

August 2024

Dear Colleague

Thank you for your interest in joining us at Myton School.

I am delighted that you have requested further information about this vacancy and hope that you will be sufficiently inspired to submit an application.

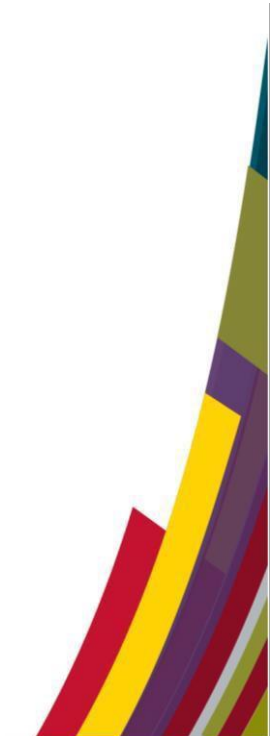
We warmly welcome informal enquiries to the Head of Department, or via our HR Team. The Deputy Heads, Simon Jones and Liz Curtis, would also be very happy to talk to you about the culture and ethos at Myton and our plans and aspirations for the future.

We are immensely proud of our school and our place in the local community and can assure you of a warm welcome if you do come to join our staff in the near future.

Yours sincerely



Andy Perry  
Head Teacher



## INFORMATION FOR APPLICANTS

**Caretaker (37 hours per week, year round)**

**Closing date: 9.00am on Monday 30 September 2024**

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The following guidance is to help you to provide the necessary information we need to give your application appropriate consideration and also give you an insight into how your application will be handled.

### **Covering Letter**

Please attach a covering letter to explain the reason for your application and outlining your suitability for the role. This will assist those who are short-listing the applications and enable them to assess quite quickly how closely your application meets the criteria for the post (i.e. the person specification).

### **Application Form**

A Myton School Application Form must be completed for you to be considered for the role. Please complete the online application form which you can access from [our website](#). Alternatively you can request an application in Word format, or paper copy by emailing [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) and making this request. You can include a CV as additional information if you wish. If you need to include more information on any section please attach a continuation sheet to your application form.

Please note that, if your application for employment is unsuccessful, Myton School will hold your data for 6 months after the end of the relevant recruitment process. For further information on this, please refer to our [Privacy Notice for Applicants](#).

### **Employment History**

Please provide a FULL history of your current and previous employment and record any gaps in employment with details of your activities during these periods.

### **Returning Your Application**

Completed applications and any supporting information should be received by the advertised closing date. NB: This is usually by 9.00am unless stated otherwise.

**Online applications** via the school website ([www.mytonschool.co.uk](http://www.mytonschool.co.uk)) are preferred and should be submitted by the closing date.

- **E-mailed applications** should be sent to [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk)
- **Postal applications** please address as **“Job Application for the post of ...”** to identify it more easily from the general post. *Please ensure correct postage (e.g. Large Letter) is used as Royal Mail will withhold all insufficiently stamped mail until a fee is paid by the school which could mean missing the closing date.*

### **References**

Please contact your referees in advance and give them permission to provide a reference to us should we need to do so to abide by current Data Protection regulations.

Please provide details of two appropriate referees including your most recent employer and, if applicable, a reference from any previous educational employment you have had. We do not normally accept references from relatives, friends, work colleagues etc. or open references i.e. not written in relation to the specific post for which you are applying.

If your application is short-listed, references will be taken up before interview. This is to enable the panel to be aware of any information they may need to discuss with you at interview. If you don't want your referees to be contacted before interview, if your application is short-listed, please indicate this clearly on the application form.

### **Criminal Record Declaration**

The post is exempt from the Rehabilitation of Offenders Act 1974 and therefore convictions, cautions, bind-overs, and warnings, including those otherwise regarded as “spent”, must be declared. However, certain convictions and cautions are considered ‘protected’ meaning they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Should you have any record to declare, please provide details on the Declaration form and bring this with you if you are invited to interview in an envelope marked *Confidential FAO HR Manager*.

