



SOUTH DERBYSHIRE SUPPORT CENTRE

CARETAKER

GRADE: 05 (Point 04)

ACTUAL SALARY: £5,726

Contract: 10 hours per week, all year round

Start Date: 04 September 2023

CANDIDATE INFORMATION PACK





What's included within this pack?

Within this pack you will find both information and advice on applying for a role with Esteem Multi-Academy Trust including:

- Welcome from the CEO
- About Esteem Multi-Academy Trust
- Welcome from the Headteacher
- About South Derbyshire Support Centre
- Job advertisement
- Job description and person specification
- Safeguarding and checks
- Application process and timeline



**SOUTH DERBYSHIRE
SUPPORT CENTRE**



Welcome from Esteem Multi-Academy Trust



Dear applicant,

Thank you for your interest in Esteem Multi-Academy Trust (MAT). This Caretaker position presents a fantastic opportunity for somebody who shares our values and beliefs to join our team at a very exciting time.

We are eager to appoint an enthusiastic individual to carry out general maintenance, cleaning, minor repairs including painting and decorating, joinery and plumbing. Typical duties will include the removal of debris from drains, portering, repairs to fixtures and fittings.

If you think you've got what we're looking for, we look forward to receiving your application for consideration.

For further information, please contact Deborah Dolman, School Business Manager, on 01283 550667 or via email to ewood@esteemsouthacademy.co.uk.

I wish you well in your application.

Yours faithfully

Julian Scholefield
Chief Executive Officer

About Esteem Multi-Academy Trust

Esteem Multi-Academy Trust currently comprises of twelve academies throughout Derbyshire, Derby City, and east Staffordshire. Formed by a group of like-minded school leaders in August 2018, the MAT is currently responsible for the education and care of approximately 1,200 students and employs around 750 staff. The total revenue budget for the MAT is approximately £27 million and plans are in place to expand further.

Esteem Multi-Academy Trust includes 7 special schools, 4 alternative provision academies and a mainstream infant and nursery school with an enhanced resource provision educating young people with autism and learning disabilities. We wish to grow further to fulfil our vision to become a centre of excellence for special educational needs and disabilities (SEND) in the midlands. We have a well-defined set of values and a clear vision for the MAT to become a regional hub for expertise in SEND and inclusion. We share a collaborative ethos, believing that we can achieve more for our pupils as a collective group of schools than we could separately. Our academies focus on the holistic needs of the young person, due to students' vulnerabilities. So, 'joined-up thinking', between our academies and different agencies, is essential to deliver the right support for our students.

The main aims of Esteem MAT are to:

- Provide an ambitious, inspirational, bespoke education, setting the foundation for the future and ensuring our young people are ready for the world;
- Deliver high standards and value for money from our support services, resources, estate and technology; and
- Invest in and support our people, exploiting opportunities for collaborative, continual professional development, sharing of expertise and best practice.

As a group of academies working together, we can share and deliver better practice. We will be able to commission health, care and therapy services in a fully 'joined-up' way.



Welcome from the Headteacher



Dear applicant,

Thank you for your interest in the post of Caretaker at South Derbyshire Support Centre (SDSC). It is with great pride that I welcome you to our schools. There is something very special about South Derbyshire Support Centre and Fountains High School and we are incredibly proud of our unique students, supportive parents, inspirational staff and forward-thinking governors, where we all work together to make our environment a safe, happy and fun place to learn and prepare for adulthood.

We are proud to provide an environment that enables all students to have the knowledge, skills and aptitude that provide the capacity to make informed choices, create opportunities and be responsive to changes. We ensure students develop and increase their self-belief, self-awareness and the ability to build strong lasting relationships. We provide students with the appropriate amount of challenge to support them to be able to interpret, interact and be included in the world. They are always encouraged to seek out opportunities for kindness and happiness for others and themselves. Our students become resilient in the face of adversity, willing to accept the challenge and persist in all endeavours they encounter, fostering, exhibiting and conveying GRIT.

Take some time to have a look around our website, or better still, arrange a visit to see us in person.

We welcome applications from candidates who, having read the application pack, feel they have the necessary skills and experience to fulfil this role. The closing date for applications is 09 June 2023 at 23:59.

Interviews are to be confirmed. I look forward to meeting you.

Kind regards

Mr Gareth Allen
Executive Headteacher
Fountains High School and South Derbyshire Support Centre



**SOUTH DERBYSHIRE
SUPPORT CENTRE**



About South Derbyshire Support Centre

South Derbyshire Support Centre (SDSC) is an Alternative Provision Academy based in Newhall, South Derbyshire, providing education for pupils who are at risk of permanent exclusion, or who have been permanently excluded from mainstream schools. There are 26 students on role with a third having Educational Health Care Plans and the remainder having a variety of special education needs. We also work with local primary and secondary schools to offer short term placements as a prevention to permanent exclusion.

