

Caretaker / Handyperson

Candidate Information Pack



Small enough to care, big enough to deliver a positive impact

Executive Headteacher's welcome

Thank you for your interest in this opportunity to join Seaton Valley Federation as Caretaker / Handyperson. This role is key in the smooth running of our school's, ensuring a safe, secure environment for our pupils and staff. This role will mainly be located at Elsdon Avenue but travel to Seaton Sluice Middle School may be required.

Astley Community High School and Whytrig Middle School, which are co-located in Elsdon Avenue in Seaton Delaval, form the Seaton Valley Federation of Schools together with Seaton Sluice Middle School. The three schools share a single governing body.

There has been considerable change within the federation over the last few years with Whytrig Middle School moving onto the Elsdon Avenue site and the federation extending to include Seaton Sluice Middle School.

I am immensely proud to be Executive Headteacher of all three schools. We strive for excellence in the education we provide for our students and are a focal point for the local community. I strongly believe that the relatively small size of all three schools provides a great environment in which to know our young people well, so that we are able to understand and respond to each individual's needs and enable them to succeed.

I hope that the information within this pack will encourage you to apply for this opportunity. If you would like an informal discussion about the post then please contact **Ben Watson, Business Manager** on **0191 2371505**



John Barnes
Executive Headteacher – Seaton Valley Federation of Schools

Our ethos and values

We have three main themes to our ethos:

- 1. To be a school that knows each child really well both academically and pastorally as a complete young person.**
- 2. Everyone within the school is treated with respect and we expect that respect to be mutual.**
- 3. We expect and strive for everyone associated with the school to be as good as they possibly can in all areas of school life. We do not accept not trying and we are never ashamed of doing well and being proud of doing well.**

Our schools are small enough to care but big enough to deliver a positive impact.



All three schools in the Seaton Valley Federation share a set of core values. We expect that all members of our school community will:

- develop their self-knowledge, self-esteem and self-confidence
- respect the laws of England and will know right from wrong and ensure their actions reflect this
- accept responsibility for their behaviour
- show initiative and contribute in a positive way to the school community, the local community and society in general
- show respect for each other and all other people
- show tolerance and respect for different cultures and traditions and will never act in such a way that these cultures or traditions are abused or attacked
- show respect for the rule of democracy and respect for the democratic principles of England.

About our schools

School	Age range	Total number of pupils	Number in sixth form
Astley Community High School	13-18	532	137
Seaton Sluice Middle School	9-13	322	N/A
Whytrig Middle School	9-13	229	N/A

