



BYRCHALL HIGH SCHOOL

NEW SCHOOL
NEW START
NEW YOU!



CANDIDATE INFORMATION PACK
CARETAKER

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BYRCHALL HIGH SCHOOL

GENERAL INFORMATION

Formerly the Ashton Grammar School, Byrchall High School is now an 11-16 co-educational Comprehensive School of over 1000 students. The school takes its name from Robert Byrchall, the original founder of the school in 1588.

The school is governed by the Makerfield Academy Trust, which is a charitable company. The members of the Trust agree its visions and values. The Board of Directors set the strategic direction of the organisation, ensure the vision and values are upheld and ensure financial probity. The school has a Local Governing Body who oversees the leadership and management of the school.

The current Byrchall High School is a modern, forward looking establishment. We aim to be at the forefront of teaching and learning developments and are highly committed to CPD. Our emphasis on learning and achievement is allied to a strong moral and ethical dimension that reflects our founding principles. The school was judged as 'Good' in all areas by OFSTED in September 2022. They noted that the school has high expectations of what pupils should achieve, and it has a clear and ambitious strategy for school improvement. It said the pupils behave well around the site and that they have positive attitudes to their education.

Byrchall High School has a truly comprehensive intake, ranging from students who will go on to study at top universities to those who require additional support. All students are valued equally. Byrchall High School has a strong academic record. Our students participate and achieve in a wide range of academic competitions including Debating and Public Speaking, the UK Maths Challenge, The Big Book Quiz, Engineering and Stem Challenges.

The school is situated on a very pleasant site on the outskirts of the small town of Ashton-in-Makerfield in the Wigan Local Authority. The school is opposite Haydock Park Race Course and very close to the junction of the A580 and the M6 motorway; it is, therefore, easily accessible from any number of directions and within easy reach of Manchester and Liverpool. The school is having a substantial new build programme, which is scheduled to open in September 2024. This includes new sports facilities, drama studios, classrooms, dining facilities, Learning Resource Centre, Administration offices, SEN suite and specialist teaching rooms for Science, ICT, Product Design, Food, Art and Music



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JOB DESCRIPTION

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DEPARTMENT	Premises
JOB TITLE	Caretaker
HOURS	Rota: Monday to Friday between 6.30am and 6.30pm Flexibility to working times is required due to school events.
GRADE	Grade 4: Points 5 to 8 £24,790 to £25,992 (Pay award Pending)
HOLIDAY ENTITLEMENT	25 days annual leave plus statutory days
RESPONSIBLE TO	Operations Manager and Academy Business Manager

KEY PURPOSE:

This post contributes to continuous improvement in young people's learning experiences. You will set a positive personal example of a friendly and respectful service, and have a special regard for the development and needs of young people. Specifically, as Caretaker this will be achieved through excellent attendance, punctuality and high-quality performance in relation to planning, preparation, and implementation of your work. Under the guidance of the Premises Manager and Academy Business Manager you will be responsible for the day to day care of the school in addition to being a designated key holder.



PRINCIPAL DUTIES

STAFFING

- To take part in a programme of staff development and appraisal. To attend courses where necessary.
- To carry a school mobile phone ensuring it is switched on at all times when on duty

SECURITY

- To be a designated key holder for the school
- To share responsibility with other colleagues within the Premises Team for security of the building.
- To assist the Premises Manager and the Maintenance Operatives in ensuring that the intruder and fire alarm systems are maintained in working order, carrying out daily, weekly and general routine checks and keeping a log of the same
- To ensure all contractors on site have reported to the main school reception

HEATING SYSTEM AND ENERGY CONSERVATION

- To have oversight of the setting of the controls on the heating system
- To ensure the system is switched on for appropriate periods, having regard for the need to maintain healthy working temperatures and the economic use of fuel
- To have an overview of energy conservation in general

MAIN RESPONSIBILITIES

- To be reasonable for the care of the premises including school meals accommodation and to report any defects to the Premises Manager, inclusive of the checking of the security of the premises when on duty and informing the police of any trespasser's on the school grounds
- To take precautions against frost damage to internal and external water systems and heating apparatus
- To remove any graffiti immediately
- To check the heating installation daily during the heating season and to maintain fuel supplies and economise in the use of water, gas, electricity and heating fuel
- To carry out such portering duties as may be required including the reasonable movement of furniture
- To clean and maintain grease traps
- To carry out minor repairs to the building and its fixtures
- Bring to the attention of the Premises Manager any issue of maintenance and repair that needs attention

