



Caretaker

Recruitment Pack Hawkley Hall High School



HAWKLEY HALL HIGH SCHOOL

To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.



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Welcome



Dear Applicant,

Thank you for your interest in the Caretaker position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

Hawley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Charlotte Harrison on 01942 204640 or email c.harrison@hhhs.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P McKendrick
Headteacher
Hawley Hall High School



Context

Hawkey Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1170 students. The school was graded as good in all areas by Ofsted in November 2024.

We see successful education as a partnership between parents, students, and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters, and the school planner contributing to a continuing dialogue about the curriculum we provide for our children.

Facilities

The school is situated in the southwest of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site. We provide bespoke facilities for students across all subjects. We strategically invest in our ICT and site.

Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.

The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 675+ employees
- 5 local authorities
- £41,000,000 annual budget
- 80+ governors

Job Description

CARETAKER

Reports to:	Premises Manager
Location:	Hawley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	NJC Grade 4 scp 5-8 (Minimum £24,790 – Maximum £25,992)
Hours:	37 hours per week, working the full year

Overall purpose of post

Under the reasonable direction of the Headteacher / senior staff carry out the professional duties in line with the job profile and in particular to:

- Provide general support to staff and pupils, including preparation, and routine maintenance of resources/equipment
- Support the aims and objectives of the school

Support for the School

- To ensure that regular checks of buildings and grounds are undertaken and advice given regarding necessary maintenance and repairs, including matters relating to security.
- To open and lock buildings and maintain site security and safety.
- As a principle key-holder to respond to emergency callouts in the event of fire, damage, burglary, floods etc. in accordance with agreed procedures.
- Receive deliveries and undertake portering/messenger duties.
- To be responsible for the general tidiness of the school/school site, including litter control and disposal. Clearing snow and ice for a pedestrian access to the buildings. The removal of graffiti where this does not require the services of a specialist contractor
- Carry out spot and emergency cleaning, which may be necessary to maintain hygienic and safety standards
- Ensure there is sufficient stock of materials for fuel, lighting, spot and emergency cleaning. Report to Site Manager when stocks are low.

- Convey waste produce from the cleaners' central collection point to the waste disposal area. Keep waste disposal areas clean and tidy, ensuring there is sufficient numbers of bins: put out and bring in bins in conjunction with waste collection days, as necessary.
- Removal of debris and leaves from traps, downspouts, waste pipes etc.. and ensure that the drains and manholes are clean and working.
- Clean lampshades/diffusers and, where these are not on contract, clean interior glass, walls and surfaces.
- Monitor and operate efficient heating, lighting and draining of the site which includes checking and promotion of best practice in energy conservation in the use of heating, lighting, water etc. throughout the school and ensure that any equipment connected to these services are left in a safe condition at the end of a school day and during holiday periods.
- Operation of the central heating plant and reporting of any required repairs/maintenance to the Premises Officer.
- Monitor and report on the cleaning, grounds and building maintenance contracts to ensure compliance with specification and report concerns to appropriate officers.
- To provide a janitorial service as and when required.
- To undertake general routine repairs, replacement and maintenance duties of building, fixtures, fittings and furniture in consultation with the Site and Community Manager.
- Maintain the lighting appliances in an operational condition.
- To assist with the creation and promotion of an image which accords with the school's aims.
- To assist in ensuring that the legal provisions relating to Health & Safety at Work are properly adhered to, including the safe storage of any flammable toxic substances on site other than in laboratories or workshops.
- To assist in the oversight for all fire precaution arrangements and equipment.
- To help co-ordinate and participate in arrangements for areas used for school functions which may include Parents' Evenings, Assemblies, Examinations, Governors meetings and Curriculum Information Evenings.
- Attend at lettings and any other school events as required.
- To assist the Senior Management Team to maintain good and orderly conduct throughout the school.
- In all the above duties the Caretaker will assist the Headteacher and Site Manager to carry out their joint responsibilities to the Governing Body.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person



Other Duties

- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training and other learning activities and performance management as may be reasonably directed

Holidays

- To liaise with the Site & Community manager on holiday entitlement to avoid duplication of annual leave.
- Where possible, the bulk of entitlement holidays to be taken during school holiday periods.

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



Person Specification

Essential

- Able to complete simple administration tasks, able to record accurately
- Able to monitor and undertake maintenance duties required
- DIY / Trade Skills e.g. joinery, painting and decorating etc
- Able and willing to work unsocial hours on a regular basis
- Carry out routine repairs and maintenance
- Solve practical problems
- Organise and priorities own workload
- Use own initiative
- Relate to a broad spectrum of individuals
- Work with frequent interruptions
- Be a fully integrated team member
- Motivation skills
- Willingness to participate in the individual staff review and development procedures
- Commitment to equality of opportunity and fair treatment for all staff and students
- Approachable
- Adaptable/flexible with regard to working unsociable hours to respond to evening / weekend lettings
- Able to respond to call outs
- Able to maintain a neat and tidy working environment
- Have a practical approach
- Ability to work with minimum supervision
- Methodical in routine matters
- Observant of any repairs that need doing
- Helpful, polite attitude and courteous at all times
- Calm in stressful situations
- Trustworthy and honest
- Able to promote the image of the school
- Patient and have a responsible attitude towards children
- Willingness to undertake further training
- Empathy with student and staff needs
- Co-operative
- Positive outlook
- Prepared to undertake janitorial duties when required
- Commitment

Desirable

- Trade qualification in plumbing, painting, decorating or allied trade
- Experience of working in a school
- Experience in a similar type of job
- Familiarity with the legal provisions relating to Health & Safety at Work
- Ability to respond quickly to requests at short notice
- Responsible and dependable
- Ability to deal with outside contractors
- Ability to work under pressure
- Ability to identify points for improvement
- Understanding /knowledge of health and safety at work
- Ability to forward plan work, repairs/maintenance requirements
- Ability to assist to identify individual training needs

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhhs.net

Alternatively, send a hard copy to:

Mr P McKendrick
Headteacher
Hawkley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: Tuesday 22nd April 2025 at 9:00am

Interview Date: TBC





The Trust will 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.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE, WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:		Ref No:	
Organisation:	Hawley Hall High School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Work No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
NOTICE PERIOD:			
MAIN DUTIES AND RESPONSIBILITIES			

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4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			



6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

(i)	Are you related to, or a close friend of, any member of the Board of Trustees? If yes, please state relationship.
(ii)	Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? YES/NO. If yes, please give details, including dates, post held and employer.



(iii)	<p>Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? YES/NO If yes, please give details of dates and resources.</p>
(i)	<p>Do you hold a current and valid driving licence? YES/NO Please state category.....</p>
(ii)	<p>The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments? YES/NO</p>
<p>Do you have any unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974? YES/NO</p> <p>Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020? YES/NO</p>	
<p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none"> - Facebook - Instagram - Twitter - LinkedIn - TikTok - YouTube 	

10. STATEMENT IN SUPPORT OF APPLICATION

Please attach a supporting statement, indicating any matters which you feel may be relevant to this application. Please head additional documentation with your name and post applied for.

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1		REFEREE 2	
TELEPHONE NO:		TELEPHONE NO:	
EMAIL:		EMAIL:	
Can this reference be taken up immediately YES/NO		Can this reference be taken up immediately YES/NO	

12. FURTHER INFORMATION FOR CANDIDATES

- i) In the interests of the protection of children, all posts are subject to enhanced criminal record and other relevant disclosures through the Disclosure & Barring Service (DBS). A criminal record will not necessarily prevent you from obtaining a position.
- ii) You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- iii) Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure & Barring Service Disclosure, to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....