



# MAGHULL HIGH SCHOOL RECRUITMENT PACK



## CARETAKER

# WHY JOIN SOUTHPORT LEARNING TRUST?

Southport Learning Trust is an inspirational multi academy trust that stands at the forefront of educational excellence and community engagement. Southport Learning Trust is one of the largest employers in Southport and surrounding areas thanks to our collaboration of schools which include *Birkdale High, Greenbank High, Meols Cop High, Range High School, Stanley High, Maghull High, Merefield School, Kew Woods Primary and Bedford Primary School.*

Each of our schools are unique beacons of aspiration in their communities, our connectivity as a Trust makes us even stronger.

The trust is the heartbeat of the local community and its network spans over 6,700 pupils and over 800 employees. Southport Learning Trust is built on its four pillars which enables students to have access to the highest quality of education.

WATCH VIDEO



Southport  
Learning  
Trust



**Academic  
Excellence**

**Professional  
Development**

**Inclusive  
Education**

**Realising  
Aspirations**

Focus directly on school improvement. We are aware of the exceptional practitioners we have in the schools across the Trust. Utilising an Implementation plan focus we will liberate colleagues to prioritise collaboration as a catalyst to sustainable improvement.

**'Professional Improvement is school improvement'**. Creating cultures across our family of schools in which professional development is central, will ensure that we are investing in the area that research tells us has the biggest impact on student progress.

Our family of schools are all committed to inclusive education that is ambitious for all. We are driven to remove all barriers for our children and ensure they have equity in access to all areas of our curriculums and wider school life.

Committed to not only raising the aspirations of our students but importantly ensuring those aspirations are realised. Working in true partnership with our communities we will ensure our students are visionary thinkers, ambitious innovators and pioneers of the future.



**EMPOWERING OUR COMMUNITIES TO POSITIVELY  
IMPACT THE WORLD**

# EMPLOYEE BENEFITS INCLUDE:

## Continuous Professional Development and Learning:

At Southport Learning Trust, continuous professional development (CPD) and learning are integral to enhancing a culture of growth and excellence. We will support your career aspirations and support you to thrive in your role.

## Generous Pension:

Employees benefit from a generous pension scheme, with Southport Learning Trust offering a competitive contribution, ensuring that staff are well-supported in planning for their retirement. We are part of the Teachers' Pension Scheme for teaching staff and Merseyside Pension Fund for support staff.

## Cycle to work scheme:

At Southport Learning Trust, the Cycle to Work Scheme offers employees a fantastic opportunity to promote healthier lifestyles while saving money. Through the scheme, staff can purchase a bike and cycling equipment tax-free, making it more affordable to commute to work sustainably.

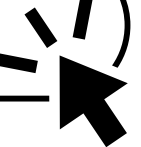
## Collaborative Working:

Collaborative working is at the heart of its culture, offering employees the opportunity to thrive in a supportive, team-oriented environment. By working together across schools and departments, staff can share expertise, best practices, and innovative ideas, enhancing both personal and professional development.

