



Caretaker

Recruitment Pack

Hawkley Hall High School



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the Caretaker position at Hawklely Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from September 2020. This is a one year fixed term contract.

Hawklely Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawklely Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Rebecca Lister on 01942 204640 or email r.lister@hhhs.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr M Klinck
Headteacher
Hawklely Hall High School



Hawkeye Hall High School

Hawkeye Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1060 students.

In June 2017, Hawkeye Hall High School was awarded Teaching School status and in April 2018 became the lead school of the Greater Manchester Science Learning Partnership, part of the DfE funded national network, STEM Learning.

We see successful education as a partnership between parents, students and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters and the school planner contributing to a continuing dialogue about the education we provide for our children.

The school is situated in the south western part of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site.



The Rowan Learning Trust

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises four schools: two high schools, an all-through alternative provision academy and a primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.

- ❖ Development
- ❖ Career opportunity
- ❖ Personal growth
- ❖ Thrive



- ❖ Nationally negotiated salaries
- ❖ Childcare vouchers
- ❖ Cycle to work scheme
- ❖ Generous pension
(Teachers Pension or Local Government)

- ❖ Organisational support
- ❖ Collaboration
- ❖ Quality of co-workers
- ❖ Work-life balance

- ❖ Variety
- ❖ Challenge
- ❖ Autonomy
- ❖ Feedback



Job Description

Caretaker

Reports to: Site and Community Manager

Location: Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY

Salary: Grade 4, scale points 5-9

Hours: 5 – 9pm Weekdays – full year fixed term contract

Overall purpose of post

Under the reasonable direction of the Head teacher / senior staff carry out the professional duties in line with the job profile and in particular to:

To provide a janitorial, security and general maintenance service to support the School.

To provide a portorage service around the school

To support the aims and objectives of the High School

Responsibilities

Main Duties and Responsibilities

- To ensure that regular checks of buildings and grounds are undertaken and advice given regarding necessary maintenance and repairs, including matters relating to security.
- To open and lock buildings and maintain site security and safety.
- As a principle key-holder to respond to emergency call-outs in the event of fire, damage, burglary, floods etc. in accordance with agreed procedures.
- Receive deliveries and undertake portorage/messenger duties.
- To be responsible for the general tidiness of the school/school site, including litter control and disposal. Clearing snow and ice for a pedestrian access to the buildings. The removal of graffiti where this does not require the services of a specialist contractor
- Carry out spot and emergency cleaning, which may be necessary to maintain hygienic and safety standards.
- Ensure there is sufficient stock of materials for fuel, lighting, spot and emergency cleaning. Report to Site Manager when stocks are low.

- Convey waste produce from the cleaners' central collection point to the waste disposal area. Keep waste disposal areas clean and tidy, ensuring there is sufficient numbers of bins: put out and bring in bins in conjunction with waste collection days, as necessary.
- Removal of debris and leaves from traps, downspouts, waste pipes etc. and ensure that the drains and manholes are clean and working.
- Clean lampshades/diffusers and, where these are not on contract, clean interior glass, walls and surfaces.
- Monitor and operate efficient heating, lighting and draining of the site which includes checking and promotion of best practice in energy conservation in the use of heating, lighting, water etc. throughout the school and ensure that any equipment connected to these services are left in a safe condition at the end of a school day and during holiday periods.
- Operation of the central heating plant and reporting of any required repairs/maintenance to the Premises Officer.
- Monitor and report on the cleaning, grounds and building maintenance contracts to ensure compliance with specification and report concerns to appropriate officers.
- To provide a janitorial service as and when required.
- To undertake general routine repairs, replacement and maintenance duties of building, fixtures, fittings and furniture in consultation with the Site and Community Manager.
- Maintain the lighting appliances in an operational condition.
- To assist with the creation and promotion of an image which accords with the school's aims.
- To assist in ensuring that the legal provisions relating to Health & Safety at Work are properly adhered to, including the safe storage of any flammable toxic substances on site other than in laboratories or workshops.
- To assist in the oversight for all fire precaution arrangements and equipment.
- To help co-ordinate and participate in arrangements for areas used for school functions which may include Parents' Evenings, Assemblies, Examinations, Governors meetings and Curriculum Information Evenings.
- Attend at lettings and any other school events as required.
- To assist the Senior Management Team to maintain good and orderly conduct throughout the school
- In all the above duties the Caretaker will assist the Headteacher and Site Manager to carry out their joint responsibilities to the Governing Body.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



Person Specification

Essential Criteria

- Resilience, the ability to work under pressure and be able to meet deadlines
- Be honest and reliable and motivated
- ICT skills which include word processing and spreadsheet competence.
- A good level of English language and numeracy skills.
- The ability to organise workload.
- The ability to work as a member of a team.
- The ability to work without direct supervision.
- Commitment to attend relevant training courses for further development
- Flexibility in the day to day working pattern
- An accurate, thorough and a meticulous approach to working
- Able to complete simple administration tasks, able to record accurately.
- Able to monitor and undertake maintenance duties required.
- DIY / Trade Skills e.g. joinery, painting and decorating etc.

Desirable Criteria

- Knowledge of First Aid
- Trade qualification in plumbing, painting, decorating or allied trade.
- Experience of working in a school
- Experience in a similar type of job
- Familiarity with the legal provisions relating to Health & Safety at Work.
- Ability to respond quickly to requests at short notice
- Responsible and dependable
- Ability to deal with outside contractors.
- Ability to work under pressure
- Ability to identify points for improvement.
- Understanding /knowledge of health and safety at work.
- Ability to forward plan work, repairs/maintenance requirements.

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhhs.net

Alternatively, send a hard copy to:

Mr M Klinck
Headteacher
Hawley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: 11th September 2020





The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464





HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE,

WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:			
School:	Hawley Hall High School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	



3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		



5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No



Please indicate if you have any special requirements to allow you to participate fully in an interview.	
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10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

Do you have any unspent criminal convictions, cautions or bind-overs?	Yes / No
If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".	

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer	Education	Character	Reference Type: (Please circle)	Employer	Education	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							



12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....