The vision for the South Derbyshire Support Centre is to create a first class, holistic educational establishment that re-engages vulnerable children back in to learning. We wholeheartedly believe that the most vulnerable young people in our community deserve to have the same high standards of education as their peers. Our aim is to equip every child with the necessary knowledge and skills to enable successful integration back into mainstream education or for our Key Stage 4 pupils, to successfully transition into education, training or employment.

Further information about our academies can be found on the websites at

<https://www.sdsc.derbyshire.sch.uk>



The advertisement

Job Title: Caretaker

Location: SDSC, Memorial Hall, Newhall, Derbyshire, DE11 0TW

Grade/Scale: Grade 05 (Point 04), Actual Salary £5,726

Start date: 04 September 2023

Contract: Part time, 10 hours, all year round

South Derbyshire Support Centre is an alternative provision within Derbyshire Local Authority and part of the Esteem Multi-Academy Trust. The trust currently comprises of 11 academies throughout Derbyshire, Derby City and East Staffordshire. The South Derbyshire Support Centre is commissioned by Derbyshire Local Authority to provide 26 places for pupils aged 5 to 16.

We are seeking an enthusiastic Caretaker who is able to carry out general maintenance, minor repairs including painting and decorating, joinery and plumbing. Typical duties will include the removal of debris from drains, moving furniture, repairs to fixtures and fittings.

Reporting directly to the Site Officer, the ideal candidate will have experience of working in a maintenance environment, a good standard of practical knowledge and working knowledge of health and safety codes of practice/legislation.

Benefits include: LGPS Pension Scheme, school holidays, Westfield Health membership and free parking.

For further information, please contact Emma Wood, Administration Assistant, on 01283 550667, via email to ewood@esteemsouthacademy.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.

Closing date for applications: 09 June 2023 (23:59)

Interview date: WC 12 June 2023

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information.



Job description and person specification

Job Description: Caretaker

Esteem Multi-Academy Trust

Post Title:	Caretaker
Location:	SDSC, Memorial Hall, Newhall, Derbyshire, DE11 0TW
Purpose:	<ul style="list-style-type: none"> To carry out minor repairs i.e. painting, joinery, plumbing Cleaning when required Securing the site Flexible and additional working when required
Reporting to:	School Business Manager/ Site Officer
Responsible for:	General Maintenance, cleaning, minor repairs, securing the site
Liaising with:	School Business Manager/Site Officer
Working Time:	10 hours per week, all year round
Salary/Grade:	Grade 05 (Point 04), Actual Salary £5,726
Disclosure level	Enhanced

PRINCIPLE RESPONSIBILITIES	
To Achieve the Above	<p>Site security</p> <ul style="list-style-type: none"> Act as a keyholder for the school site, unlocking and securing all areas Take responsibility for ensuring all contractors are properly signed-in at the school office, and deal with any enquiries they may have. <p>Organisation and maintenance</p> <ul style="list-style-type: none"> Ensure internal and external cleaning is carried out efficiently and to a high standard. Ensuring gutters and drains are kept clear and free flowing. Ensure the school's heating system and other services, e.g. floodlighting and surveillance systems, run correctly by undertaking regular maintenance checks. Ensure all lights are switched on and off at the start and end of every day the school is in use, and carry out necessary maintenance, e.g. changing bulbs. Carry out inspections of all school buildings, fittings and fixtures and undertaken minor repairs and decorating where necessary. Safely operate and maintain all machinery and equipment in accordance with the manufacturer's instructions. Maintain tidy and organise workspaces and storage areas. Ensure processes are in place for reporting problems relating to the school site and buildings. Preparing the school premises and site for after school activities, e.g.



		<p>parents evenings, functions and events.</p> <ul style="list-style-type: none"> • Ensuring the safe and secure storage of all toxic and flammable substances. • Support staff members as requested, e.g. in relation to manual handling and operating machinery and equipment. • Maintain school stock levels, e.g. cleaning products, light bulbs and paint, and order more stock accordingly. • Organise and liaise with contractors to ensure any large maintenance work and repairs can be carried out suitably. • Undertake portering duties, e.g. moving deliveries to the intended place in school, recycling paper, bags of rubbish and moving furniture. • Promote and adhere to recycling and environmental initiatives set up by the school and local council. • Ensure safe working standards are observed at all times, and adhere to and promote the school’s policy and procedures in relation to health and safety. • Respond to fire alarms and carry out fire safety checks in collaboration with the fire safety officer. • Maintain a smart appearance at all times, acting as an ambassador for the school and setting a good example for pupils. • Keep up-to-date records relating to health and safety, legionella, fire safety and any evacuation procedures that have been carried out. <p>Other duties</p> <ul style="list-style-type: none"> • Liaise with the headteacher and review the Adverse Weather Policy to ensure the school site is safe in adverse weather, e.g. snow. • Ensure adequate risk assessments are undertaken and help to review these where necessary. • Follow the school’s procedures relating to manual handling and lone working. • Work with the headteacher to identify any training and development needs, and actively seek out CPD opportunities as required by the school. • Ensure the school’s safeguarding procedures are followed. • To undertake such other duties, training and/or hours of work as may reasonably be required and which are consistent with the general level of responsibility as detailed in this Job Description
--	--	--

