

May 2023

Dear Applicant

Thank-you for your interest in the post of Trust Caretaker, working at one or more of our Primary Schools.

Associate staff play a really key role within the STAR MAT. We value and support all of our staff and expect them to strive for personal improvement and go the extra mile.

If you feel you are ready for a fantastic challenge and would like to know more about the STAR MAT and our activities in more detail, please take a look at our website at www.starmat.uk. To apply for the post please complete the STAR MAT online application form <https://bit.ly/STARSupportApp> and submit no later than Friday 30 September. Your supporting statement must not exceed two sides of A4 and should address the following points:-

- Relevant training and experience
- Personal skills and qualities
- Why you want the job

If you would like further information, please do not hesitate to contact Mrs Claire Earl at c.earl@starmat.uk.

Thank you for your interest in this post, I look forward to meeting you.

Yours sincerely

Mr R Holah
Head of Estates and Facilities

JOB DESCRIPTION

Title of Post:	Trust Caretaker
Contract:	Permanent / 10-37 hours per week, Term Time Only (plus Training Days) or Full Year
Salary:	Grade CD: Point 3-6 (£10.90 - £11.39 per hour)
Responsible to:	STAR MAT Head of Estates and Facilities

Rationale

To be responsible for site security, daily opening and closing, compliance activities and day to day tasks. Day to day tasks will include the provision of a safe, secure, welcoming and warm premises for all site users and visitors and ensuring that the school site runs smoothly and effectively at all times.

Duties will include walking around the premises and grounds daily, checking cleanliness and tidiness, looking for damage and items needing repair, unlocking premises in the morning and lock up at night.

Responsibilities

- Maintain security of school premises, e.g. locking and unlocking gates, doors, windows etc and setting alarms.
- Monitor and control supplies as required and keep records up to date.
- The moving of furniture, equipment and resources as required to meet the needs of the School.
- Assist in the supervision and monitoring of the work of contractors
- Liaise with the school, Trust, suppliers, contractors and school staff as appropriate.
- Monitor, check and allocate storage of all appropriate inward deliveries.
- Liaise with Estates Director/Trust regarding Building, Security, Grounds and Health and Safety.
- To ensure the site is clean and tidy at all times and well maintained.
- Ensuring the site is safe for use – clearing snow, applying grit, clearing leaves, litter picking as necessary
- Deal with daily emergencies, i.e. flooding, cleaning up vomit etc.
- Undertake basic tasks and repairs
- Assisting with the efficient working of heating plant and lighting including monitoring fuel consumption
- Reading meters and maintaining records
- Refuse and waste disposal and associated cleaning
- Conduct routine preventative maintenance tasks, e.g. ensuring that gutters and drains are kept clear and after rainfall surplus water is swept away
- Ensuring that all areas within the site are kept clean, tidy, litter and weed free
- Additional cleaning as required
- Monitor and complete all compliance activities and issues using the Trust's online compliance system including school wide Health & safety Compliance activities.
- Participate in the Trust's performance management scheme.

- Participate in training and other learning activities and performance development as required.
- To ensure appropriate arrangements are made for evenings/weekend use of premises, including setting up rooms/furniture and ensuring they are in appropriate condition for next day school use.
- To act as a key holder and respond to emergency call outs.
- Help staff set up equipment when needed
- To carry out basic gardening if required
- Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- Ensure that any incident involving unauthorised persons on site are dealt with in accordance with school policy including where necessary, informing police.

Equalities

- Ensure services are delivered in accordance with the aims of the equality Policy Statement
- Develop own and team member's understanding of equality issues

Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed.

[STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.]

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Flexibility

The STAR MAT recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked by their line manager or the schools' Leadership teams to carry out other such reasonable duties as may be required for the benefit of the schools and the students' education and well-being. All staff are required to comply with our Policies and Procedures.

The post holder may, in addition, be asked to carry out other such reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
<p>Qualifications & Training</p> <p>An understanding of current Coronavirus/COVID 19 guidelines and the importance of maintaining a clean environment for all students and staff</p> <p>Willingness to gain awareness and complete relevant training sessions relating to Health & Safety within a school</p> <p>Must be in possession of a full valid driving license.</p> <p>First aid qualification</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	<p align="center">X</p>
<p>Experience</p> <p>Experience in caretaking</p>		<p align="center">X</p>
<p>Skills & Knowledge</p> <p>Good levels of Literacy and numeracy skills</p> <p>Knowledge of cleaning, heating, lighting and ventilation systems</p> <p>Building security</p> <p>Problem solving</p> <p>Judgemental skills</p> <p>Knowledge of health and safety regulations</p> <p>IT literate</p> <p>Ability to communicate effectively (both orally and in writing)</p> <p>Ability to carry out manual tasks i.e., climbing, lifting and moving items.</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	<p align="center">X</p>
<p>Personal Qualities</p> <p>Effective time management skills</p> <p>Ability to relate to staff, students and the Community</p> <p>Willingness to show flexibility with working hours to accommodate school needs (ie. meetings after school) for the benefit of the school.</p>	<p align="center">X</p> <p align="center">X</p> <p align="center">X</p>	

Helpful, friendly and welcoming manner	X	
Works on own initiative and is proactive	X	
Organisational skills	X	
Ability to work as part of a team or individually	X	
Ability to develop good working relationships with all contacts	X	
Other Requirements		
Motivation to work with children and young people and the wider community.	X	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	X	
To be committed to the school's policies and ethos	X	
To be committed to Continual Professional Development	X	
Available for evening, weekend and emergency call outs and willing to work flexibly to meet the needs of the School and Trust	X	
Equal opportunities		
To assist in ensuring that The STAR MATS equalities policies are considered within the school's working practices in terms of both employment and service delivery	X	

The STAR MAT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.