### **Short-listing**

Short-listing normally takes place immediately after the closing date. The information you provide on the application form will be scrutinised and assessed against the criteria in the person specification, and the stated job requirements. This process will be carried out by more than one person to ensure objectivity. An online search of all shortlisted candidates will be performed prior to interview.

### **Contacting You**

We do endeavour to contact all applicants regarding the outcome of their application as a matter of courtesy. You should expect to receive a communication from us within two weeks of the closing date, although on occasions it may take longer than this (for example, if we need to involve a number of people in the short-listing process or over school holiday periods).

### **Attending Interview**

If you are invited for interview you will be asked to bring certain documents with you including proof of identity (preferably photo-ID), a DBS Disclosure if you have one and any relevant qualifications. We may also conduct remote interviews via a video link where appropriate.

### **Enquiries**

If you have any queries regarding your application or the information sent to you, or to confirm that your application has been received, please contact [vacancies@myton.co.uk](mailto:vacancies@myton.co.uk) or 01926 493805 ext 209/237. Please use email only during school holiday periods.

Thank you for your interest, we look forward to receiving your application by the closing date.

Lisa Taylor  
HR Manager

## Job Description

**Post Title:**        **Caretaker**  
**Reporting to:**   **Facilities Manager**

### 1. Job Summary / scope / purpose

- In conjunction with the other Caretakers, be responsible for all matters connected with the fabric and grounds of the premises, to ensure the effective provision of caretaking and maintenance support to staff and students.
- The Caretaker will be expected to provide a reasonable response to out-of-hours events/situations including participation in the on-call rota.
- Support the Facilities Manager and uphold the aims and ethos of the school.

### 2. Key Responsibilities

#### 2.1 Security and Fire

- In conjunction with the other Caretakers, maintain the security of the premises ensuring access/egress is maintained as and when required, including gates, windows, doors, and Fire Escapes.
- Ensure good site supervision to minimise trespass and unauthorised parking. Report acts of criminal activity, calling emergency services where appropriate.
- Ensure the appropriate operation and setting of all alarms for the purpose of school use; cleaning, maintenance visits, letting of school facilities, emergency services etc.
- Ensure the correct operation and function of all alarms, portable and fixed fire-fighting equipment, emergency exits etc.

#### 2.2 Heating, Lighting and Energy Conservation

- Maintain realistic stock levels of essential consumable items (e.g. fluorescent lamps, grit, salt etc) including ordering/receipt of all supplies.
- Implement policies and good practice regarding energy conservation, recycling and other practices in relation to our Eco-School status.

#### 2.3 Maintenance

- Regularly inspect the internal and external fabric of the building and report any defects to the Maintenance Operative (or the Facilities Manager in the case of those requiring specialist repair)
- Regularly inspect electrical fittings and report any defects.
- Remove or rearrange furniture and equipment as required
- Synchronise clocks, time switches as required.
- Ensure premises are clear of leaves, moss and accumulated matter, clear and clean drains and gullies on a regular basis to maintain effective operation avoiding blockages/overflows.
- As required clear snow and ice from the site and treat surfaces with rock salt.

## **2.4 Cleaning**

- Work with the outsourced Day Janitor to ensure a clean, healthy and safe school environment for all students and staff.
- Maintain cleanliness and tidiness of all external areas, paying particular attention to entrances, paved areas around the premises and the astro-turf pitch.
- Ensure waste bins and areas are emptied and cleared frequently and maintained to a satisfactory standard.
- In conjunction with the outsourced Day Janitor, remove/obscure all graffiti as necessary.
- Clear up internal/external spillages as required.

## **2.5 Lettings**

- Prepare the premises for letting activities, ensuring that the requirements of all hirers are adequately met (access/egress, heating, security etc) to ensure that maximum income is generated for the school.
- Establish and maintain good relations with hirers and ensure they use the schools facilities responsibly.

## **2.6 Control of Contractors**

- Ensure that service personnel and Contractors arriving on site are directed and managed appropriately.