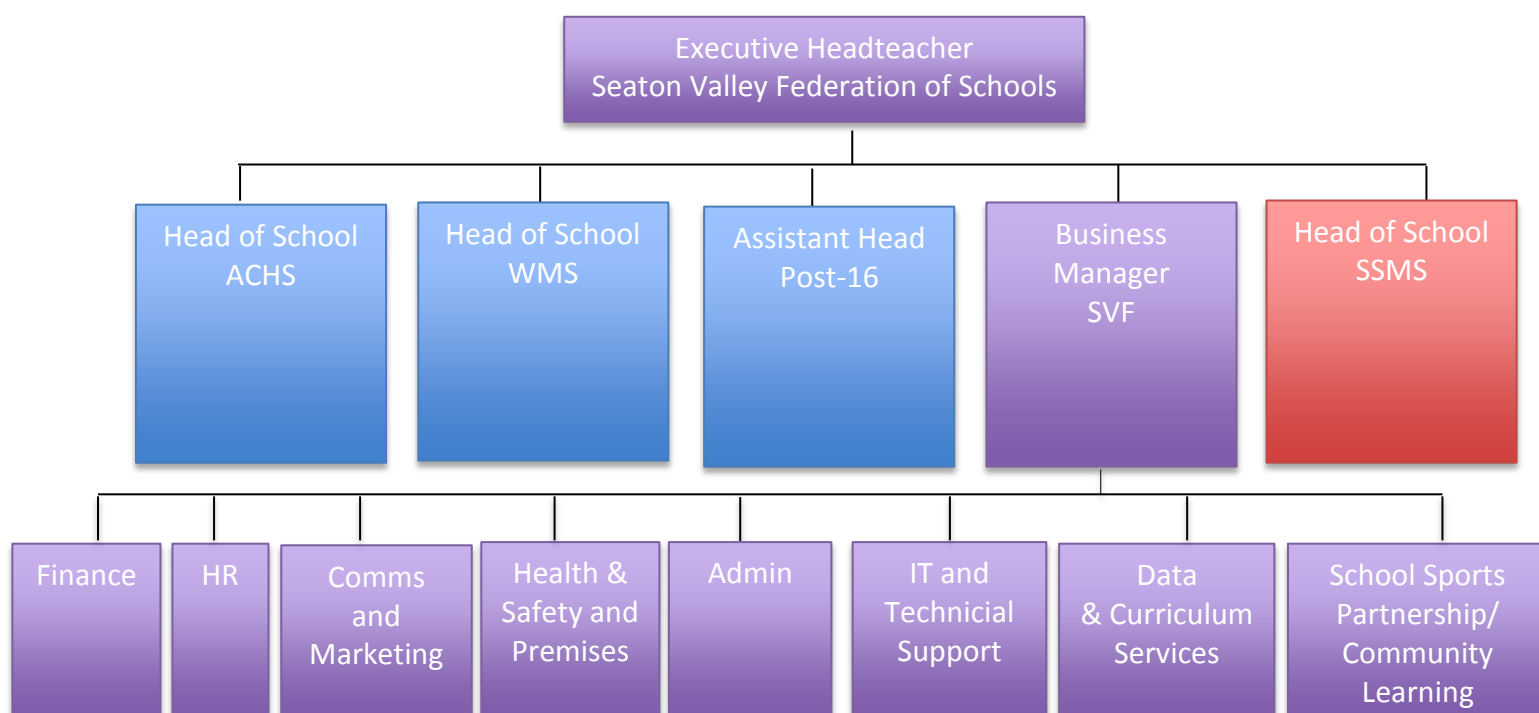
About our performance

School	Overall effectiveness	Last Ofsted inspection
Astley Community High School	Good	January 2016
Whytrig Middle School	Requires Improvement	June 2018
Seaton Sluice Middle School	Good	January 2018

You can read the full Ofsted inspection reports for each school at:

<https://reports.ofsted.gov.uk/>

About our structure



About the Premises Team

Over the next few pages you will find the advert, job description and person specification for the post of Caretaker / Handyperson but we know that you will want to know more about the team.

Joining a team of skilled caretakers based primarily at the Elsdon Avenue site, you will assist the Business Support Officer – Health & Safety and Premises in the care, upkeep and security of our schools. You will be responsible for the daily upkeep of the premises, opening and locking up, health and safety checks, ensuring the building is secure and adheres to safeguarding regulations.

You will be required to carry out planned repairs and reactive maintenance, oversee any contractors on site and be responsible for setting up of the classrooms and halls throughout the day. We are lucky to have a swimming pool on site, which requires daily testing by a pool plant operator (training will be provided).

Daily lettings also form part of the role, opening and closing areas for out of hours school use by the community and external hirers.



Ben Watson
Business Manager



Seaton Valley Federation of Schools

Elsdon Avenue
Seaton Delaval
Tyne and Wear
NE25 0BP
0191 237 1505

Caretaker / Handyperson

Permanent, Full-Time/Full Year 37 hours per week
Band 4: £18,870 to £20,541 per annum

Small enough to care, big enough to make a positive impact

This is an exciting opportunity to join our federation of three schools delivering a seamless education to 9-18 year olds throughout Seaton Valley in south-east Northumberland.

We are seeking a skilled Caretaker / Handyperson to join our hardworking premises team to ensure the smooth running of the schools. You will have a background in maintenance, facilities or caretaking and be able to act quickly and prioritise a busy workload.

The role is a varied, challenging and interesting role, which will require flexibility and the ability to work very well within a team. You will need to be able to manage a daily workload of locking and securing all doors, windows and gates, activating and deactivating the alarm systems, maintenance checks, setting up of the hall for assemblies, lunch and events, planned maintenance repairs and reactive maintenance, dealing with contractors on site, carrying out health and safety checks and completing the associated paperwork.

Providing cover for third party lettings outside of core working hours (including weekends) is also an important part of the role.

The successful candidate will need to have or complete a Pool Plant Operator certificate to complete the daily testing and maintenance of the swimming pool. This is a 3 day course, with follow up work based assignment.

You will work 37 hours per week on a three week rotating shift pattern, you will also need to be flexible and work one in three weekends to cover weekend lettings. You will be entitled to 25 days holiday, increasing after 5 years service to 30 days and membership of the local government pension scheme.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

Interested in applying? A completed application form and criminal records declaration form must be submitted by **12 noon on Thursday 22 November 2018** by email to svfjobs@svlp.org.uk. It is expected that shortlisting will take place on Friday 23 November and the assessment process for shortlisted candidates will take place on Monday 26 November.

