



LYDIATE
LEARNING
TRUST

ENGAGE, ENABLE,
EMPOWER



KNOTTY ASH
PRIMARY
SCHOOL

& DEAF RESOURCE BASE

LYDIATE
LEARNING TRUST

Applicant Information Pack

Caretaker – Part time Knotty Ash Primary School



Start Date:	01 September 2025
Closing Date:	8:00am, Monday 21 July 2025
Shortlisting:	Monday 21 July 2025
Proposed Interview Date:	Friday 25 July 2025
Post Scale:	NJC SCP 5 -6
Salary:	£24,790 - £25,183 FTE Pro rata salary £12,730 - £12,932
Contract Term	Part Time 19 hpw over 3days Monday - Wednesday/52 weeks a year/Permanent



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Welcome from the Headteacher



Dear Applicant,

I am delighted you are considering an application to join the team of staff at Knotty Ash Primary School: part of the Lydiate Learning Trust.

As a one-form entry school, we are small enough to be a family. Everyone at Knotty Ash is very proud of the school's ethos, which values respect and fun; relationships between staff and pupils are mutually supportive. At the heart of everything we do is a belief in our duty to develop the whole child.

Our academic expectations are high, and we strive to support each child to achieve their full academic potential. We also offer a broad curriculum which values investigation, curiosity and creativity. In addition, there are a lot of opportunities for children to grow as responsible and valuable citizens - as they get older, they have opportunities to be play leaders and reading buddies for our younger pupils, as well as taking active roles in the life of the school e.g. School council, librarians, subject councils (see our Pupil Power section). We hold Arts Weeks, Health & Sports Weeks and themed days to empower children, no matter what their individual talent or interest. We also have links within the local community (with St John's Church, Alder Hey Hospital, Hope University and Bright Park) which further enrich opportunities for our children. Our aim is to help develop well-rounded, confident and resilient young people so we also offer Massage and relaxation, Guitar (y3-6) and Spanish as part of the curriculum.

A very important part of Knotty Ash Primary is our Deaf Resource Base provision, with space for 19 deaf children. While each is an integral member of their mainstream class, we also have the expertise and facilities to cater for their individual learning needs with specialist staff. Every child in school, from Nursery upwards, learns to communicate in British Sign Language - a wonderful life-skill! We have a school signing choir and are also affiliated to the Liverpool Signing Choir.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Knotty Ash offers a friendly, welcoming and enriching environment for all.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Knotty Ash Primary School, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

With very best wishes,



Roanne Clements
Headteacher

About Us

Our **mission** is to engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passions. We aim to **Engage, Enable** and **Empower** all learners, young and old, across Lydiate Learning Trust to ensure our schools are outstanding.

Our Values

Our values guide the decisions we make every day.

- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.

Our Aims

We pride ourselves on our values and always try to do what is right, so that all learners reach their full potential, regardless of their starting point.

ENGAGING

1. Engaging with all learners, breaking down barriers, to develop an intrinsic love of learning.
2. Engaging with staff so that they are highly valued and listened to.
3. Engaging with families so they can work alongside their child and school on the learning journey.

ENABLING

1. Enabling all of our staff, and those in other academies, to reach their potential through effective CPDL, providing first class quality experiences for all.
2. Enabling a happy, safe, supportive environment for all.

EMPOWERING

1. Empowering learners to take personal responsibility for their future, with a lifelong love of learning.
2. Empowering learners with the tools for academic success and happiness.
3. Empowering learners to develop the self-esteem and confidence which are necessary for a full and happy life.
4. Empowering learners to have a pride in their work, respect for their surroundings and good relationships with others at school and in the local and wider community.
5. Empowering leaders at all levels to lead ethically, with high levels of perseverance, proficiency and integrity.
6. Empowering the wider community to work alongside us to our mutual benefit.

We can we offer you

At Lydiate Learning Trust, we take pride in our inclusive culture. We believe in recruiting talented and capable individuals, developing them to achieve their career ambitions, and thereby engaging, enabling, and empowering our young people. Our staff play a crucial role in ensuring the future success of our students and our Trust. We are proud to have created an environment that prioritises young people and fosters growth and development for all.

Lydiate Learning Trust is forward-thinking, and if you join our team, your professional development will be as important to us as it is to you. We aim to equip our staff to deliver their best by offering a generous benefits and training package. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jabs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

Safeguarding

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment and maintain a vigilant and safe environment.

All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures. All posts are subject to an enhanced DBS check and medical clearance.

Equal Opportunities

Lydiate Learning Trust is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [Equal Opportunities in Recruitment Monitoring \(Page 1 of 6\)](#) form which can be found on our Careers Homepage

How to apply

To apply, please complete the LLT application with a covering letter and send to recruitment@lydiatelearningtrust.co.uk by **8:00am, Monday 07 July 2025**.



Job Description

Job Purpose	To undertake a range of caretaking and site management duties including security and supervision of the site and related equipment, and other duties including portering, cleaning and maintenance. Supervision/training of cleaning staff.
Reporting to	Headteacher/School Business Manager
Salary	NJC Scale 5-6 depending on experience
Working Hours	19 hours over 3 days Monday - Wednesday. Hours to be agreed

Duties & Responsibilities	<ul style="list-style-type: none"> • Act as a key holder and take responsibility for the security of the premises and its contents in the absence of the Head teacher and Deputy Head teacher or any other designated responsible person. • Take responsibility for the use, maintenance and security of plant, machinery and equipment based at the school. • Operate and monitor heating, plumbing and electrical systems in accordance with instructions and current safety legislation and recommend better use of such systems. • Monitor and order supplies of consumables and to ensure that deliveries are made in accordance with invoices. • Oversee schedules and routine maintenance liaising with contractors and suppliers as necessary. • Monitor standards of work undertaken by outside agencies and make routine reports. • Supervise cleaning staff. • Assist in the recruitment and training of cleaning staff. • This role undertakes a range of caretaking duties reporting to the Head in a small school
General Responsibilities	<ul style="list-style-type: none"> • To attend relevant in-service training as and when required. • To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher and School Business Manager.

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

Person Specification

Qualifications & Training	
Level 2 qualification or equivalent in Maths/Numeracy and English/Literacy.	D
Relevant Level 2 qualification or equivalent experience.	D
Skills, Knowledge & Experience	
Experience of caretaking/site-keeping in a multi-school site or similar environment.	D
Gardening Experience	D
A trade experience or skill (plumbing/joinery/painting etc).	E
Good IT skills.	D
The ability to relate well to children and adults.	E
Knowledge of health and safety procedures and precautions.	E
Awareness of COSHH regulations.	E
Awareness of health and hygiene procedures.	E
Knowledge of moving and handling procedures.	E
Able to work on own initiative.	E
Able to build positive relationships with staff and students.	E
Able to work as part of a team.	E
First Aider	D
Expectation	
All staff are expected to set a good example to children through regular and punctual attendance.	E
All staff are responsible for safeguarding, and health and safety.	E
Other Requirements	
Full driving licence	E
Professional Development	
Willingness to participate in relevant training and development opportunities.	E
Essential Requirements (*following an initial offer of employment)	
Positive recommendation from all referees, including current employer.	E
Enhanced DBS	E
Medical clearance*	E