



Ashington Learning Partnership
Candidate Information Pack
Caretaker

Introducing the Ashington Learning Partnership

Thank you for your interest in the position of Caretaker with the Ashington Learning Partnership. We hope the information provided in this Candidate Information Pack tells you more about the role, our schools, and our vision and values as an organisation. If this is what you are looking for in your next position, we encourage you to apply.

The Ashington Learning Partnership is a Foundation Trust and the 'home' of Central and Bothal Primary Schools. Both schools are two of the largest primary schools in Northumberland providing for the educational needs of over 1400 pupils aged from 2-11 years old. Each school operates a lower and upper site provision and all four sites are based within the semi-rural town of Ashington, Northumberland.

We are incredibly proud of our schools and work hard to ensure that they are vibrant and exciting places for young learners to be. We are fortunate to benefit from specialist facilities as well as modern buildings and grounds which allow us to provide a safe and stimulating learning environment for our whole community. Both schools were inspected by Ofsted in October 2023 with Central Primary School judged to be Good with an outstanding Early Years Provision and Bothal Primary School as an Outstanding school.

Both schools are at the heart of a very close community and work in collaboration with local businesses, parent groups and external agencies to extend learning beyond the classroom and into the lives and homes of the community that we serve. Our values underpin our expectations of relationships, behaviour and conduct. They inform the choices we make and provide a moral compass to guide us as citizens, without excuse. This applies to pupils, staff, parents, governors and the wider community.

The successful candidate will join a dedicated and supportive team of Caretaking staff who play a key role in keeping our school sites maintained, clean and compliant with Health and safety regulations.

We are committed to providing the highest standards of inclusive education through quality teaching, appropriate focussed support and high expectations. All our staff play a key role in enabling us to support and extend the learning of all pupils through working in partnership with our dedicated and talented teaching staff.

Why Join the Ashington Learning Partnership

As a team, we work together in a collaborative and supportive way to achieve the aims of all our schools. Every individual member of staff, irrespective of their job, plays a valuable role in the education and safeguarding of our pupils and together we make an incredible team. Our senior leaders and Governors, are committed to staff professional development to support both individual and organisational ambitions. The Ashington Learning Partnership is truly a great place to work!

We are committed to fostering a positive and supportive culture and a healthy working environment with wellbeing of employees always high on our agenda and taken in to account in our decision making.

The successful candidate will not only receive a competitive salary but the additional benefits of working for the Ashington Learning Partnership include :

- Salary of £26873 to £28282 per annum
- 37 hours per week (Monday to Friday)

- 25 days annual leave plus 8 days bank holiday (rising to 28 days annual leave plus Bank Holidays after 5 years' service)
- Membership of the Local Government Pension Scheme (LGPS)
- Access to wellbeing and health support including counselling , physiotherapy, weight management and access to medical practitioners
- Access to discounts and exclusive deals from major retailers and brands
- Discounted school meals through our catering services
- Free tea and coffee!

The Caretakers Role

Our Caretaking team is led by a Facilities Manager who oversees all four sites. Each site has a dedicated Caretaker who is responsible for site maintenance, security, cleanliness and on site health and safety supported by a team of cleaning staff. We use the Every Compliance system to support the work of the caretakers and for reporting premises related issues.

Candidates don't necessarily have to have previous experience working as a caretaker but will need to have considerable knowledge of a broad range of the practical tasks associated with a caretaking environment, together with knowledge of Health and safety regulations. A job description is included within this pack.

Application Process

An Application Form is included in the pack along with completion guidance. A Job Description and Person Specification, a Safeguarding Policy and Equality Policy are also included. Completed applications should be returned by post or email to Bothal Primary School, High Market, Ashington, Northumberland, NE63 8NT or Rachel.douglas@alptrust.co.uk by **Wednesday 22nd May 2024**

Safeguarding Policy Statement

Safeguarding and promoting the welfare of children is of paramount importance and is everyone's responsibility.

It is the responsibility of every member of staff, volunteer and regular visitor to our school to ensure that they carry out the requirements of this policy and, at all times, work in a way that will safeguard and promote the welfare of all of the pupils at this school. This includes the responsibility to provide a safe environment in which children can learn.

We recognise that staff at our school play a particularly important role as they are in a position to identify concerns early and provide help for children to prevent concerns from escalating. All staff are advised to maintain an attitude of 'it could happen here' where safeguarding is concerned. When concerned about the welfare of a child, staff members must always act in the best interests of the child.

Our school will establish and maintain an ethos where children feel secure, are encouraged to talk, are listened to and are safe. Children will be able to talk freely to any member of staff at our school if they are worried or concerned about something.

All staff and regular visitors will, through training and induction, know how to recognise indicators of concern, how to respond to a disclosure from a child and how to record and report this information. We will not make promises to any child and we will not keep secrets. Every child will know what the adult will have to do with any information they have chosen to disclose.

