting collaboration within the Trust and with local schools. 	
Victorious Academies Trust Function	
<p>The Trust provides a full range of academy requirements and has identified a set of Trust Standards to reflect how we support academies to achieve. This includes:</p> <ul style="list-style-type: none"> • school improvement and performance; • finance & governance; • professional development & HR; • estates improvement; • ICT and learning technologies; and • community. 	

Our strategic plan is to: support a network of outstanding academies; develop a leading edge partnership; raise the academy profiles; and place them at the forefront of education nationally.

Purpose of the Job

To supervise a team of Cleaning Assistants to ensure that the cleanliness of the School is kept to a high standard and to deputise in the absence of the Caretaker when required.

Key Objectives of the Job

Key objectives of the role will include:

- To reorganise the distribution of the team during any absences and to ensure all cleaning duties are carried out (this may include taking on cleaning tasks as necessary).
- To work alongside the Buildings and Caretaking Manager to ensure standards are being maintained to a satisfactory level and to act appropriately on any findings.
- To deal quickly and efficiently with any requests or complaints and follow up action to check satisfaction of results.
- To deal with any call outs or delegating work as required during school hours.
- To distribute cleaning materials and equipment to the team and to monitor their usage.
- To report to the Caretaker any damage to equipment.
- To report to the Caretaker any health or safety hazards.
- To support the Caretaker with stock checking and ordering supplies.
- To organise, and where necessary perform, deep cleaning of areas.
- To assist the Caretaker, and where necessary perform, on the job training of cleaning techniques/use of cleaning equipment, and help make sure that training records are kept up to date.
- To support the Caretaker to ensure that leave records or maintained and shift information is accurate for monthly wage variances.
- To adhere to all school policies and procedures that affect the cleaning staff (eg: fire, accident reporting, no smoking).
- To use cleaning equipment safely and correctly (training will be provided).
- To undertake additional reasonable duties as requested by the Office Manager or another appropriately senior colleague.
- To carry out such duties which reasonably correspond with the general character of the post and are commensurate with its level of responsibility.

Undertake any other duties as appropriate to the grade of the post as requested by the Office Manager / Principal / Headteacher.

Job Level Overview

Subject to managerial direction, the job holder will generally be subject to broad practices and procedures that are covered by functional/business precedents and policies. The job holder will possess some specialised knowledge/skills gained through 'on the job' experience.

Responsible for the management of cleaning of school buildings, including the use and upkeep of related equipment and materials

Main Accountabilities

Operational Accountabilities

The role is accountable to the Office Manager / Headteacher / Principal and will support the Office Manager / Headteacher / Principal to:

- -Contribute to the overall ethos, aims and reputation of the academy.

- Undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees.
- Manage staff and carry out the following duties as appropriate:
 - Carry out the following duties as determined by the Caretaker / Office Manager:
 - Ability to work under own initiative without supervision
 - Vacuum cleaning hard and soft floors
 - Spot cleaning spillages;
 - Dusting, damp wiping, washing or polishing the furniture, tables, ledges, pipes, shelves, paintwork, doors and polishing door/office window glass;
 - Emptying and cleaning waste/paper bins;
 - Cleaning toilets, urinals hand basins sinks and surrounds, and fixtures and fittings;
 - Sweeping floors with brushes or dust control mops
 - Wiping and polishing and straightening furniture;
 - Replenishing consumable items (soap, toilet rolls, paper towels etc
 - Checking and closing windows, switching off lights after work;
 - Such other duties as may be allocated from time to time;
 - All defects/hazards must be immediately reported to the Caretaker or Headteacher.
 - Undertake wall washing or inside window pane cleaning to a height no greater than body height plus an arm's extension from floor level, during periodic cleaning maintenance programmes.
 - You will maintain Health and Safety procedures at all times. You will:
 - Ensure the security of the building. Check all windows and doors are closed/locked
 - Report any faults to electrical cleaning equipment, do not use until fault is repaired
 - Ensure correct policy and procedures are maintained, including Health and Safety COSHH, Manual Handling etc.
 - Only use authorised cleaning materials, ensure the correct dilution rates as directed and used for the purpose indicated.
 - Ensure all PPE issued is worn at all times, including tabards and rubber gloves.
 - Display wet floor signs when cleaning floors.
 - You will be an effective part of the school team. You will:
 - Work as part of a multi-disciplinary team.
 - Participate in training sessions as required.
 - Maintain school policy and procedures, where appropriate, with regard to school policies and procedures, particularly Health and Safety, equal opportunities, customer care, emergency evacuation, security and standards in relation to the work place.
- Liaise politely and effectively between pupils, parents, staff and management.

Financial Accountabilities

Limited, if any, direct responsibility for financial resources.

People Accountabilities

- Experienced in the supervision of a school cleaning team.

- Ability to manage individuals performance.
- Strong people skills.
- Can do approach.
- Organised and reliable.
- Ability to deal with non performing individuals calmly & objectively.
- Must possess a tenacious and strong minded personality.

Knowledge and Applied Skills

- Excellent interpersonal skills.

Behavioural Competencies

People Success Factors:

- Planning & Organising
- Work independently
- Achieving and Doing
- Building Relationships
- Customer and Stakeholder Focus

Additional Role Information

- Physical effort is required at frequent intervals, including standing, walking, lifting, carrying, pushing and pulling and working in awkward positions
- Ensuring that windows are closed, lights turned off and doors locked before leaving the area.
- Covering for other cleaners if necessary in the event of staff shortage.
- Ensuring that health and safety guidelines are followed at all times whilst on the premises.
- Ensuring that all users of the building are treated with care and consideration.
- To take every opportunity to promote a favourable image of the school to all users of the building and lead by example through demonstrating the schools core values of at all times.

Victorious Academies Trust has a commitment to safeguard and promote the welfare of children and/or young people. We have robust processes and procedures to reduce risk and continuously promote a positive culture of safeguarding amongst our workforce.

The post you are applying for involves working with children and/or young people and you will be subject to Victorious Academies Trust's safer recruitment process.

Person Specification

Attributes	Essential	Desirable	Method of Assessment
Educational Attainment		<ul style="list-style-type: none"> NVQ level 1 cleaning and support services or equivalent would be desirable 	<ul style="list-style-type: none"> Application form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of using powered equipment 	<ul style="list-style-type: none"> Relevant experience of cleaning in a school environment would be advantageous 	<ul style="list-style-type: none"> Application form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Willingness to undertake COSHH and / or relevant Health and Safety training Basic literacy and numeracy skills written and oral communication skills Ability to complete tasks in line with health and safety procedures Ability to work under own initiative. 	<ul style="list-style-type: none"> Effective planning and time management skills First Aid at work certificate 	<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Must have high hygiene standards and a willingness to pay attention to detail. Ability to work on own initiative Good communication skills Must be able to demonstrate the school's core values of the school and in particular act with integrity and approach all duties in a professional manner Willingness to work unsociable hours to include evening, weekends and public holidays as required. 		<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Criminal Records Bureau 		<ul style="list-style-type: none"> DBS check Application form