



Walkwood

Church of England  Middle School



Recruitment information:

Caretaker



“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”

2 Corinthians 15: 58

“The vision, in line with the Church of England’s role as the established Church, is for the common good of the whole human community and its environment, whether national, regional or local. It is hospitable to diversity, respects freedom of religion and belief, and encourages others to contribute from the depths of their own traditions and understandings.”

Deeply Christian, Serving the Common Good, 2016

“The core purpose of any Church school is to maximise the learning potential of every pupil within the love of God.”

SIAMS (Statutory Inspection of Anglican and Methodist Schools) 2012



Caretaker

To support the work of the Site Manager

We would welcome applications from individuals looking to explore flexible working hours, as this post may be full- or part-time.

Grade: SC3

Salary: hourly rate of £10.21

Dear Candidate,

Thank you for taking time to consider applying for the post of Caretaker at Walkwood Church of England Middle School.

Walkwood is a school that has clear values that are taught within all lessons alongside the subject knowledge and associated skills. Therefore, we are seeking a colleague who will uphold our school values (the Fruits of Faith – see right), and who also believes that each individual pupil deserves high-level pastoral care.



The inclusive vision of the school ensures that all children are supported in their personal well-being and academic achievement.

SIAMS, 2017

The school has an impressive climate for learning. Pupils' contributions in lessons are often thoughtful, sensitive and articulate.

Ofsted 2018

Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with great emphasis placed on subject specialisms. We are a school that cares for its children and staff, and are seeking an appointment for someone who will help sustain this approach.

The successful candidate will be expected to carry out assigned duties with a minimum of supervision and have the ability to use their own initiative and work to schedules and deadlines.

The job holder will maintain a clean, attractive and welcoming site through a process of routine maintenance of buildings, grounds, fixtures and fittings and through a process of regular cleaning. The Caretaker will ensure that a safe and secure school environment is provided that is properly heated and lighted in order to support the effective teaching and learning of pupils and its full use by the staff, pupils and visitors who use the school. The job holder will manage a team of cleaners and a Caretaker and will have proven experience in completing typical handyperson / decorating tasks together with a good understanding of health and safety procedures.

Walkwood Church of England Middle School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced DBS check.

Should you read the information and consider that you match our criteria, do progress to making an application. A standard application form must be completed and is available from the school's website. Please send your documents to recruitment@walkwoodms.worcs.sch.uk by 9.00am on 10th February 2022. Short-listed candidates will be contacted soon after this date. I regret that feedback to unsuccessful applicants will be limited to those who are called for interview.

Yours sincerely,

Rev. Clive Leach

Principal



School Context

“I appointed you to go and bear fruit, fruit that will last, so that the Father will give you whatever you ask him in my name.”

John 15: 16



“God blesses those people who are like trees growing beside a stream, trees that produce fruit in season and always have leaves.”

Psalms 1: 3

Principles and purpose

At Walkwood Church of England Middle School we:

- Hold each child as precious
- Support the development of good character
- Seek for the best rates of academic progress
- Engender care, happiness & love

At Walkwood Church of England Middle School our purpose continues to be for pupils to:

- develop a deep desire to learn, engaging with the roots of the learning process;
- cultivate values that will shape their living both within and without the school;
- experience awe and wonder, and consider both spiritual and human dimensions.

Borrowing an adage from St. Irenaeus: “The glory of God is a human being fully alive!”

Vision and Values

The school has been an established Christian community for an extended period, being welcoming and friendly, with pupils who are expected to behave and be eager to learn. Those pupils who find this a challenge are fully supported through highly functioning classroom practitioners and well-developed pastoral support.

Walkwood Way

‘Love to Learn; Learn to Live; Live to Love’

Our aim is that all children attending the school will become life-long learners who are curious about the world around them and are creative in their exploits while caring for others and themselves. We seek to enable our pupils to make informed choices, becoming increasingly independent and playing their part in the community. We offer pupils a spiritual dimension that is distinctively Christian, and honours other faiths and those people who profess no faith.

We aim to inspire every child – whatever their abilities – to achieve their very best, and make a valuable contribution to the Walkwood community. We want our pupils to [love to learn](#).



Our school is not just about knowledge, it is also about skills. It's about inspiring children to look at the world differently, and about challenging them to be fascinated by lessons and subjects. In this way, we encourage our pupils to **learn to live**, preparing them for an adult life in a changing world, and as such we seek to equip our children for the future. Our 'Learning Superheroes' allow teachers to hone pupils' learning skills. We want pupils to excel in school... and in later life.