OUTSIDE DUTIES

- To maintain the external appearance of the building and its grounds
- To ensure that waste is removed by external agencies.
- To make sure that waste bin areas are kept tidy, brushed and hosed down on a regular basis
- To clean leaves from school grounds and pavements at front of school as required seasonally
- To treat pathways, school drives, steps and car parks with rock salt during periods of inclement weather



LITTER MANAGEMENT

- To ensure that sufficient litter bins are placed appropriately and regularly emptied within the school grounds
- To ensure that there are sufficient litter bins appropriately placed inside the school buildings
- To ensure that all litter is collected from school grounds as regularly as possible
Specific areas i.e. main car park and surrounding areas adjacent to the main entrance to be cleared on a daily basis

CLEANING RESPONSIBILITIES

- To undertake designated cleaning duties during term time and carry out cleaning operations during school closure periods
- To keep all caretaking cleaning equipment in a clean working condition
- To undertake emergency cleaning requirements during the course of the school day whenever necessary

OUT OF HOURS WORKING / LETTINGS

- To share with other colleagues within the Premises Team any cover of out-of-hours working and / or lettings for which additional payment will be made.

HEALTH & SAFETY

- To be aware of the importance of Health & Safety issues.
- To give priority to matters which cause concern from a Health & safety perspective, ensuring urgent steps are taken to remedy any defects, involving other individuals and agencies where appropriate
- To ensure that all C.O.S.H requirements are adhered to at all times
- To assist the Premises Manager, Academy Business Manager and other members of the Premises Team in ensuring the appropriate location and working conditions of the fire fighting equipment and emergency lighting systems. In particular as follows:
 - To ensure appropriate siting of all firefighting equipment
 - To ensure that all firefighting equipment is in first rate working order
- To assist the Business Manager in carrying out monthly checks and document that:
 - A.** All firefighting equipment is in place and in perfect working order
 - B.** All fire exit green arrow signs are in place and maintained around school
 - C.** All classrooms, staffrooms, halls, corridors, toilets, offices and all other areas of school display Fire Alarm Procedure Notices
- Furthermore, to ensure that aspects of A, B and C are rectified, replaced and repaired as necessary.

MISCELLANEOUS

- To deliver incoming goods to the correct department
- To distribute and re-locate equipment at the request of the Premises Manager / Office Staff
- To set up and remove/re-arrange furniture according to the request of the Premises Manager or Business Manager. This would include amongst other things, setting up and re-arranging the School Hall, Library, Staffroom and Dining Rooms on a daily basis for all manner of school events.



- To be flexible with regards working hours to enable cover of out-of-hours activities run by the school e.g. homework clubs, revision classes, staff meetings, departmental meetings, award ceremonies etc., for which additional payment will be made.
- To carry out any other duties appertaining to the use of the premises as may be necessary from time to time in accordance with the reasonable request by the Premises Manager, Academy Business Manager or Headteacher.

HEALTH & SAFETY

In line with the Health & Safety at Work Act colleagues should be aware of the duty of care and follow reporting procedures as determined by the Governors.

The details contained within this job description reflect the content of the job at the date it was prepared. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trustees of Byrchall High School will expect to revise the job description from time to time and will consult the postholder(s) at the appropriate time.

Maintenance courses are available and are expected to be completed.

N.B. Flexibility with regards to working hours is necessary. It would also be an advantage to take holidays at times other than school holidays.



PERSON SPECIFICATION: CARETAKER			
Attributes	E = Essential, D = Desirable	E	D
Experience	<ul style="list-style-type: none"> • Experience of maintenance and repair duties; • Experience of gardening activities. 	✓	✓
Qualifications/training	<ul style="list-style-type: none"> • Clear knowledge of safeguarding children guidelines • Knowledge of relevant health and safety regulations; • Full, clean driving licence. 	✓	✓ ✓
Practical Skills	<ul style="list-style-type: none"> • Ability to undertake cleaning, routine and emergency repairs; • Physically able to move equipment and furniture and carry out general portorage duties; • Knowledge of COSSH Regulations; • Good IT skills. 	✓ ✓	✓ ✓
Personal Qualities & Attributes	<ul style="list-style-type: none"> • Have a real interest in working with pupils with severe learning difficulties; • Self Motivated; Enthusiastic; • Fit and capable of heavy work; • Work to high standards, both when working with colleagues and when working unsupervised; • Ability to take direction; • Able to work unsupervised • Team player with excellent interpersonal skills; • Excellent attendance. • Flexibility with regards working hours 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Other	<ul style="list-style-type: none"> • Emotional resilience in working with pupils who may exhibit challenging behaviours or have complex health needs; • Postholder will be required to work outside of normal school hours on occasion, with due notice; • To undergo an enhanced DBS check – individuals on the ISA barred list should not apply. 	✓ ✓ ✓	