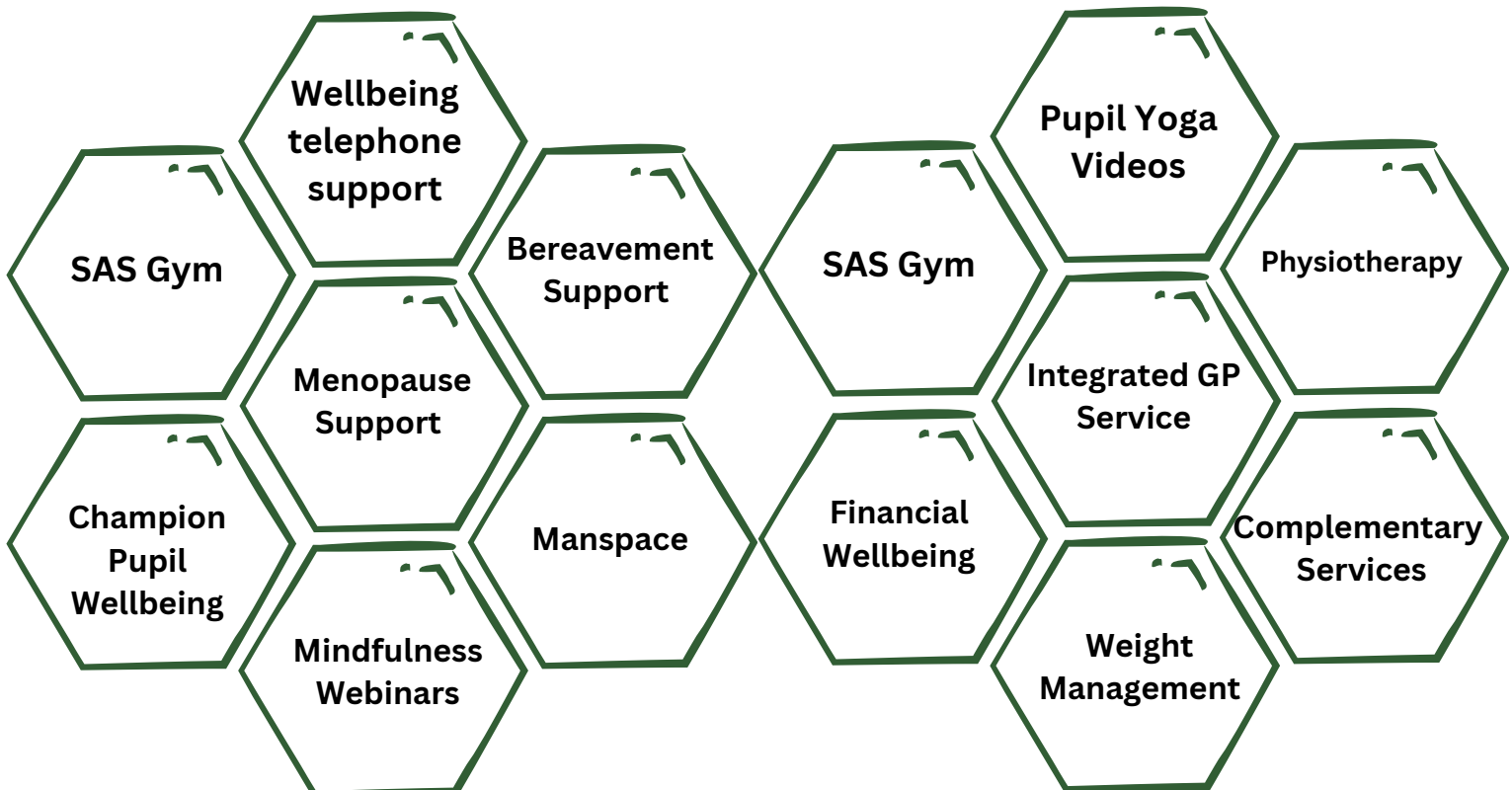


## School Wellbeing

LEARN MORE



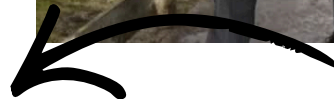
As a trust, we buy in an employee assistance programme 'School Wellbeing' (SAS). This programme gives all employees access to an array of wellbeing support, which includes



# ABOUT US

Welcome to Maghull High School, part of the Southport Learning Trust. Our Trust welcomes teachers who are enthusiastic, energetic, and dedicated individuals with a talent for working with young people and a love of education. We are seeking colleagues who can build robust and effective relationships with staff, parents, students, and the wider community in order to further the ethos of the Trust.

Maghull High School is proud of its ethos and standing within the local and wider community which has led to us being an oversubscribed secondary school. At Maghull High School, we believe that achievement and enjoyment go hand-in-hand to ensure every child makes excellent progress. High quality teaching and learning lies in the heart of daily life in our school. Our talented and committed staff are dedicated to ensuring all students reach their full potential and develop into capable, caring and confident members of society. We strive to help all to achieve their very best. This commitment extends through a rich and rewarding curriculum and a wide range of vibrant cultural and extra-curricular experiences that enable students to succeed and develop a range of employability skills for life long learning.