As a Church of England school, we are fully inclusive of all faiths and beliefs. While Christian principles underpin all of the school's values, we know that these morals are shared by many faiths. We look for our pupils to take into their lives beyond our school an outlook that allows them **to live to love** the experiences, people and spirituality that they encounter.

Walkwood values

Our core values are expressed in the Fruits of Faith, which are ten values that have their roots in Christian tradition. However, we believe that devotees of other faiths, or those who express no faith commitment, are able to agree upon the definitions and implementation of these values within a shared community. These fruits are used as part of worship, and are also within lessons.



Walkwood pupils

Our Christian ethos, embedded in all aspects of school life, ensures that every child will know what it is to be cared for and valued. All pupils receive the very best education and an equal opportunity to learn and achieve academically, socially and spiritually. We know that enthusiastic, happy, confident children are most likely to persevere and work to the best of their ability. We aim to build upon this and foster a love of learning in all children. Our Fruits of Faith and Superhero Thinking Skills form a firm foundation to school life where children are encouraged to develop independent learning skills, be thoughtful and take responsibility for their actions.



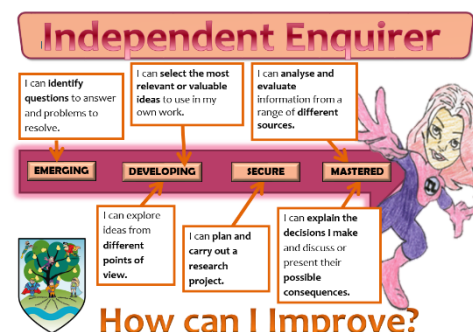
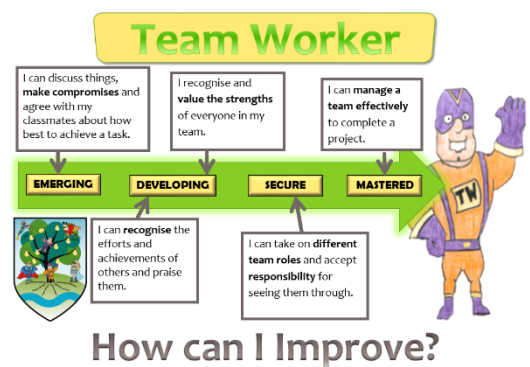
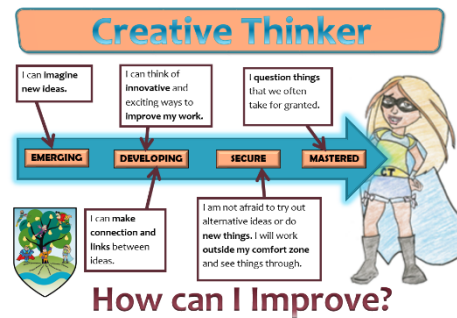
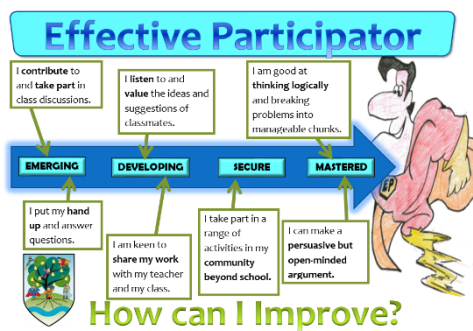
Walkwood staff

We set high aspirations for all our pupils, both academically and socially, as well as allowing pupils to consider the spiritual dimension. Therefore, we have high expectations. Christian values lie at the heart of our work and we aim to provide a broad, rich, stimulating education to develop a thirst for learning in all children. We aim to challenge all our children to raise their standards and support them in that challenge, encouraging them to become reflective, resilient learners. Firm and fair discipline, based upon Christian values, is vital in creating an environment in which all children can flourish. We aim to make every child feel positive about their learning and achievements and our role as staff in school is to care, encourage and listen as well as to teach.

Walkwood community

Our Fruits of Faith were developed as a Christian expression of the nature of the school, but also to define the characteristics of an interconnected community. These values are part of teachers' planning, as well as part of decision making by the Senior Leadership Team and Governors. We wish for our pupils to be aware of their role in the wider world, open their eyes to the diversity within it, celebrating the richness of human experience and the potential of divine expression.

Superhero skills



Job description

Job Description: Caretaker (SC3)

Purpose: The job holder will ensure that a safe school environment is provided that is properly heated and lighted in order to support the effective teaching and learning of pupils and its full use by the staff, pupils and visitors who occupy the school. The Caretaker will maintain a clean, attractive and welcoming site through a process of routine maintenance of buildings, grounds, fixtures and fittings and will have proven experience in completing typical handyperson / decorating tasks with a good understanding of health and safety procedures.