Further information about all of our current vacancies is available at <http://www.svf.org.uk/vacancies>

NORTHUMBERLAND COUNTY COUNCIL

Post Title: Caretaker/Handyperson	Director/Service/Sector: Schools		Office Use
Band: 4	Workplace: Astley Community High School and Whytrig Middle School		JE ref: S43 HRMS ref:
Responsible to: Business Support Officer – Health & Safety & Premises	Date: July 2015	Manager Level:	
Job Purpose: To ensure the efficient cleaning, maintenance, safety and security of the school.			
Resources	Staff	Cleaning staff	
	Finance	Small repair budget.	
	Physical	School grounds, buildings, plant infrastructure, furniture and facilities.	
	Clients	All staff, pupils, parents, community users, suppliers and contractors.	
Duties and key result areas: <p>Responsible for carrying out such duties associated with the cleanliness, security and general maintenance of school buildings and grounds on the Elsdon Avenue site which comprises ACHS and WMS.</p> <ol style="list-style-type: none"> 1. Ensuring that all the school buildings and furnishings are cleaned in accordance with the Governors' requirements and arranging for the disposal of refuse. 2. Taking delivery of stores, materials etc. and storing them securely, arranging for the goods to be transported wherever they may be needed within the school. 3. Security of the school buildings when on duty. 4. To organise and supervise the work of others (i.e. contractors and cleaners). 5. To be responsible for the heating and lighting of the premises including necessary frost precautions and report system failures to the Business Support Officer. To ensure the satisfactory maintenance/repair of the boilers and associated equipment and that adequate stocks of fuel are maintained in the Boiler House. 6. Where necessary report to the Business Support Officer those jobs which require the attention of outside contractors. To admit contractors' employees to the premises and direct them to their job location. To carry out minor permanent and/or temporary repairs (electrical, mechanical and structural) to buildings and equipment as required. 7. Carrying out appropriate procedures in the event of fire, flood, breaking and entering, accident or major damage. 			

8. To carry out regular inspection of ancillary equipment as directed by the Business Manager
9. To ensure that all hard play areas, paths and drives remain free from litter and that all drains and gullies are free flowing and clean.
10. To clear pathways of snow and apply salt when required.
11. To report to the Business Support Officer any trespass, theft or unauthorised parking of vehicles on the premises.
12. When applicable to operate plant and equipment for the swimming pool including attention to water heating and treatment and cleaning as prescribed.
13. Such other duties as may be determined from time to time within the general scope of the post; duties and responsibilities outside the general scope of the post will only be required with the general agreement of the post holder.
14. Be prepared to co-operate in a programme of energy saving measures.
15. Be prepared to attend any training courses, which would aid the future development of the post holder.
16. To work effectively alongside Community Learning staff.
17. Responsibility for ensuring effective Health and Safety for self and others when carrying out duties.
18. Responsibility for overseeing and managing delegated budget a) redecorating b) repair and maintenance as directed by the Business Support Officer.

Support for the School

1. Comply with all school policies relating to:
 - Health and Safety
 - Equal Opportunities
 - Child Protection
 - E-Safety
 - Confidentiality and data protection.
2. Work in such a way as to promote the ethos and vision of the school.
3. Participate in training and development, and activities that contribute to the management of performance.
4. Attend and participate in regular meetings.

6. To undertake other duties and responsibilities as required commensurate with the grade of the post.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to do the same

**Northumberland County Council
PERSON SPECIFICATION**

	ESSENTIAL	DESIRABLE
EDUCATION/TRAINING QUALIFICATION	<ul style="list-style-type: none"> Numerate and Literature to GCSE D-E level or equivalent in English/Maths 	<ul style="list-style-type: none"> Health & Safety qualification Qualification in relevant trade
EXPERIENCE	<ul style="list-style-type: none"> Working with young people and/or the general public Cleaning work Managing own workload Managing a small team 	<ul style="list-style-type: none"> Managing a large team Use of relevant machinery and equipment Managing a small plant
PERSONAL QUALITIES, APTITUDES	<ul style="list-style-type: none"> Positive, approachable “can do” attitude Problem solving approach Use of initiative Excellent role model for young people Diligent, honest and reliable 	
SPECIALIST KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> Use basic power tools and equipment to make repairs and improvements DIY skills Trained in at least one of Joinery, plumbing or electrical work Conduct a risk assessment 	<ul style="list-style-type: none"> Assess quality of others work, give feedback, support and advice Revise suitable record keeping systems Develop more efficient and cost effective ways of working
OTHER	<ul style="list-style-type: none"> Excellent record of attendance and punctuality Understanding of role within safeguarding 	