You can view our school prospectus video and hear directly from staff, students and parents about life at Maghull High School.

Interested applicants are strongly encouraged to visit us, meet our team and most importantly, meet our fabulous students. To organise a tour ahead of application, please contact Miss N Bowen at [bowenn@maghullhigh.com](mailto:bowenn@maghullhigh.com) or telephone: 0151 527 3961.



**Matthew Kay**  
Headteacher



# APPLICATIONS

**CONTRACT: FULL TIME. PERMANENT**

**HOURS: 36 HOURS PER WEEK, SHIFT ROTA IN PLACE**

**CLOSING DATE: WEDNESDAY 10<sup>TH</sup> JUNE AT 9AM**

**FORMAL INTERVIEW: MONDAY 15<sup>TH</sup> JUNE**

**START DATE: AS SOON AS POSSIBLE**

**GRADE: NJC Local Government Pay Scale Grade D Points 5 - 6 (25,583 - £25,989)**

**PLEASE SEND APPLICATIONS TO [RECRUITMENT@MAGHULLHIGH.COM](mailto:RECRUITMENT@MAGHULLHIGH.COM)**

***CVs will not be considered***

**Enclosed in this pack is:**

The job description and person specification for the role. Please use these to complete the application form for this post, setting out how you meet the criteria of the post. Please ensure that you complete the application form fully and do not leave any gaps in your career history.

An equal opportunity monitoring form which is enclosed with the application form. Please note the information on this form is used for monitoring purposes only and will not be seen by the shortlisting panel.

Our Recruitment Privacy Notice can be found on the school website, which sets out how we will gather, process and hold personal data of individuals as part of this recruitment process. If you are not shortlisted or appointed, then your information will only be retained by us for 6 months from the shortlisting date.

Maghull High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. At least one member of our recruitment team for this post is Safer Recruitment trained and we adhere to Southport Learning Trust's Recruitment and Selection Policy for Employees and Volunteers.

We are proud to have an organisational culture where employees with varying perspectives, skills, life experiences and backgrounds – the best and brightest minds – can work together to achieve excellence and realise individual and organisational potential.

# PERSON SPECIFICATION

E - Essential      AF - Application Form  
D - Desirable      I - Interview

Specification	
<p><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>Relevant Level 2 qualification or equivalent experience</li> </ul>	D, AF
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>Demonstrate experience of caretaking/site-keeping in a multi-school (site) or similar environment.</li> <li>Demonstrate an understanding of inclusion.</li> <li>Ability to relate well to children and adults.</li> <li>Knowledge of health and safety procedures and precautions.</li> <li>Awareness of COSHH regulations.</li> <li>Awareness of health and hygiene procedures.</li> <li>Knowledge of moving and handling procedures.</li> <li>Knowledge of the Code of Safe Working practice (COSWP) for Caretaking and Premises Staff.</li> </ul>	<p>AF, I</p> <p>E</p> <p>E, AF &amp; I</p> <p>E, AF &amp; I</p> <p>D, AF &amp; I</p> <p>D, AF &amp; I</p> <p>D, AF &amp; I</p> <p>D, AF &amp; I</p>
<p><b>Skills</b></p> <ul style="list-style-type: none"> <li>Communicates in a clear, accurate and succinct manner to deliver information to the right person ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.</li> <li>Acts in a manner consistent with team goals, standards and values actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.</li> <li>Demonstrates a broad knowledge of the schools activities and how they contribute to the schools performance as a whole. Is able to describe the current activities in their area and whole school developments demonstrates how own job performance contributes to the schools vision</li> <li>Responds positively to the change process helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change.Challenges conventional thinking and existing practices</li> <li>Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it accordingly.</li> <li>Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration.</li> <li>Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice.</li> <li>Ability to improve your own practice through observations, evaluation and discussion with colleagues.</li> </ul>	<p>E, AF &amp; I</p> <p>E, AF &amp; I</p> <p>E, AF &amp; I</p> <p>E, AF &amp; I</p> <p>D, AF &amp; I</p> <p>E, AF &amp; I</p> <p>E, AF &amp; I</p> <p>E, AF &amp; I</p>

# JOB DESCRIPTION

We are committed to promoting the safeguarding and welfare of children and young people and expect staff all staff and volunteers to share this commitment.