Reporting to: Site Manager

Remuneration: Scale SC3 (Point Range 5 – 6) £ 10.21 per hour

Disclosure Level: Enhanced DBS – Disclosure Barring Service

General Duties

Security & Access of Premises

The job holder will:

- Be a key holder ensuring site security and report any problems or concerns to the Site Manager;
- Ensure that the premises are open prior to the start of the day and secured at the end of it (as appropriate);
- Liaise with the police and emergency services and attend call outs as necessary;
- Endeavour to prevent trespass on school grounds and deter unauthorised parking of vehicles;
- Provide access to school buildings in the event of snow, minor flooding or emergency situations;
- Be aware of all school events and ensure access and appropriate facilities are available;
- Facilitate site access and safe usage for contractors and lettings outside of normal hours within reasonable limits;
- Liaise with the Site Manager in advance of security arrangements during all school holidays.

Site Maintenance

The job holder will:

- Regularly check on the condition of the building and report to the Site Manager the nature and extent of any required repair work;
- Be responsible for the proper use and safekeeping of larger items of plant and machinery;
- Liaise with the Site Manager when required to contact approved contractors;



- Assist the Site Manager to maintain an inventory of all school assets and report on their condition;
- Operate the heating, lighting and plumbing systems in the school as required;
- Maintain records of routine checks including mandatory checks such as asbestos visual checks, function test of emergency light units, visual check of fire extinguishers, check operation of fire doors release devices, test fire call points, water hygiene testing of temperatures for legionella prevention, flush through showers and ensure shower heads are descaled;
- Liaise with pest control companies;
- Undertake cleaning duties as required.

Health & Safety

The job holder will:

- Maintain appropriate records including fire alarm log book, emergency lighting and water tests;
- Assist with weekly fire alarm checks and regularly check fire extinguishers, as required by the Site Manager;
- Carry out checks in accordance with the health and safety policy;
- Arrange and monitor statutory checks of electrical equipment, lifting and handling equipment, outdoor equipment and PE equipment;
- Carry out agreed procedures in the event of fire, flood, breaking and entering, accident or major damage;
- Have the knowledge of the school's electricity circuits, piped services and control valves in the event of an emergency;
- Carry out daily perimeter and grounds checks to ensure pupil, staff and visitor safety, reporting any criminal damage to the Site Manager;
- Ensure that all playing surfaces are safe;
- Ensure the school grounds are free from litter and leaves;
- Clear snow / ice and grit and salt pathways;
- Ensure that storm water gullies and drains are free flowing, using appropriate equipment and contractors as necessary;
- Keep the boiler room in a clean and tidy condition and free from extraneous materials;
- Ensure that cleaning undertaken by the cleaners is to a high standard and that COSHH requirements are met;
- Immediately clear up any hazards such as spill of chemicals, broken glass, bodily fluids etc.;
- Monitor the school minibuses in accordance with the school minibus policy.

General

The job holder will:

- Undertake portage duties as required and assist the loading / unloading of collections and deliveries to school;
- Set out and clear away chairs for school assemblies, meetings and parents' evenings as required;
- Carry out security related duties;
- Operate any fire, burglar alarms as directed;
- Present a good image of the school and carry out duties in a way that promotes the school's ethos and values;



- Undertake other duties at the same grade as directed by the Site Manager, Business Manager or Principal;
- Comply with the requirements of the Health & Safety at Work Regulations and take reasonable care for the health and safety of themselves and others at work and cooperate with colleagues in ensuring that health and safety responsibilities are carried out;
- Ensure that cleaning materials and equipment are made available to the cleaners;
- Participate in appropriate training activities and maintain own development to meet the changing demands of the job;
- Undertake lettings duties;
- Carry out repairs and painting / decorating.

The job holder will be required to carry out other caretaking duties as and when required and may be needed to work outside 'normal' hours, including some weekends, to facilitate lettings and contractor access. This may be achieved by flexing hours (or by working overtime), as agreed by prior arrangement.

The job holder will comply with any reasonable request from their line manager to undertake work of a similar level that is not specified in this job description. The post holder may be required to undertake other duties elsewhere in the school that are commensurate to the post holder's abilities, position & grade. The Principal reserves the right to alter the content of this job description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. Reasonable adjustments will be considered as required by the Equalities Act.

All staff within the school are expected to demonstrate a commitment to safeguarding and promoting the welfare of children and young people; this post is subject to a criminal record check.

Two satisfactory references will also be required.

Code of Conduct

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the Walkwood Church of England Middle School Code of Conduct for Employees.