Welcome to our Trust

There has been a strong tradition of collaboration between our 11 partner schools for many years which culminated in the establishment of the STAR Teaching School Alliance in 2016 and then the STAR Multi Academy Trust (STAR MAT) was 'born' in May 2018. You can visit our [website](#) here.

Our Trust is an exciting venture which allows us to strengthen our existing partnerships still further. We have chosen to form a Trust of local schools for the following reasons:

- **Of significance within our Trust aims and values are wellbeing and safeguarding.** We know that effective learning takes place in an inclusive environment, where pupils feel happy, confident and supported, where they are valued for their unique individuality and educated to keep themselves safe from harm. These threads run through all that we do.
- **We want our pupils and students to achieve even better outcomes and for all of our pupils to receive an outstanding education.** We will continue to build and secure local school improvement capacity, and shared development strategies, which will help us do this, by providing appropriate levels of challenge and support within the partnership. We are building on strong relationships and high levels of trust. We are developing shared approaches to the curriculum as well as shared 'pedagogy' for teaching and learning. We are actively developing a 'Digital Entitlement' for our young people such as they can move on to further education and employment with confidence.
- **We are near enough to each other to build a strong local partnership,** building greater community cohesion, and more shared activities across all of our schools, benefiting pupils and students as well as our staff. These include shared approaches to curriculum planning, teaching and learning and already include opportunities to share specialist roles across more than one school – getting the expertise in the right place. Our growth strategy has a simple premise – we want to serve our locality with the best possible education.
- **Together we want to provide greater opportunities for recruiting new staff,** to retain our existing staff, facilitate leadership development and enhance staff professional development. Our staff are proud to work with STAR; we want our ethos and principles to continue to shine.
- **We know that our formal partnership can more easily achieve 'better value' and financial stability** by having more efficient central and shared services and enabling individual schools within the partnership to focus more resources on teaching, learning and pupil/student support. As a MAT of over 4000 pupils we have access to the School Condition Allocation (SCA) which has enabled us to invest £2million into our school buildings over the first two years of our Trust. There is still much to do, but we will strive for world class educational premises for all of our students.
- **We will work together to support – and challenge – each other** through effective governance and accountability at local level. As good and outstanding schools working together in an already strong Teaching School Alliance, we are very well-placed to achieve this. That said, we continue to look externally for challenge, support and partnership from local authorities, other Trusts and organisations – to be the very best that we can be.

Our Vision

To develop outstanding education in all our schools, which will enable every young person to flourish and realise their full potential.

Our Aims

We will:

- Ensure that our children achieve the best possible outcomes
- Develop the whole child; personally, culturally and spiritually
- Be inclusive; have a particular commitment to our most vulnerable children
- Teach our children to live well together and to make wise choices
- Ensure that our children are safe from harm
- Work to ensure that our schools are enjoyable places for children to learn.

Our Core Principles

We:

- Expect our schools to actively support each other and to share best practice for the benefit of all
- Are committed to providing services that will keep our schools compliant, financially robust and continuously improving
- Want all of our schools to retain and celebrate their distinctive identity.

We are:

- Open, honest, fair and straightforward
- Receptive to change and challenge
- Pioneering and outward facing
- Trusting, respectful and supportive of each other
- Prepared to listen to advice
- Empowering of others

Our Schools

Appleton Roebuck Primary

Brayton Church of England Primary

Kellington Primary

Kirk Fenton Church of England Primary

Monk Fryston Church of England Primary and Saxton Church of England Primary (federation) Riverside School, Tadcaster

Sherburn High School

Sherburn Hungate Primary

South Milford Primary

Tadcaster Grammar School

We want all of our schools to retain and celebrate their distinctive identity; it is the strong structure and partnership within our Trust which can enable strong practice to exist in all our schools.

We often talk about being '*stronger together*' through the collaborative, collegiate approach we take within the Trust.

It is a model of close partnership; our Trust has been successful because it has been founded on a group of schools with both a tight geographic footprint and most vitally many years of working together through shared vision, values and culture. We have developed many shared approaches including with regard curriculum planning, teaching and learning and opportunities to share specialist roles across more than one school. The Trust also provides appropriate levels of quality assurance, challenge and where necessary support within the partnership; we do this building on strong existing and well established relationships.

Together we want to provide greater opportunities for recruiting new staff, to retain our existing staff, facilitate leadership development and enhance staff professional development. Our aim is to be an excellent, ethical, employer. As a previous Teaching School, STAR will continue to offer Initial Teacher

Training and has many leaders with accreditations such as LLE and SLE. Moving forwards, we are excited to be working with the Selby and Wakefield Teaching School Hub on the roll-out of the Early Careers Framework, NPQs and other threads of CPD in our locality.

At a time of reduced funding in schools, our formal partnership has already been able to achieve 'better value' and financial stability, by having more efficient central and shared services and through the partnership to focus more resources on teaching, learning and student support. As a Trust of over 4000 students, and 11 schools, we have access to significant School Condition Allocation (SCA), which enables us to access significant capital funding to invest in improvements to our school estate.

We provide support and challenge through effective governance and accountability at local level with Local Governing Bodies which are linked through to the Board of Trustees through a Scheme of Delegation. At all levels there are highly evolved and consulted planners, guidance, advice and support.

If you would like any further information, please do not hesitate to contact me (ceo@starmat.uk).

Best wishes,

Ian Yapp
Chief Education Officer
STAR Multi-Academy Trust