



LAURENCE JACKSON
SCHOOL

Caretaker

APPLICATION PACK

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WELCOME LETTER FROM THE HEADTEACHER

Dear Applicant

We are seeking to appoint an experienced and committed Caretaker to join our team. This is an exciting opportunity to join our rapidly improving school.

Laurence Jackson School is a genuinely comprehensive school serving the rural town of Guisborough and surrounding rural area. Students also choose to come to Laurence Jackson from south Middlesbrough. Whilst the school has a pupil premium that is broadly in line with the national average at 25%, Our intake is wide ranging by nature, and we are proud of our very inclusive philosophy. In June 2024, Ofsted rated our school as Good.

The school is a larger than average 11 to 16 secondary school with 1240 on roll and PAN of 1250 and is full on first choices for September 2024 and has been oversubscribed for the last three years. Student mobility is low. The school moved into a new building in 2016 as part of the Building Schools for the Future initiative. The new school provides an excellent learning environment.

Support staff are pivotal and play a crucial part in the day-to-day smooth running of school, providing a wealth of knowledge, skills and experience which ensures that high standards prevail. In recent years we have developed a number of career pathways for support staff and there are number of leadership roles that are delivered by non-teaching staff in the school. We are committed to continuing to build on a strong team of support staff that are fully committed to building an excellent school for our community.

Kind regards



Catherine Jukes

Headteacher

Laurence Jackson School

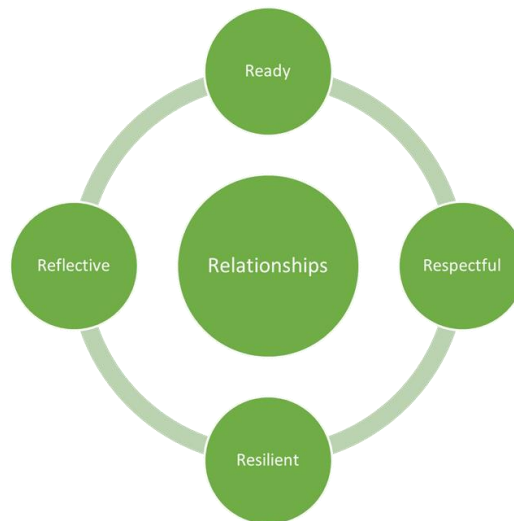


LAURENCE JACKSON VISION & ETHOS

We aim to develop lively, enquiring minds, encouraging our students to have a thirst for learning. We work closely with our students, building their self-confidence so they can become more independent in their learning. This enables our students to view education as a lifelong process. In addition to this, students are supported and guided through the key transition points of their education to ensure they make the right choices for their future.

We believe that supporting students to develop these skills and attributes leads to students who are equipped to be excellent both academically and socially. Our ethos helps ensure that Laurence Jackson School is a school with a positive culture and climate for learning.

Our ethos has five key elements. We know that positive relationships need to be at the centre of everything we do and students need to be able to demonstrate that they can be ready, respectful, resilient and reflective in their behaviour choices and in their attitudes to learning. Our strong character education and personal development curriculum provides students with structure opportunities to develop these characteristics.



VACANCY

Caretaker

Grade E, SCP 5-6 (£23,500 - £23,893 actual salary)

Permanent

37 hours per week, Whole Time

Laurence Jackson School is a 11-16 comprehensive school of 1220 students. Our intake is wide ranging by nature and we are proud of our very inclusive philosophy.

We are seeking to appoint a Caretaker to ensure that the buildings and grounds are kept in a well maintained and safe condition. To liaise with the Estates Manager, senior caretakers and colleagues to recommend remedial action or development. To support site activities by preparing facilities as requested.

Will have:

- A positive and caring ethos and working atmosphere
- Friendly children, eager to learn and achieve
- A committed, enthusiastic and supportive staff team
- Excellent support from the Governing Body, the staff and parents
- Opportunities for career development.

The successful candidates must have:

- A calm, understanding and friendly personality
- DIY experience
- Ability to follow and comply with instructions
- The willingness to work flexibly and constructively as part of a team
- The willingness to participate in training

Applications should clearly outline why candidates want to work at Laurence Jackson School and what other attributes they have to offer to the wider school ethos should be included.

Application forms and further details are available on the school's website –

www.laurencejackson.org or visit [Work for us \(valt.org.uk\)](http://Workforus.valt.org.uk)

Please email your completed application form to vacancies@laurencejackson.org addressed to Mrs C Jukes, Headteacher.

Closing Date: Friday 4th October 2024 9:00am

Interview Date: Week commencing 7th October 2024

About Vision1590 Trust

Vision1590 Trust was established on the 1st September 2024 following the merge between VALT (Vision Academy Learning Trust) and The 1590 Trust.