Under the direction of the Site Manager and taking into account the practices and procedures of the school, the Caretaker will be required to attend to a wide range of duties and responsibilities connected with the fabric and grounds of the school.

The caretaker will adhere to local procedures and participate in staff appraisal.

## **SUMMARY OF MAIN DUTIES**

- To maintain the appearance of the site by giving due regard to the content of this job description and within current Health and Safety regulations
- To carry out repairs to school equipment as agreed with the Site Manager
- To carry out works in order to improve the site as required by the Site Manager
- To carry out general repairs, including carpentry, plumbing and decorating
- To maintain the school grounds, including flower beds and sports pitches
- To support with the operation and maintenance of the 3G Sports field
- To maintain the cleanliness and tidiness of all external hard areas to a high standard
- To carry out internal/external window cleaning where required
- To ensure security of the site at all times to ensure the site remains as safe as is practically possible.
- Unlock the site in preparation for the operational day and lock down at the end of the day
- Ensure smooth management of lettings including the setting up of rooms as required.
- Act as “banksman” for all deliveries onto school premises
- Carry out portage, delivery and furniture movement as directed by the Site Manager
- Act as Fire Marshall
- Drive the school minibus for school purposes when directed to by the Site Manager
- Supervise external contractors when on site
- Undertake general cleaning duties internally and externally to ensure a safe and hygienic working environment is maintained
- Work as part of a team appreciating and supporting the roles of other members of the team, and all members of the organisation

## **External Maintenance**

- To ensure regular litter patrols are undertaken and target additional patrols as necessary
- To empty litter bins on a daily basis across all of the site
- To clear leaves, snow, ice, moss and detritus as appropriate including treatment of surfaces with salt, ensuring sufficient materials are available when the conditions demand
- To clean and clear all drains and gullies to ensure an effective and healthy operation
- To remove/obscure any graffiti on the exterior of the school site
- To identify damage, acts of vandalism and normal wear and tear; and report such to the Site Manager
- To ensure any hazardous materials are removed, including emergency cleaning of spillages etc where necessary
- To carry out simple repairs to the fabric of the building, eg replacement of fallen UPVC trims, damaged paving, damaged fencing etc

## **Internal Maintenance**

- To maintain a regular check and control of litter around the interior of the school
- To undertake repairs to fixtures and fittings including desks, tables, chairs, toilets and basins as appropriate.
- To prepare rooms for decoration, etc with due regard to health and safety and lifting and handling regulations.
- To redecorate any area, agreed as reasonable on instruction, eg classrooms, stores, subject to safety regulations.
- To remove graffiti and gum etc from fixtures, fittings, furniture and buildings
- To ensure staff and student toilet facilities are regularly checked and maintained to a high standard
- To assist with moving such items of school furniture/equipment as required, with due regard to current regulations
- To ensure any hazardous materials are removed, including emergency cleaning of spillages etc where necessary
- To take deliveries of goods as required and transport them to the relevant areas of the school if asked to do so.
- To make suggestions for improving the buildings and site to the benefit of the school

## **Local Procedures**

- To participate in staff reporting and appraisal and training to support the role, the needs of the school and personal development
- To adhere to all locally approved procedures within school
- To ensure Health and Safety practices are being followed

This job description is a representative document. Other reasonably similar duties may be allocated from time to time as required to facilitate the efficient operation of the Site Team and the School.

All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, their colleagues and others who may be affected by their work. The post-holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to ensure that appropriate improvements are made where necessary.



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IMPACT THE WORLD**