## **2.7 Health and Safety**

- Understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work etc Act (1974) and the COSHH Regulations (1999).
- Assist with the development and implementation of related procedures appropriate to the Caretaking function.

## **2.8 Emergencies**

- Respond to, or in conjunction with the Facilities Manager, manage the response to emergency situations (including electrical and gas emergencies, pipe bursts, leaks, flooding, fire, breakages and spillages) ensuring that all matters are dealt with effectively and efficiently.
- Ensure that access for the Emergency Services is available and provide assistance where necessary.

## **2.9 General**

- Transfer and set up furniture and equipment to suit timetable as required by the teaching staff.
- Take delivery and arrange prompt distribution of materials and supplies throughout the school as necessary.
- Complete records or reports as may be required for monitoring purposes, (audits, health and safety inspections etc.)
- Carry out the reasonable instructions of the Facilities Manager or other senior staff as appropriate to the nature of the appointment.

## **3. Level of Supervision**

- The post holder will report to, and receive direction and supervision from, the Facilities Manager and is ultimately accountable to the Head Teacher.

#### 4. Summary of main terms and conditions

The above responsibilities are subject to the general duties and responsibilities contained in the Contract of Employment for Support Staff.

Grade	<ul style="list-style-type: none"> <li>Grade C (Scale points 8 to 11 on the NJC pay spine for Support Staff)</li> </ul>
Salary range	<ul style="list-style-type: none"> <li>The full-time salary range is £24,702 - £25,979 per annum</li> </ul>
Starting salary	<ul style="list-style-type: none"> <li>The starting salary will normally be at the minimum of the salary scale, unless incremental points are awarded for skills and experience. Thereafter, progression will be by annual increments, subject to satisfactory performance.</li> </ul>
Hours	<ul style="list-style-type: none"> <li>The appointment is for 37 hours (full time) a week over 5 days per week during the specified working weeks plus occasional weekends.</li> <li>Hours of work (start and finish times) will be in accordance with the rota, based on a 3-shift working pattern covering 6.00am to 10.00pm on weekdays during term-time.</li> <li>Full time shifts include an unpaid break of 30 minutes.</li> <li>The post-holder will be required to provide emergency cover by participating in the out-of-hours on-call rota for approximately one week in three for which an additional payment will be made.</li> <li>In addition, the post-holder will need to work additional hours on the occasional weekend to cover lettings for which an additional payment will be made.</li> <li>Due to the nature of the role some flexibility in working hours will be required (e.g. to cover sickness or holiday absence of other members of the Facilities Team).</li> </ul>
Working Weeks	<ul style="list-style-type: none"> <li>The appointment is working year-round, except for approved absence for annual leave and statutory holidays.</li> </ul>
Probationary period	<ul style="list-style-type: none"> <li>New appointments are subject to successful completion of a six-month probationary period (or 1½ terms).</li> </ul>
Supervision of / support for students	<ul style="list-style-type: none"> <li>As part of your responsibilities you may be required to assist with the supervision of students at break or lunch time, or assist with students during Form Time, or with assisted reading.</li> </ul>
Notice period	<ul style="list-style-type: none"> <li>A minimum of one month in writing to terminate at the end of a calendar month (i.e. at least one complete calendar month).</li> </ul>

- The job description outlines in general terms the main responsibilities of the role, which the post-holder will be expected to undertake. It does not list all the tasks and duties of the post-holder or specify the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The responsibilities described may vary or be amended from time to time without changing the overall level of responsibility associated with the post.
- The job description may be reviewed and amended from time to time by the School in consultation with the post-holder, to reflect or anticipate changes in the job commensurate with the grade and job role.

## PERSON SPECIFICATION

### CARETAKER

#### The Facilities Team:

The Facilities Team consists of the Facilities Manager who is also the school's Health and Safety Officer. He is supported by three Caretakers, two Maintenance Operatives, and one Weekend Maintenance Operative.

