



RECRUITMENT PACK

CARETAKER



LEARN THINK CONTRIBUTE CARE



WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website rainhillhighschool.org.uk or alternatively contact jobs@rainhillhigh.org.uk

Our school has a long and strong record of academic success. The destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

Mrs J Thorogood
Principal

CARETAKER (to work flexible shifts between 6am and 9pm and the possibility of occasional weekend work)

Role Overview

DIRECTLY RESPONSIBLE TO:
Site Manager

Are you hardworking, conscientious, well organised and have a trade such as painting and decorating, joinery, plumbing and maintenance or just enjoy being an all-round 'handyman'? If so read on...

COMMENCING:
As soon as possible

We are looking for a caretaker to join our site team, to work flexible shifts with the possibility of some weekend work. We are looking for someone who;

- Has a positive 'can-do' attitude with the ability to build excellent relationships with colleagues and the whole school community
- Has a sound awareness of health and safety
- Has a clean driving licence
- Has good communication skills
- Can contribute to the planned and reactive maintenance programme and the delivery of statutory compliance tasks
- Can maintain accurate and up to date records
- Can carry out routine maintenance and basic repairs
- Can spot opportunities to improve efficiencies and working practices and take appropriate action

CONTRACT:
Permanent

CLOSING DATE:
Monday 31st March 2025
9am

INTERVIEW DATE:
Thursday 3rd April 2025

Visits to the school are warmly welcomed and encouraged by calling 01744 677205

The ideal candidate will have previous experience as a caretaker dealing with general site maintenance and repairs, cleaning, taking deliveries, completion of PPMs and room set up and pack down. You will be an integral member of the team responsible for ensuring that the school is a welcoming and safe environment for the whole school community.

Previous experience of working in an educational setting would be an advantage.

If you believe you have the skills and dedication to meet our standards, and be part of our pursuit of excellence, then we are the school for you.

Please return application forms to:
jobs@rainhillhigh.org.uk

Rainhill High School is part of Stephenson MAT and was graded as 'Good' by Ofsted in February 2023. The Academy is working hard to make a difference to staff workloads by investing time, technology, and support to make Rainhill an attractive place to work.



“The culture of improvement is something I love about working for Stephenson Academy Trust. At Rainhill High School, we have a bespoke approach to CPD for all staff members from ECT to Senior leader. Each member of staff is supported to work on their teaching pedagogy through a collaborative approach that meets the needs of the teacher at all stages of their practice. I feel that this quality of education centred approach supports the wellbeing of the staff and allows teachers to make significant and measurable improvements to their teaching and learning pedagogy which in turn supports the students.”

Rainhill Teacher

“Helping my child to be the best they can be.”

Parent

“A dedicated teacher who encourages and guides my child in lessons. Makes the lessons enjoyable and provides positive feedback. An excellent teacher.”

Parent

“Because from the caretaker to the headteacher, all the staff are amazing. Thank you.”

Parent

“Knowing that my child feels happy/safe whilst eager to learn around her.”

Parent

“Fantastic, great communication with parents and great educators, making learning fun and getting results.”

Parent

“I couldn’t have asked for a better form tutor for my son. It’s really reassuring to know that there is someone there to support him and check in with him daily. He has thrived since starting high school and I am very grateful for her kindness and reassurance.”

Parent



JOB DESCRIPTION



Post	Caretaker
Grade	NJC SCP 4 plus shift allowance payable
Contract	37 hours per week, full time Monday – Friday all year – Permanent To work flexible shifts between 6am and 9pm with the possibility of occasional weekend work.
Responsible to	Site Manager

Purpose of the Post

To be responsible for the day-to-day operational management, safety, general maintenance, cleanliness and security of the academy site and ensuring that it is safe for all users.

