



# MESSAGE FROM THE CEO / HEADTEACHER

## Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

### Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

### Our Aims

Our aim is to ensure that all schools within the Trust aspire to meet Ofsted 'Outstanding' criteria and, with our support, robustly meet 'Good' Ofsted criteria.

### Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



## Welcome to the Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Ms Kim Earle

CEO of the  
**Achieve and Learn Trust**

Headteacher of  
**Altrincham College**

# ROLE OVERVIEW

## CONTRACT TERM:

Permanent / Full Time / All year round

## HOURS:

36.25 hours per week

5 weeks (26 days) holiday per annum, increasing to 6 weeks (31 days) after five years' service. All holidays to be taken in the school holidays.

Altrincham College is open 7am – 7.30pm Monday to Friday and the successful candidate will share these hours with our Site Manager and other Caretaker. The average working day will be 8 hours per day (including a 45-minute unpaid break. Some flexibility will be required.

## PAY SCALE:

NJC Band 3 Points 6 – 11  
(Actual Salary £25,183 - £27,269)

## LOCATION:

Altrincham College, Green Lane,  
Timperley, Altrincham, WA15 8QW

## START DATE:

April 2025

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website - [Altrincham College](#) where you will find an application form and more information about our school.

Please send your completed application form to [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com)

## CLOSING DATE:

Wednesday 26 March 2025 at 12:00

## INTERVIEW DATE:

w/c Monday 31 March 2025

## Caretaker

We have an exciting opportunity for you to join our great team at Altrincham College as a Caretaker.

Are you happy to 'turn your hand' to anything? If you are the sort of person who could build flat pack furniture, manage deliveries, fix a broken sink and help supervise our cleaning team whilst holding a conversation with a 14-year-old whilst on duty outside at lunch time, then this could be the place for you!

We are looking to appoint a Caretaker who will work alongside our dedicated Site Manager undertaking all the usual aspects of site management in order to ensure our school is clean, secure and compliant at all times, whilst responding to the ever-changing priorities during the school day.

Working as part of this important team, you will be required to carry out the duties detailed in the attached job description to the highest possible standard.

**In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.**

# JOB DESCRIPTION

**JOB TITLE:** CARETAKER

**JOB PURPOSE:** The main purpose of this post is to assist and deputise for the Site Manager in order to ensure the site offers a safe, clean, and pleasant environment, conducive to the provision of education. Ensuring health and safety standards are adhered to at all times, co-ordinating and overseeing the work of our team of cleaners and liaising with onsite contractors.

**ACCOUNTABLE TO:** Site Manager

**SCALE:** Band 3 Points 6 - 11

## **Duties and Responsibilities:**

South Manchester Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The Caretaker will provide an essential function which will ensure the school operates smoothly. The Caretaker will deputise for the Site Manager, supervise the cleaning staff and support the Site Manager with the following duties:

### **Site Management and Maintenance Duties**

- Ensure the routine and emergency opening and closing of school premises as required, including out of school hours
- Maintain the security of the school site; all buildings, contents and grounds. Including the operation of fire and burglar alarms and assisting with monitoring CCTV systems Ensure key holder responsibilities adhered to. Report any potential security breaches and respond to any alarms or other call outs following agreed procedures.
- Carry out regular checks of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are actioned
- Assist with ensuring the maintenance of all buildings, fixtures, fittings, furniture, equipment and open areas within the site and where possible, personally carrying out an element of planned maintenance or repair work
- Ensure contractors and external visitors comply with security and health and safety whilst on the school premises.
- Supervising, monitoring, inspecting and recording work undertaken by external contractors. This will include liaison with contractors before and during the work and generally ensuring the work has been completed safely and satisfactorily
- Assist with ensuring the maintenance and operation of heating, lighting, ventilation plant and equipment, considering codes of practice.
- In consultation with the Site Manager, being aware of use and measures taken for control, of hazardous or noxious chemicals or materials.
- Organisation, movement and setting out of furniture into specific rooms to meet the demands of the day to day operation of the Academy.