External contractors provide services for Cleaning, Catering, and Grounds Maintenance.

#### The Role:

As a member of the Facilities Team, your main duties will include security, receiving deliveries and distribution and liaising with contractors with some cleaning and basic maintenance.

#### The kind of person we are looking for is:

- “hands-on” and practically-minded;
- “customer-friendly” with a positive and enthusiastic attitude;
- a good communicator with both students and adults;
- able to establish rapport with people and maintain good working relations;
- able to show professionalism which is appropriate to working in an educational environment;
- willing to be flexible to support the needs of the school, our staff and our students;
- computer literate (the ability to use email and the on-line job booking system).

#### The skills and experience you have may include:

- practical skills associated with general day-to-day minor maintenance and repairs;
- knowledge of Health and Safety regulations and cleaning procedures;
- experience of receiving deliveries, portering /distribution, security systems, lettings, working with contractors, working in a culture of continuous improvement;
- the ability to plan ahead as well as respond to immediate situations;
- attention to detail and high standards of presentation.

#### Working pattern:

##### Weekdays

Basic hours are 37 hours a week on a 3-shift working pattern over 3 weeks with two other caretakers, one full-time and one part-time covering site opening times of 0600hrs-2200hrs.

##### Weekends

In addition, the post-holder may be required to work additional hours on an occasional weekend (either full or part days) mainly during term-time, to cover lettings. Additional payment will be made for any hours worked.

Typically full-days but may on occasion be part days. An additional payment will be made for weekend working.

##### On-call Rota for Emergency Cover

The post-holder will participate in the out-of-hours on-call rota for approximately one week in three to provide emergency cover. An additional payment will be made for being on-call and for being called-out should the need arise. Candidates will need to be located within a 30 minute travel time in order to attend any emergency call outs.

## **CONDITIONS OF SERVICE FOR SUPPORT STAFF**

### **Summary for Applicants**

The terms and conditions of employment are stated in full in the contract of employment. A summary of the main terms and conditions is outlined below. Applicants can request details on any terms and conditions not specified below from the HR Department.

#### **Working Hours**

Your normal working week will be as specified in the job description. The standard working week for full-time employees is 37 hours a week. The job description will specify whether your post is for work during term-time only, whether you are required to work during school holidays and Training Days whether you are required to work regular or occasional additional hours or overtime.

#### **Salary and increments**

The salary is normally based on an incremental scale. Subject to satisfactory service and at least six months' service in the grade, an increment is payable on 1st April each year until the maximum of the grade is reached subject to satisfactory performance.

For term-time employees, the annual salary is calculated on the number of weeks worked plus statutory annual leave and a pro-rata holiday entitlement for additional holiday above the statutory minimum. This is paid in equal monthly instalments throughout the year or for the duration of the contract.

The salary in the first year of employment will reflect the working weeks remaining in that leave year and therefore may be different to salary paid thereafter. Further details will be outlined in any offer of employment.

#### **Probation Period**

This appointment is subject to a 1½ terms or six-month probationary period.

#### **Notice Period**

You are required to give one month's notice in writing to terminate your employment.

#### **Annual Leave**

22 days' annual leave entitlement plus 12 Bank/Additional Holidays, rising to 25 days after 5 years' service (salary calculations for leave will be on a pro-rata basis for part-time staff, except for the statutory minimum entitlement).

#### **Pre-employment checks**

**ID Checks:** We will need to see original documentation that verifies your name, any change of name, date of birth, current address and photo ID. This will normally always include a birth or adoption certificate and a passport (if the applicant holds a passport).

**Criminal Record:** All employment within a school requires an Enhanced Disclosure from the Disclosure and Barring Service (previously the Criminal Records Bureau). It is therefore essential that you are willing to complete a Disclosure application if offered the post. The Disclosure will include details of any cautions, reprimands or final warnings, as well as convictions, including otherwise "spent" convictions and other relevant information, such as police enquiries and pending prosecutions. Further information can be found at <https://www.gov.uk/criminal-record-checks-apply-role>.