Specific Responsibilities:

1. The post holder must carry out the duties with full regard to the School's Health and Safety and Safeguarding Policies.
2. To be the key holder and will be responsible for the security of the premises including the operation of fire and burglar alarms.
3. To be responsible for the unlocking and locking of the building at the relevant times as instructed.
4. To report any damage defects to the appropriate person, using the appropriate system and, if required, ensure the contractors carrying out the repairs are advised of the location.
5. To undertake minor repairs and refurbishment works (painting, building furniture etc.) as required.
N.B repairs must only be carried out provided that Caretakers are competent to do them, have been trained, have the proper tools and protective equipment and fully comply with Health and Safety standards.
6. To ensure that all caretaking and cleaning equipment is kept in a clean condition and any defects are notified to the Site Manager including mopping up spillages.
7. To ensure safe and adequate storage of cleaning and other equipment.
8. To carry out any cleaning duties internally or externally as required by the Site Manager or Operations Manager.
9. To check the heating and other energy systems and ensure that they are operated in accordance with the manufacturer's instructions, and that all defects are recorded and reported; also to ensure and maintain adequate ventilation at the school.
10. To carry out any portering duties of whatever reasonable nature ensuring compliance with Manual Handling and Health and Safety Regulations.
11. To carry out internal window cleaning and external window cleaning at ground floor levels as required.
12. To ensure that the playgrounds/fields are kept clean and free of hazardous material e.g. glass, hypodermic syringes etc. To ensure that pedestrian areas within school grounds are clear of snow and ice to protect children, staff and visitors.
13. To clean and maintain all gullies, traps, inspection chambers and waste pipes.
14. To undertake litter picks of the site as required by the Site Manager.
15. To act as a 'substitute' for the Community Use Officer when required in the event of absence – ensuring that hirers are able to access and exit the site as required.
16. Carry out all duties with due regard to confidentiality and data protection regulations.
17. To undertake such additional duties as are reasonably commensurate with the level of this post.

Additional Duties

- To be willing to be trained as, and to be one of the school's many, First Aid Officers
- Any other duties deemed reasonable, as directed by the Operations Manager or Principal.

Review of Performance

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

Generic responsibilities:

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; ie. professional and appropriate appearance at all times including when out of school, eg; trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check and satisfactory references.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

PERSON SPECIFICATION



Criteria	E/D	A/I
Knowledge and Experience		
Knowledge and experience of working to Health and Safety legislation	E	A/I
Knowledge and experience of undertaking basic repairs/DIY/ maintenance work	E	A/I
Knowledge and experience of undertaking grounds maintenance and cleaning	E	A/I
Knowledge and experience of being a key holder	D	A/I
Previous experience working in an education setting	D	A
Qualifications		
Good standing of education – Excellent literacy and numeracy skills	E	A
Trade related qualifications	D	A
Personal Skills and Attributes		
Flexible regarding hours of work including the ability to work of a weekend and shifts	E	A/I
Excellent time management and organisational skills	E	A/I
Excellent basic maintenance skills – i.e. able to competently undertake basic repairs	E	A/I
Ability to communicate effectively with both adults and children	E	A/I
Can work well as part of a team and on an individual basis	E	A/I
Full, clean, driving licence	E	A
Awareness of Lone Worker Policy	E	I
Able to undertake specialist trade capabilities – e.g. a ‘time served’ plumber/decorator/electrician etc.	D	A/I
Understanding of Safeguarding	E	A/I
Understanding of Data Protection and confidentiality	E	A
Commitment to Equal Opportunities		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E =

Essential requirement of the role

D = Desirable requirement of the role

A = Assessed via the application form

I = Assessed at Interview



STEPHENSON TRUST

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund.

We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education

In our trust, our vision is one of excellence for everyone, pupils and staff. We believe that by working together, we can make a positive difference to children`s lives. We place emphasis on wellbeing, collaboration and professional development for our staff, underpinned by research. Our aim is to ensure our students finish their education with us as well-rounded, well-grounded individuals who will make a positive contribution to society, which is partly achieved by ensuring our workforce is supported and professionally challenged, underpinned by comprehensive CPD programmes and wellbeing initiatives. We offer the following benefits, designed to promote your wellbeing and make your role enjoyable and rewarding.

For the right candidate there will be additional opportunities based on potential, ability and capacity to make a difference across the team and the school.

BENEFITS OF WORKING FOR STEPHENSON TRUST

- A culture that actively promotes a positive work-life balance
- Local Government Pension Scheme with a generous employer contribution
- Flexible and Family Friendly Policies
- Generous holiday entitlement
- Continued Professional Development
- Lifestyle benefits and discounts
- Competitive salaries
- Free on-site parking
- On-site catering facilities

GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

Section 6: This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

Section 7: Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

Section 14: In line with the statutory guidance document Keeping Children Safe in Education (2024) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to jobs@rainhillhigh.org.uk

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for the [Caretaker Application Form](#)