Other Generic Responsibilities:

- Represent and promote the ethos and values of Esteem Multi-Academy Trust
- To take and be accountable for all decisions made within the parameters of the job description
- Participate with performance management and training and activities that contribute to personal and professional development
- Actively promote and act at all times in accordance with the policies of the MAT e.g. Safeguarding, Health and Safety, Equal Opportunities
- Provide a high standard of customer service in all dealings internal and external to the MAT
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description



- The MAT 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 shown, but, in consultation with you, may be changed by the CEO to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification: Caretaker Esteem Multi-Academy Trust

QUALIFICATIONS AND EXPERIENCE		
Essential		<ul style="list-style-type: none"> • Experience of working in a maintenance environment.
Desirable		<ul style="list-style-type: none"> • To be discussed with candidate.
KNOWLEDGE AND ABILITIES		
Essential		<ul style="list-style-type: none"> • Ability to work constructively using own initiative and working as part of a team.
Desirable		<ul style="list-style-type: none"> • A good standard of practical knowledge • Working knowledge of health and safety codes of practice/legislation.



Safeguarding and checks

Esteem Multi-Academy Trust is committed to safeguarding and promoting the welfare of all its students. We expect all staff, volunteers and agency staff to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service (DBS) check. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information provided.

Esteem Multi-Academy Trust's Safeguarding Policy applies to all adults, including volunteers and agency staff, working in or on behalf of the MAT.

Each student's welfare is of paramount importance. We recognise that some children may be especially vulnerable to abuse e.g. those with special educational needs and disabilities, those living in adverse circumstances. We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world positively. We recognise that some children who have experienced abuse may harm others. We will always take a considered and sensitive approach in order that we can support all students within our academies.

The MAT pays full regard to the DfE 'Keeping Children Safe in Education September 2020' guidance. We ensure that all appropriate measures are applied in relation to everyone who works for the MAT who is likely to be perceived by the students as a safe and trustworthy adult including volunteers and agency staff. As part of our safer recruiting practises, we scrutinise applicants; verify their identity, academic or vocational qualifications, obtain professional and personal references, check full employment history and ensure the applicant's health and physical capacity is suitable to undertake the role. Interviews and DBS checks are also undertaken.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, either paid or voluntary, your current employer will be asked about disciplinary offences, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any investigation or disciplinary proceedings.

If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children or young people, your current employer will be asked about your suitability to work with children and young people, although it may be answered "not applicable", where appropriate, if your work has not brought you in to contact with children or young people.



Application process and timeline

Application forms are available on our website at <https://www.esteemmat.co.uk/vacancies>.

After the closing date, shortlisting will be conducted by a panel who will match your skills and experience against the criteria in the Person Specification. You will be selected for interview purely on your application form, so please ensure that you read the Job Description and Person Specification carefully before you complete your application form.

All candidates invited to the interview and assessment day must bring the following documents; original documents only, copies will not be accepted:

- Documentary evidence for your right to work in the UK
- Documentary evidence of identity which meets the DBS requirements i.e. current photocard driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address i.e. utility bill, financial statement etc.
- Where appropriate, documentation evidencing a name change
- Educational or professional qualifications that are necessary or relevant for the post

Further information relating to DBS check documentation requirements can be found on the Government website at <https://www.gov.uk/guidance/documents-the-applicant-must-provide>.

If you are not the successful candidate, all your personal information will be destroyed, in a secure way, in line with General Data Protection Regulations (GDPR May 2018) guidelines.

References will be sought for shortlisted candidates for any central office-based positions and we may approach previous employers for information to verify experience or qualifications prior to interview. Any relevant issues arising from references will be discussed at interview.

Your completed application form and supporting letter should address and evidence the essential and desired criteria in the Person Specification.

Closing date for applications: 09 June 2023 (23:59)

Interview date: WC 12 June 2023

For further information, please contact Emma Wood, Administration Assistant, on 01283 550667, via email to ewood@esteemsouthacademy.co.uk or visit our website at <https://www.esteemmat.co.uk/vacancies>. Please use the relevant application form on the MAT website; CVs alone will not be accepted.