Vision1590 currently consists of 15 schools which include 4 secondary schools and 11 primary schools and a teaching school. Our mission is to provide high quality education in our schools that is supportive, respectful, in an inclusive environment that builds a foundation for life-long learning. All schools have strong links and together we feel we can do more for our local communities, students, pupils, parents and staff.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check.



JOB DESCRIPTION

Post Title:	Caretaker
Reporting to:	Operations Manager
Responsible for:	To work under the direction of the Estates Manager, undertaking general caretaking duties.
Scale:	Scale E SCP 5-6

MAIN (CORE) DUTIES	
Main Purpose	<ul style="list-style-type: none"> To ensure that the buildings and grounds are kept in a well maintained and safe condition. To liaise with the Estates Manager, senior caretakers and colleague caretakers to recommend remedial action or development. To support site activities by preparing facilities as requested.
Responsibilities:	<ul style="list-style-type: none"> To ensure the general security of the school's premises and grounds (including safety measure in cold weather – gritting), in accordance with the specification of the Trust Organise or undertake routine safety checks in accordance with Trust Policy and Procedures & maintain accurate records and maintenance logs to ensure legal, H&S and good practice compliance Complete daily, weekly and monthly preventative maintenance tasks as outlined in the project agreement To carry out first line repairs and maintenance Identify and report preventative maintenance of a more specialist nature / beyond the scope of the Premises Team To ensure that the premises are prepared and open for use as and when required in accordance with the specifications of the Trust and securing the premises after use To inform the Premises and School Leadership Teams regarding inconsistencies after evaluating works carried out on the premises In accordance with Trust Procedures, order supplies and repairs as required
Health & Safety	<ul style="list-style-type: none"> Ensuring that the school premises and furnishing area are safe and in good order (refer to the school's 'Risk Assessment' Guidelines) Ensuring that protective clothing is worn and that safe methods are adopted, and that Health & Safety rules are adhered to To attend appropriate Health & Safety training courses To carry out emergency premises cleaning as required Ensuring that all cupboards and store areas are kept clean and tidy. Cupboards containing harmful substances must be kept in a secure/locked position. Ensuring emergency exit routes are kept clear at all times and reporting any concerns to the Estates Manager or SLT
General Maintenance	<ul style="list-style-type: none"> Carry out repairs and maintenance that are up to and beyond the scope of a competent DIY person. Be able to undertake and complete more specialist work



	<p>at a similar level as a semi-skilled craftsman, e.g. re-hanging a door, fixing broken toilet, fixing broken window</p> <ul style="list-style-type: none">• Reporting, via the Estate Manager/Head Teacher, any repairs and maintenance work required at the school which is beyond the competence of the caretaking staff• To direct workmen or contractors to the site of repairs and maintenance work. Inspecting work, and where there is a requirement signing completion notes as necessary• Carrying out specific duties in accordance with Trust Policies and Procedures in the event of fire, flood, accident or major damage• Ensuring school waste is removed to the designated waste bins on a daily basis and ensuring that storage bin areas are kept clean and tidy• To remove promptly any graffiti both inside and outside the building• Ensuring that premises/site are prepared for normal school activities. Making the premises available for out of school activities on evenings and securing the premises after use• Complete daily, weekly and monthly preventative maintenance tasks
Portage	<ul style="list-style-type: none">• Moving furniture and equipment around the school premises, as requested• Taking delivery of goods ordered by the school and storing if required• Carry out bus duties• Assist in traffic management for school events
Grounds Maintenance	<ul style="list-style-type: none">• Ensuring that all hard play areas and paths are clean, safe and free from weeds, obstacles, litter and excrement• Ensuring that all drains and gullies are free flowing and clean, and guttering is free of leaves and rubbish• Emptying outside litterbins and keeping areas around the school premises litter free
Security Checks	<ul style="list-style-type: none">• To be named key holder for the school premises and respond to alarm calls as required• Routine and non-routine opening and securing of buildings and grounds (including patrolling of premises)• Regular checking and setting of security devices/systems and monitoring of CCTV systems as appropriate• Clear and salt main paths and playgrounds when necessary. Ensure that all outside areas and paths are free from hazard and debris, e.g. glass, leaves, etc• Assist with fire drill practices• Securing windows/doors after damages and ensuring that repairs are carried out in accordance with school policy, i.e.• Requesting unknown persons on site to furnish proof of ID, to prevent trespass on school premises or grounds, referring to the Head Teacher or other teaching staff or Police, where necessary

Other Specific Duties:

- Participate in training and other learning activities as required
- Show a duty of care and take appropriate action to comply with all Trust policies and Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory
- To play a full part in the life of the school community, to support its ethos and to encourage staff and students to follow this example
- To continue personal development as agreed
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to 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.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Academy Trust may determine.

The Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications/Training	<ul style="list-style-type: none"> • Basic skills/induction • Willingness to participate in training and development 	<ul style="list-style-type: none"> • COSHH training • Health & Safety training
Experience	<ul style="list-style-type: none"> • DIY experience at a similar level of a semi-skilled craftsman • Care and maintenance of premises, including security 	<ul style="list-style-type: none"> • Working in a school environment
Knowledge & Skills	<ul style="list-style-type: none"> • Able to carry out set instructions and seek clarification where necessary • Understanding of appropriate cleaning methods and standards • Good DIY skills • Ability to follow and comply with instructions on equipment/machinery • Good communication skills and the ability to work effectively with a wide range of people • Able to deal with emergencies outside normal working hours, following set procedures • Ability for some heavy lifting • Is able to prioritise daily workload 	<ul style="list-style-type: none"> • Knowledge of Health & Safety requirements • Knowledge of security systems and procedures
Personal Attributes	<ul style="list-style-type: none"> • Pleasant and friendly manner • Reliable, polite and punctual • A commitment to working as part of the whole school team and supporting the vision and aims of the school • A willingness to work occasional evenings 	

HOW TO APPLY

Application forms and further details are available on the school's website –

www.laurencejackson.org or visit [Work for us \(valt.org.uk\)](http://Work for us (valt.org.uk))

Please return your completed application form to vacancies@laurencejackson.org for the attention of Mrs C Jukes, Headteacher.

Applications submitted on anything other than the official application form and applications from agencies will not be accepted.

Confidential References

Two referees should be nominated, including one from your current/most recent employer – Those from an education setting must provide the Headteacher as one of their references.

Job Description

Details the main responsibilities for this post and the personal and professional qualities required.

Person Specification

Sets out the criteria to be used for the shortlisting process.

Closing Date: Friday 4th October 9am

Interview to be held: Week commencing 7th October 2024

EMPLOYEE BENEFITS

Wellbeing



Provided by Westfield Health & Wellbeing – the programme provides counselling support to all staff in the following areas:

- Free and confidential support
- Emotional, financial and legal guidance
- Up to 6 sessions of structured counselling, if recommended
- Advice on Family issues
- Medical Information
- Housing Concerns
- Stress & Anxiety
- Tax Information
- Bereavement

Pensions



All eligible staff automatically join either The Teachers Pension Scheme or the Local Government Pension Scheme upon the start of their employment.

As members of these schemes, employees have access to the full range of membership benefits including a Death in Service payment is included in the Teacher Pension Plan and Local Government Pension Scheme.

Cycle to work



We also provide a cycle to work scheme, which is a recognised Inland Revenue salary sacrifice scheme through www.greencommuteinitiative.uk which enables staff to access a new bike and bike equipment.

Work Life Balance



We provide a generous Annual Leave entitlement for Support Staff of 26 days leave, rising to 31 days leave following 5 years' service, in addition to statutory bank holidays.

As we are supportive of flexible working, we have many staff working on individual working arrangements and we offer many roles working term time only contracts, to assist with individuals work life balance.

Professional Development



As we believe in supporting and developing our staff, we offer extensive career development opportunities and actively seek to develop and promote staff where possible.

Corporate Benefits



We currently offer a range of benefits to staff including the following:

Corporate membership to;

- Escape zone at Sporting Lodge – £30 a month (instead of £35)
£150 – 6 months
£300 – 12 months
- Bannatynes – discounted price available on request at individual gyms
- Childcare vouchers (as Child Care voucher schemes were closed to new entrants by the Government in 2018, this is for existing members only)



- <https://www.discountsforteachers.co.uk/>
 - Free to join and offers a range of discounts on everything from groceries to shopping, to days out for yourself or families
- <https://www.teacherperks.co.uk/perks>
 - Free to join – discounts on shopping, groceries, days out
 - Also includes some free lesson plans

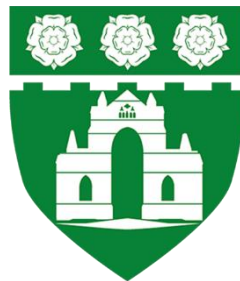
Policies and Procedures

Vision Academy Learning Trust is an ethical employer, supported by the following robust employment policies and procedures:

- Recruitment and retention
- Flexible Working Policy
- Sickness absence policy
- Special leave policy
- Shared parental leave policy
- Health and safety policy
- Ongoing individual risk assessments where required
- Working time directive – monitoring of hours worked by individuals



LAURENCE JACKSON
SCHOOL



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