### **Health and Safety**

- Ensure a safe working and learning environment in accordance with relevant legislation.
- To ensure the Health and Safety Policy is adhered to at all times
- To use all equipment and complete all tasks in a safe manner in accordance with the relevant risk assessments.
- Undertake safety audits of the premises as required and assist with relevant risk assessments as required
- To deal with any areas of concern immediately, ensuring areas are clean and safe, follow up any actions as needed.

### **Cleaning Duties**

- Assist with monitoring the cleaning rota implemented by the Site Manager for the school premises.
- Identify areas of concern within the cleaning duties at the school and make recommendations for their solution to the Site Manager.
- Assist in the training of new cleaning staff ensuring that standards expected are clearly defined, and their area of responsibility can be covered within the time frame of the cleaning rota.
- Report all issues of concern with regards to cleaning to the Site Manager.
- In the absence of the Site Manager, re-organise staff duties accordingly in order to ensure that priority areas of the school such as bathrooms, corridors and food rooms are cleaned and bins are emptied every day
- Carry out daily cleaning and ad-hoc duties such as litter picking and arranging the disposal of waste as required.
- Carry out emergency cleaning duties such as gritting and cleaning up spillages.

### **Administrative and Financial Duties**

- Administration of stock to ensure continuous availability of products, materials, equipment and services at the site.
- Completion of necessary paperwork and records including time-sheets, orders, completion certificates and other documents relevant to the post holder's duties.

### **Associated Duties**

- Portage of such items as stationery, equipment, materials, furniture, items for disposal etc. as required.
- Ensure the site and grounds are tidy at all times.
- Support with daily duties as required. Training will be provided to support this role.
- Attend meetings and undertake training as required

### **To be flexible with working hours:**

- Cover for the Site Manager during such instances as holidays and sickness absence.
- Requirement to work on the occasional Saturday which is paid as additional hours to the main contract, should the need arise, i.e. for a deep clean, lettings, contractor required on site.

## **General Requirements**

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

## **Review:**

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of South Manchester Learning Trust. It may be subject to change or modification at any time following consultation.

## PERSON SPECIFICATION

### CARETAKER

<i>REQUIREMENTS OF THE ROLE</i>	<b>METHOD OF ASSESSMENT</b>	<b>ESSENTIAL / DESIRABLE</b>
<b>1. Experience</b>		
Working as part of a team	A/I	Essential
Carrying out general maintenance	A/I	Essential
Ability to manage relationships with external contractors	A/I	Essential
<b>2. Knowledge</b>		
Requires knowledge of policies, procedures in relation to school security	A/I	Essential
Health and Safety Regulations	A/I	Desirable
Basic ICT skills	A/I	Essential
<b>3. Skills &amp; Abilities</b>		
Practical skills with an ability to carry out caretaking duties including cleaning, manual handling and minor repair work.	A/I	Essential
Awareness of COSHH regulations, applying knowledge gained as appropriate.	A/I	Desirable
Excellent communication skills with staff, students and external contractors	A/I	Essential
Excellent time management and ability to prioritise workloads	A/I	Essential
To make decisions out of hours when senior staff are not present and report appropriately	A/I	Essential
Safe storage of equipment and consumables	A/I	Essential
Responsible key holder for locking and unlocking of premises	A/I	Essential
Ability to relate well to children and adults within a school environment.	A/I	Essential
<b>4. Attitude and Approach</b>		
Positive and proactive approach	A/I	Essential
Professional but approachable demeanour in relating to all members of the school community.	A/I	Essential

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

## ADDITIONAL INFORMATION

### BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Holiday entitlement of 26 days, plus Bank Holidays, increasing to 31 days after five years of service.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

### CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment April 2025.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 36.25 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

### APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on **Wednesday 26 March 2025**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive for our positions, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email [recruitment@altrinchamcollege.com](mailto:recruitment@altrinchamcollege.com).