

# Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

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## Caretaker

Vacancy Information booklet

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# Caretaker at Bedford High School

We are looking for an enthusiastic and hardworking colleague to join our site team.

The successful candidate will be joining the school at an exciting time. Bedford High School is a mixed comprehensive school, which was judged “good” by Ofsted in 2018. The school is now full throughout KS3 and KS4 with a waiting list of families.

Our school is based over 2 sites with excellent facilities which include our 3G pitch, beautiful green outside space, dedicated outside classroom and large Bistro food court area. Work will soon be underway which will provide our students and staff with an onsite gym and second food court area. Our inclusive values drive our vision and ethos across all stakeholder groups. Positive student/staff relationships, which are based on mutual respect embedding our SPIRIT ethos of Strive, Perseverance, Independence, Respect, Integrity and Tolerance are a key strength of our school. Student and staff voice are used across our school to help inform decisions and shape our school development plans.

We are proud of our CPD programme that allows all staff to develop their practice and expand their skill set. We believe that teaching is a career as well as a vocation and support our staff to succeed and develop as leaders in education.

Dear Colleague

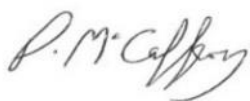
Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in May 2018. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk). Please return completed application forms to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in dark ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery  
Headteacher

### Why work at Bedford High School?

Our staff deliver high-quality teaching and learning, hold their colleagues in high regard and display the highest level of professionalism.

### Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

### Our School Values

To Care, To Learn, To Achieve.

### Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

### Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with 9 fully trained Mental Wellbeing First Aiders
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Continued professional development

Feedback from our staff wellbeing survey tell us...

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

## Job Description

<b>Role Title:</b>	<b>Caretaker</b>		
<b>Job purpose:</b>	To undertake general maintenance and gardening and security duties as directed on school premises and sites. To ensure the school is clean, welcoming, safe and secure environment for all staff, students and visitors to school		
<b>Reporting to:</b>	Premises Manager, Finance and H&S Manager, HR Facilities & Communication Manager, Headteacher		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Headteacher, senior site staff, all other school staff		
<b>Grade of post/Salary:</b>	G3 (actual salary £22,737 to £23,500)	<b>Gauge ref:</b>	
<b>Status:</b>	Permanent		
<b>Working Time:</b>	Full year, 37 hours per week, Monday to Friday, working shift patterns on a rota basis, hours between 6.00 am and 10.00 pm. Flexibility is crucial for this post and you will be expected to support the school at school events and projects including Open Evening, with possible weekend work that are outside core working hours which would be paid as occasional overtime as required.		
<b>Disclosure level:</b>	<p>All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates and you will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.</p> <p>This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.</p>		
<b>Date:</b>	November 2023		

<b>Job Outline</b>
<ul style="list-style-type: none"> <li>• To maintain the security of the school premises at all times by securing entrances (locking/unlocking), exits and areas, including MUGA (Multi Use Games Area), all buildings and grounds reporting potential security breaches.</li> <li>• Setting up of MUGA in readiness for lettings, and clearing away at end of sessions.</li> <li>• Ensuring that changing facilities and toilets in Sports Hall are left in good condition.</li> <li>• To co-ordinate and participate in arrangements for areas used for school functions which may include, but is not limited to, Parents Evenings, Assemblies, Examinations, Governors meetings, PTA events, concerts and Curriculum Information Evenings.</li> </ul>

