



APPLICATION PACK CARETAKER

Salary - £20,266-£21,644 pro rata
7.5 hours per week/one day per week
Flexible to suit, all year position
Closing date – 20th October 2023 (midday)



Cornerstone Academy
The Stables
Warmingham Road
Crewe
CW1 4PP

WHY CORNERSTONE ACADEMY IS A GREAT PLACE TO WORK

This vacancy at Cornerstone Academy is an outstanding and unique opportunity for the right person to become a fully functional, multiskilled member of a highly inclusive and collaborative team that strives to change the lives of children with Social, Emotional and Mental Health needs (SEMH) through all that we do.

We are seeking an organised, efficient and motivated Caretaker to join our team. The role will involve general DIY and site maintenance and ensuring the safety and security of all our school sites, currently Crewe and Sandbach. You will be able to communicate with a wide range of people including pupils, parents, staff, visitors and contractors. The role will develop as our school grows so flexibility and adaptability are key, alongside a desire to work in a unique educational setting.

Cornerstone Academy is fast becoming a beacon of outstanding practice in SEMH specialist provision. You will have the opportunity to grow with the school and truly make a difference to the most vulnerable young people in society.

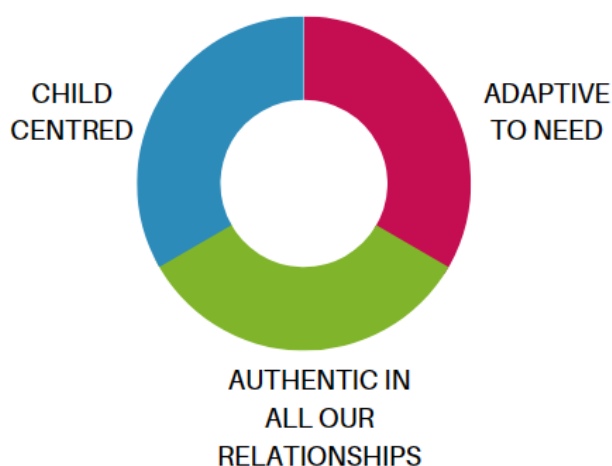
This vacancy is to work one day per week, with the day, start and finish time negotiable to suit the successful applicant. This is an all-year position. You must be able to work on all our school sites, currently Crewe and Sandbach, so a car is essential.

Yours sincerely

Damien Sweeney, Headteacher

OUR CORE VALUES

To be successful, you need to demonstrate our core values. We are:



HOW TO APPLY

We are proud of our school. We encourage all applicants to view our website, contact us informally or visit us. To arrange this please contact: admin@cornerstoneap.org

Please complete the Youth Engagement Schools Trust application form.

You are also asked to complete a letter of application that addresses the items listed on the attached Person Specification & Assessment Criteria. Please keep this letter brief and to the point (maximum 2 pages).

CVs cannot be accepted, so please do not send in, or refer to one.

Please return your application for and letter to: admin@cornerstoneap.org

<u>Timeline for Assessment and Selection Process</u>	
Advertising window	From Summer 2023
Closing date for applications	12pm noon 20 th October 2023
Opportunity for informal discussions with Headteacher	By appointment
Interviews	TBC



The Stables, Crewe



Cornerstone House, Sandbach

JOB DESCRIPTION

Job Title: Caretaker

Line Manager: School Office Manager

Overall purpose of job: To ensure the school premises are clean, secure, safe and well maintained.

Main duties:

- Dealing efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.
- Monitoring the premises for any hazards, carrying out repairs or reporting problems, where necessary.
- Grounds maintenance.
- Locking and unlocking the buildings, as required.
- Assisting users with setting up facilities such as chairs, tables etc.
- Undertaking minor repairs to fixtures and fittings.
- Ensure all plant and equipment is maintained to the required standard.
- Assisting with the organisation of school refurbishments.
- Porterage around the school site/s.
- Ensuring that all stakeholders adhere to the school's Health and Safety Policies and Procedures.

Health and safety:

- Taking reasonable care of own health and safety and that of others.
- Co-operating on all issues involving health and safety.
- Using the appropriate work equipment provided, in accordance with training and instructions.
- Carry out risk assessments.
- Maintain appropriate record keeping.
- Ensure all equipment is maintained effectively, in line with statutory requirements.
- Not interfering or misusing anything provided for health, safety and welfare.
- Reporting any health and safety concerns to the Site Manager /School Office Manager, as soon as possible.
- Ensuring all tasks are completed in a safe manner.

Other duties:

- Holiday/cover for the Site Manager, as required.
- Overtime work, when required and in agreement with the School Office Manager.
- Respond to emergency call outs and take action, as required.
- General cleaning, when required.

- Supervision of contractors.
- Painting and decorating, general maintenance and repairs.
- Health and safety checks, in line with legislation.
- Sweeping/salting and keeping clear school footpaths and car parks.
- Litter collection around the school sites.
- Any other duties that may be required.
- This role requires significant periods of lone working and as such, the postholder will need to display a high degree of responsibility and professionalism in their work.

The ability to use own initiative is essential.

Safeguarding:

- All staff have a responsibility to ensure that all school Safeguarding Policies are adhered to, at all times and that concerns are raised, in line with School Policy.
- A commitment to attend suitable training, to support safeguarding and health and safety responsibilities within the school.
- Attendance at specific staff training sessions, or INSET days, in line with safeguarding and health and safety legislation.

Holidays:

- Holidays should be taken, in agreement and negotiation with the School Office Manager.