Person Specification

Area of focus	Essential	Desirable
Education and training <i>(academic and vocational)</i>	<ul style="list-style-type: none"> ● Relevant experience and/or qualification in one or more of the following areas: <ul style="list-style-type: none"> a) Plumbing b) Carpentry c) Painting/Decorating d) Building work ● Good practical handyman skills and knowledge to undertake general building maintenance and minor repairs without guidance ● To understand the importance of health and safety 	<ul style="list-style-type: none"> ● H&S qualification ● First aid trained ● Full driving licence
Experience and achievements <i>(paid/unpaid)</i>	<ul style="list-style-type: none"> ● Ability to operate site equipment or be prepared to undertake training ● Ability to work within existing policies and guidelines ● Able to use software such as Word, Emails, Internet ● Knowledge of manual handling, COSHH and other relevant legislation ● Ability to carry out checks and maintain relevant and accurate records ● Practical approach 	<ul style="list-style-type: none"> ● Experience of working within an educational environment ● Understanding of the day to day running of a school ● Understanding of lettings ● Risk assessment knowledge
Skills, abilities and personal qualities	<ul style="list-style-type: none"> ● Ability to manage time effectively and be able to prioritise ● Ability to apply knowledge and skills acquired from training into a practical situation ● Good communication skills ● Is able to carry out the physical tasks required such as lifting and carrying parcels / equipment 	<ul style="list-style-type: none"> ● The ability to operate and understand electrical / mechanical systems ● Knowledge of fire safety legislation ● Ability to work at heights



Other relevant factors

- Have the ability to exert physical effort, maintain occasional awkward postures and have good manual dexterity
 - Be able to work inside and outside with some potential exposure to moderate noise, heat, cold, disagreeable or difficult surroundings / conditions
 - Ability to work to deadlines
 - Willingness to lend a hand and go the extra mile to get tasks completed
 - Ability to remain patient and calm in challenging situations
 - The ability to relate well to pupils
 - A good team member, understanding school roles and responsibilities and own position within these
 - Reliable, honest, punctual and approachable
 - Can achieve tasks and targets under pressure and against deadlines
 - Can adapt to changing and conflicting demands
 - Can manage flexible working hours, occasional evening and weekend lettings
- Ability to use skills to deal with some site problems
 - Sense of humour and a positive outlook

Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.



Inspection highlights



Pupils make good progress during their time at school. A well-taught and broad curriculum ensures that most pupils work at or above age-related expectations.

The school has an impressive climate for learning. Pupils' contributions in lessons are often thoughtful, sensitive and articulate.

Staff, parents and pupils speak warmly about the changes made to the school. Most staff are infected with the same desire to do their best for all pupils. They work very hard to achieve this.

The governing body has an estimable set of skills and brings a sharp perspective to the work of the school. It is aware of its responsibilities and is determined to improve the school further.

A varied and interesting curriculum gives pupils ample opportunities to study a broad range of subjects. Pupils enjoy a rich diet of activities outside of lessons...



Pupils in the school feel safe. They know whom to turn to if they encounter any difficulty. They are confident about raising any issues they have. Bullying is rare. It is taken seriously and dealt with firmly if it does occur.

Many teachers balance the development of pupils' subject knowledge, skills for learning and positive attitudes very skilfully. They blend the lesson objectives with the development of 'superhero learning traits' and promote pupils' understanding of the 'fruits of faith'.

Pupils are supported carefully when they arrive at the school. Effective liaison between most local schools helps to ensure that pupils settle into school well.

During their time at school, pupils develop into confident, hardworking and articulate pupils. They acquire good social skills, develop tolerance of others and are resilient.

Key to the school's vision is that every individual is created in the image of God, and from this belief springs the school's outstanding attention to individual needs, both academic and pastoral.

The inclusive vision of the school ensures that all children are supported in their personal well-being and academic achievement.

Children are inspired by collective worship, with the result that messages from worship cause them to reflect on their lives and take action in support of those in need.



The school's inclusive Christian ethos ensures that children have an outstanding understanding of and respect for difference and diversity.

The result of the outstanding leadership at Walkwood is that, in line with the school's motto, each member of the school community is challenged, encouraged and nurtured to "love to learn, learn to live and live to love".





“Therefore, my beloved, be steadfast, immovable, always excelling in the work of the Lord, because you know that in the Lord your labour is not in vain.”

2 Corinthians 15: 58



I pray that you may have the power to comprehend, with all the saints, what is the breadth and length and height and depth, and to know the love of Christ that surpasses knowledge, so that you may be filled with all the fullness of God.’

Ephesians 3:18-19