- To assist in ensuring that the legal provisions relating to Health and Safety at Work are properly adhered to, including the safe storage of any flammable/toxic substances on site (excluding workshops/laboratories).
- Liaise with external contractors as required
- To assist in the oversight for all fire precaution arrangements and equipment.
- Assisting the Senior Management Team in maintaining good and orderly conduct throughout the school.
- Attendance at lettings and other school events as required by the Headteacher.
- To assist with the creation and promotion of an image which accords with the school's aims.
- To be responsible for the general tidiness of the school/school site, including litter control/picking 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. To undertake cleaning duties including graffiti removal, litter picking, collection and assembly of waste for collection.
- Cleaning lampshades/diffusers and, where these are not on contract, cleaning interior glass walls and surfaces.
- Removing debris and leaves from traps, downspouts, waste pipes etc., and ensuring that the drains and manholes are clean and working.
- Assisting the Senior Management Team in maintaining good and orderly conduct throughout the school.
- Convey waste produce from the cleaners' central collection point to the waste disposal area. Keep waste disposal clean and tidy, ensuring there is sufficient number of bins; put out and bring in bins in conjunction with waste collection days, as necessary.
- Ensure that waste pipes to all lavatory basins and sinks are cleared and clean, and there is regular maintenance of grease traps. In frosty weather drawing all water from pipes leading to and from all outside latrines and w.c. cisterns.
- Ensuring there is sufficient stock of materials for fuel, lighting, spot and emergency cleaning, and washroom services. Reporting to Premises Officer when stocks are low.
- 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 carry out minor/simple repairs not requiring a contractor e.g. changing light bulbs, unblocking drains, basic plumbing.
- To assist with regular routine health and safety checks e.g. fire alarms, water sprinklers, legionnaire testing.
- To undertake gardening duties within the school site as required/directed and contribute to the development of a gardening maintenance procedure.
- To operate the heating plant, cooling and lighting systems.
- Monitoring and operating efficient heating, lighting and drainage 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, operating the central heating plant and reporting of any required repairs/maintenance to the Premises Officer.
- Monitoring and report on the cleaning, grounds and buildings maintenance contracts to ensure compliance with specification and report concerns to appropriate officers.
- To provide a janitorial service as and when required.
- As a principal 'keyholder' to respond to emergency 'callouts' in the event of fire damage, burglary, floods etc. in accordance with agreed procedures.
- To ensure lights and other equipment are turned off as appropriate
- To undertake emergency cleaning duties/activities e.g. spillages and to maintain a safe, clean and orderly learning and working environment e.g. gritting.
- To be the main key holder on occasions and attend to call outs outside of normal working hours.
- To provide access to the school site out of school hours as requested.
- To provide a portage service around the school and assist with receipt, distribution, collection and despatch of goods.

- To undertake basic record keeping as directed.
- To refill and replace consumables for example soap, towels and toilet rolls.
- To ensure lights and other equipment are turned off as required and to report faulty equipment and other maintenance requirements to the appropriate person.
- To drive the school minibus/other vehicle either during or outside of normal school hours if required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.

## Other Specific Duties

### Health and Safety

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To carry out the duties in the most effective, efficient and economic manner available

To continue personal development in the relevant area

To participate in the staff review and development appraisal process

To have due regard and comply with all school policies

To undertake training as required

To participate in personal and team reviews/meetings

To participate in annual appraisal and implement agreed targets

Develop good working relations with other colleagues and students

To contribute to the overall ethos/work/aims of the school

To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

### Health and Safety Training

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

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.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

## Person Specification

### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of maintaining buildings/grounds and/or gardens to a required standard	E		A, I
Previous experience of caretaking/grounds maintenance in a school or similar environment		D	A, I

### B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 1 in relevant discipline (Caretaking, Cleaning,) or willingness to work towards it	E		A
Willingness to undertake further relevant training for examples NVQ level 2, COSHH, health and safety at work	E		A, I

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of COSHH requirements		D	A, I
Knowledge of health and safety at work regulations for example moving and handling	E		A, I

### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to use a range of equipment relevant to the post	E		A, I
Ability to complete basic paperwork	E		I
Ability to undertake basic DIY as directed	E		A, I



	Essential	Desirable	Source
Ability to recognise the importance of ensuring a secure and safe environment	E		A, I
Ability to take direction to complete a range of maintenance tasks	E		A, I
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to support and motivate other team members		D	A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to organise self and others	E		A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours will be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

## E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I

## **What to expect**

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk).

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

## **The interview process**

**Deadline: Monday 4<sup>th</sup> December at 9:00AM**

**Interviews: to be confirmed**

**Start date: as soon as possible**

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

### **Our commitment to safeguarding**

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance (2022) (para 220) we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.