Throughout our curriculum, we will provide activities and opportunities for children to develop the skills they need to identify risks and stay safe. This will also be extended to include material that will encourage our children to develop essential life skills.

At all times we will work in partnership and endeavour to establish effective working relationships with parents, carers and colleagues from other agencies in line with Working Together to Safeguard Children (2018) and Local Safeguarding Partners' Procedures.

JOB DESCRIPTION

Job Title:	Caretaker	Band / salary:	Grade 6	Spine point 13	-	Spine Point 16
Responsible to:	Facilities Manager	Responsible for:				
Job purpose:	To provide Caretaking Services to designated properties					
Resources:	Staff:	None				
	Finance:	None				
	Physical:	Shared responsibility for the careful use of equipment. Stock control and ordering. Site security.				
	Clients:	Staff, students, governors, parents and visitors				

Duties & responsibilities:	
1.	Ensure that the security of the property is properly maintained, that users have access at the appropriate times and that an appropriate response is made in the event of a property related incident.
2.	Monitor the cleanliness of the property and ensure that the building specification and standards are achieved
3.	As a member of the team undertake cleaning related tasks as allocated
4.	Ensure that the heating and associated systems are operated and maintained in the approved manner, advise on conservation measures and take all necessary precautions against cold weather damage.
5.	Monitor the usage of gas, electric and water supplies ensure that all reasonable and practicable measures are taken to minimise use and report abnormal consumption to the appropriate person.
6.	Monitor and report on the general condition of the property, undertake minor repairs as required and ensure all routine maintenance tasks are carried out in a timely manner
7.	Operate and maintain all ancillary plant and equipment as appropriate
8.	Ensure that all ventilation, access and exit points operate effectively and that fire fighting appliances are readily accessible and properly maintained.
9.	Ensure that the external areas of the property are kept free of litter and debris, litter and rubbish bins are emptied regularly and main access routes are kept clear of leaves, snow and ice as necessary
10.	Undertake a range of general portage tasks that ensure the efficient movement of goods, equipment, furniture and other items around the property

11. Ensure that adequate stock levels of appropriate supplies are maintained and distribute supplies as necessary and that corporate procedures are observed
12. Carry out midweek lettings
13. May be required to provide cover at other sites appropriate to the nature / level of the post and grade
14. Play a full part in the life of the ALP, promoting ALP schools positively within the local community and beyond
15. Undertake other duties and responsibilities as required commensurate with the grade of the post

As a representative of the ALP, it is important that a positive, helpful and courteous approach is adopted with everyone with whom the postholder comes into contact. For the purposes of this aspect of the job, customers can be categorised as internal (e.g. governors, staff and pupils to whom the postholder is providing a service) and external (e.g. parents, visitors, suppliers, contractors, local residents etc).

The ALP is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The postholder is therefore under a duty to use the ALP's procedures to report any concerns they may have regarding the safety or well-being of any child or young person.

Work arrangements

Physical requirements: An active role involving walking, stretching, lifting moderate, and occasionally heavy, loads

Transport requirements: None

Working patterns: Determined by designated area. To be agreed with line manager.

Working conditions: Some outdoor work, gritting in winter. Some exposure to cleaning agents but under controlled circumstances some exposure to unpleasant conditions such as toilet areas

The ALP will endeavour to make reasonable adjustments to this job description and to the working environment in order to enable access to employment opportunities for disabled job applicants and/or to enable continued employment for an employee who develops a disabling condition.

This job description may, after satisfactory negotiation has taken place, be modified to reflect or anticipate changes which occur over time at a local or national level

PERSON SPECIFICATION

Job Title:	Caretaker
Essential:	
Knowledge & Qualifications	
Considerable knowledge of a broad range of practical tasks associated with a caretaking environment together with the operation of associated tools and equipment	
Knowledge of Health & Safety legislation relating to a caretaking environment	
Experience	
Previous relevant experience in a similar or related role	
Skills & Competencies	
Literacy skills sufficient to read text and write straightforward sentences.	
Numeracy skills sufficient to undertake straightforward arithmetic functions	
Strength, dexterity and co-ordination to use a range of cleaning tools and equipment	
Resourceful and works with initiative and without constant supervision	
Appropriately follows instructions to achieve set objectives	
Use of initiative to solve straightforward problems	
Physical, mental, emotional & environmental demands	
Work from a standing position, need to walk, bend, lift and carry moderate, & occasionally heavy, weights	
Short periods of concentration dispersed throughout day, week and month	

Desirable:	
Knowledge & Qualifications	
NVQ in General Maintenance and Housekeeping, or equivalent	
Experience	
Relevant experience in a caretaking environment	
Skills & Competencies	
Physical, mental, emotional & environmental demands	