**Eligibility to Work in the UK:** Under the Asylum and Immigration Act 1996 it is a criminal offence to employ anyone who is not entitled to live and work in the UK. The successful applicant is therefore required to produce one or more documents as specified in the Home Office list of approved documents as proof of his/her eligibility to work in the UK.

<https://www.gov.uk/government/publications/right-to-work-checklist>

**Qualification:** The successful candidate will also be asked to produce original certificates for any qualifications they hold which are relevant to the post to which they are appointed.

**Health:** The successful candidate will be required to complete a confidential medical questionnaire which will be assessed by our Occupational Health provider to ensure that s/he is able to meet the requirements of the role. In some circumstances a medical examination by a registered medical officer may be required.

### **Pension provisions**

If you are over 16 you will automatically join the Local Government Pension Scheme (LGPS) unless your employment is on a casual basis. If you have made, or wish to make, alternative pension arrangements (e.g. the State Earnings Related Pension Scheme or a personal pension from an independent provider) you must apply to 'opt out' of the Local Government Scheme.

### **Continuous service**

Myton School is an Academy Trust and therefore an employee's continuous service starts from the date s/he joins Myton School. The exception would be in the event of a redundancy where the academy recognises the effect of the redundancy payments (continuity of employment in local government, etc.) (modification) order 1999.

## SUPPORT PROGRAMME FOR NEW STAFF

### Staff Welfare

Promoting staff wellbeing is considered highly important at Myton; the school has a very proactive Wellbeing group that is involved in ensuring the welfare of staff through activities such as Well Being events, providing “breads and spreads” in the Staff Room, offering Flu- vaccinations on site and liaising with the senior leadership team on matters such as the school calendar to ensure workload is managed.

There is also a team of trained staff listeners, who can be available at a mutually convenient time, to have non-judgmental and supportive conversations on a one to one basis to support colleagues.

We also subscribe to Westfield Health, providing staff with free information, support and advice, including telephone or face to face counselling.

### Mentors and Buddies

All new staff will be ‘buddied’ with a friendly face in school. This person will be a carefully selected volunteer who will have your interests at heart. They will be a point of contact within your department or area in school and will be able to take you through some of the school systems and procedures on a one-to-one basis. They will also ensure that you are able to access the right training and people to ensure your induction is completed.

### Early Career Teachers (ECTs)

You will have access to professional dedicated support throughout your first two years of teaching through the ECF. The school and our approving body (Warwickshire LA) have drawn up a detailed policy outlining your entitlement and have ensured that procedures exist at all levels to provide appropriate and effective support where and when needed.

ECTs will have an ECT Mentor to guide them through the programme of professional development through the two years and department buddies and subject specialists will provide subject support in their areas of specialism. Our Induction Tutor will also work closely with your Subject Mentor to ensure you are receiving the support you require.

They will discuss your training needs with you regularly with dedicated weekly support with regular drop- in/surgery slots for discussion and support with aspects of teaching and learning, for example marking and feedback. Additional peer support sessions in school will aim to provide additional guidance/support to complete your weekly training activities as part of the ECF as you progress through the ECT programme. You will receive regular feedback through observations of your classroom teaching and learning walks to facilitate development of your pedagogy and professional practices, both through department and mentor guidance. As part of the assessment process, required by the Warwickshire LA, a statutory online report to the Local Authority is managed by the work of the Induction Tutor at the end of each term.

### Training, support and assessment

Your Induction training will include the important basics including Safeguarding and Child Protection, Health and Safety, Data Protection and if appropriate, relevant software. In addition, there is a comprehensive annual programme of Twilight training sessions and all staff are invited to participate in any whole school training activities that they feel are appropriate to their needs.

All staff participate in an annual review process which provides an opportunity for an in-depth discussion with the line manager to agree work objectives and areas for future support as well as appropriate training and development.

The school is committed to providing the best possible professional support for **all newly appointed colleagues** including regular monitoring, feedback and support.