Note: Post holders will be expected to be flexible in undertaking duties and responsibilities attached to their post and may be asked to perform duties which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

CARETAKER - PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualification	<ul style="list-style-type: none"> • Good Numeracy and Literacy skills 	<ul style="list-style-type: none"> • Full driver's license. • A H&S qualification 	Qualification
Experience	<ul style="list-style-type: none"> • Experience that supports maintenance of an aspect of buildings or premises • Experience that is transferrable to the role • Knowledge and understanding of relevant policies/codes of practice – health and safety • Ability to use a range of tools and equipment, ensuring safe handling and storage 	<ul style="list-style-type: none"> • Experience coordinating premises improvements 	Experience
Skills	<ul style="list-style-type: none"> • Ability and willingness to work as part of a team • Ability to use own initiative • Ability to communicate effectively at all levels with internal and external personnel, contractors and suppliers • Understanding of school roles and responsibilities • Willingness to participate in training and development • Ability to carry out basic repairs, for example, painting and decorating 		Skills

The successful candidate would be expected to maintain a well-organised, creative, safe and friendly environment for living and learning and hence enhance the ethos of the school. Candidates are asked to address as many of the person specifications as possible in their application.

THE YES TRUST



The Youth Engagement Schools (YES) Trust is a multi-academy trust based broadly in the North West. Together, we have developed a growing family of schools which makes a difference for children and young people. As we continue to set and raise the bar in all the work we undertake, we are keen to maintain our national recognition as one of the highest achieving alternative and SEN multi-academy trusts in the country.

We unashamedly use words like “kindness” and “compassion” in our values. Our ability to make that difference rests on our vision and our core values which include an absolute belief in the importance of collaboration and mutual support, and on our recognition of the trust as a family of schools in which colleagues are equally valued. We want to continue this further, and to become the employer of choice for teaching and support staff across the region.

With my very best wishes,

Mr. Nic Brindle
Chief Executive



Mission statement: Transforming lives

We are:

- Child centered
- Adaptive and sensitive to need
- Authentic in our relationships

We strive for:

- Solution-focused mindsets
- A climate of reflection and feedback
- Intrinsic motivation *
- Continual improvement
- A culture of collaboration

Our minimum expectations of our staff are:

- Belief in our core
- Professional conduct at all times
- Appropriate communication
- Ability to follow direction
- Kindness and compassion
- Flexibility and adaptability

*Intrinsic motivation refers to actions that are driven by internal rewards. The motivation to engage in a behaviour arises from within because of the inherent satisfaction of the activity rather than the desire for a reward or specific outcome. The three main elements of intrinsic motivation are autonomy, purpose and mastery. People are intrinsically motivated when they can act independently, feel that their efforts matter, and gain satisfaction from becoming more skilled.

LOOKING AFTER OUR TEAM

At the Yes Trust, we believe our aims and vision for our students and their carers are best achieved through supported and valued team members. We offer the following benefits to all Trust employees from their first day with us:

- Access and support with training and CPD including further professional qualifications.
- Specialist training where required
- Cycle to work scheme
- Flexible and supportive approach to work
- Free lunch at school
- Free parking
- Nursery benefits
- Car purchase salary sacrifice scheme
- Education Mutual – access to free face to face counselling, physiotherapy, nurse help-line, prescription service whenever you need it
- Perkbox
 - A huge range of discounts, free gifts, perks including shopping, eating out, holidays
 - The wellness Hub – access to a variety of practical and useful resources
 - Medical – on-line GP appointments, prescriptions, and advice at a time convenient to you



The Youth Engagement Schools Trust (YES TRUST) Safer Recruitment Policy Statement

The safe recruitment of staff in the YES Trust is the first step in the effective safeguarding and promotion of welfare for our children. The YES Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers, and other workers in the YES Trust to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

The YES Trust recognises the value of, and seeks to achieve a diverse workforce which includes people from diverse backgrounds, with different skills and abilities. The YES Trust is committed to ensuring that the recruitment and selection of all who work within The YES Trust is conducted in a manner that is systematic, efficient, effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The YES Trust will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion, or creed.

The YES Trust will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role.

NB It is illegal for anyone who is barred from working with children to apply for, or work in our YES Trust in any voluntary or paid capacity.

*In exceptional circumstances, where you have good reason not to want your referees to be contacted prior to interview, you should set out your reasons with your application form. The YES Trust will liaise with you and where they agree to defer in such cases, referees will be contacted immediately after interview and before an offer of employment is made.

The YES Trust maintains a single central record of recruitment and vetting checks, in line with the statutory requirements.

The YES Trust requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty.

All posts within the YES Trust are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Disclosure & Barring Service Certificate.

The YES Trust is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature, and circumstances of the offence(s). The YES

The YES Trust will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The YES Trust will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to The YES Trust.

The following pre-employment checks will be required:

- receipt of at least two satisfactory references as well as verification of the candidate's identity and a satisfactory Enhanced DBS check
- verification of the candidate's medical fitness
- verification of qualifications
- verification of professional status where required e.g. QTS status (unless properly exempt)
- the production of evidence of the right to work in the UK
- for teaching posts, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)

Trust's Recruitment (pre-employment checks) Procedure outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The DBS has published a Code of Practice and accompanying explanatory guide. The YES Trust is committed to ensuring that it meets the requirements of the DBS in relation to the processing, handling, and security of Disclosure information.

A copy of the YES Trust's draft Safer Recruitment Policy & Procedures is available on request.