Key Letters: A = Application Form; R = Reference; I = Interview; O = Observation

Working in the Seaton Valley Federation of Schools

We always look to strengthen our highly dedicated team of staff with people who have high expectations of students and themselves, can work cooperatively and make a positive contribution to the life of the school. In return we can offer:

- opportunities for continuing professional development
- membership of the Teachers' Pension Scheme (for teachers and tutors) or the Local Government Pension Scheme (for support staff), which the school also contributes to on your behalf
- 25 days' annual leave for support staff who work full year, rising to 30 days after 5 years' local government service
- good transport connections from the A1 and A19 for easy access to Seaton Delaval and Seaton Sluice
- ample staff car parking
- shared premises with Active Northumberland's Seaton Valley Library and Northumberland County Council's Customer Services.

Living and working in Northumberland

If you are new to the area, we can assure you that south east Northumberland is a great place to live and work. Seaton Delaval has its own National Trust property, Seaton Delaval Hall, and Seaton Sluice overlooks the coast with its beautiful sandy beaches. It is only a short drive from the Seaton Valley area to enjoy the spectacular scenery of the Cheviot and Simonside Hills and the Northumberland National Park beyond. We are also conveniently located within ten miles of both Newcastle City Centre and Newcastle Airport.



Take a look at www.visitnorthumberland.com for more information.

Our commitment to professional development

We are committed to the continuing professional development of all of our staff.

- There is a weekly session for teachers to undertake Continuing Professional Development focused on teaching and learning. These sessions are led by internal and external providers and we expect all teachers to contribute to these sessions so that we can share and build upon good practice and innovative ideas.
- We hold joint training days for the three schools in the Seaton Valley Federation to facilitate an integrated approach across all phases and stages.
- Staff are given the opportunity to work in other schools at specific times of the school year to develop their skills and knowledge of other key stages.
- We provide opportunities for teaching staff to observe at least one other colleague of their choosing during the school year to support staff to reflect on their own practice.
- North-east teaching schools and Durham County Council provide a range of CPD opportunities so that we can learn from, and develop our professional practice with, other professionals.
- Opportunities to attend local and regional networks are encouraged.
- Each member of staff has a CPD plan to address areas for development identified through the annual appraisal process and we support staff to develop their skills and knowledge.
- There are many examples of how we have enabled teaching and support staff to undertake courses of further study either through financial assistance or time off.

Our commitment to equal opportunities

We seek to employ a workforce which reflects the diversity of the communities we serve. We understand and value the added contribution that individuals can make when we recognise and embrace individual differences in age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

Our recruitment and selection process is designed to be fair and avoid discrimination. Our Equality and Diversity in Employment Policy is available from:

<http://www.astleyhigh.org/aboutus/policies-and-rules>

Our commitment to safeguarding children and young people

Keeping our children and young people safe and secure is crucially important. We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

It is important during the recruitment process that we ensure candidates support this commitment. We will ask all applicants to tell us in confidence about any criminal convictions they have and the successful candidate will also need to obtain an enhanced certificate from the Disclosure and Barring Service (DBS). This does not mean that you cannot work here if you have a criminal conviction as we will take into account factors such as the age of the conviction, its relevance to the job and any mitigating factors before making a decision.

However we are aware that not everyone who is a risk to children will have a criminal conviction and therefore you should expect at interview that we will explore any gaps in your employment record, your motivations for working with children and young people and your ability to keep them safe from harm. We will also check this information in any references we receive, one of which must be from your current or last employer.

How to apply

Please read the job description/person specification for the post and the guidance notes carefully before completing an application form.

Your completed application form including the names and contact details of two referees and your criminal record declaration form must be **e-mailed** by **12 noon** on **Thursday 22 November 2018** to: svfjobs@svlp.org.uk. **Please ensure the subject/title of your e-mail is Caretaker / Handyperson.** In exceptional cases we will accept applications by post however please contact us to discuss this in advance. Please note that we do not accept CVs.

Contact us

Address: Seaton Valley Federation of Schools, c/o Elsdon Avenue, Seaton Delaval
NE25 0BP Telephone: 0191 2371505
Website: <http://www.svf.org.uk>