



# Trust Caretaker Application Pack

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c/o Ambleside Academy,  
Minver Crescent, Aspley  
Nottingham, NG8 5PN



STRONGER TOGETHER

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# 01. About Raleigh Learning Trust

## Straightforward

Our Trust is founded on a straightforward moral imperative. We seek to support school improvement across our organisation in order to ensure that all learners within our Academies are in receipt of the best possible educational services that can be provided within the scope of our available resources. The majority of pupils that we work with will have experienced significant challenges during their time in education. Our purpose is to ensure that every child for whom we hold responsibility has access to the highest possible standards of teaching and learning, supported by strong staff teams equipped with outstanding resources. Our core aim will be to deliver remarkable and memorable learning experiences that the pupils will value and benefit from now, as they progress into lifelong learning, and the potential for a lifetime of fruitful employment.

## Our vision

Our vision is to create the educational and social experiences that our pupils need to overcome any barriers to engagement and afford them the opportunity to become successful learners. We will promote our ambitions within a framework of a caring, supportive and structured environment. We will secure the circumstances within which our pupils will be helped to develop their individual potential for growth, enhance their self-worth and develop their capacity to demonstrate choice and responsibility in all aspects of their lives. Our Trust will secure the expectation of high-quality teaching and learning environments within which there are no limits to ambition.

# 01. About Raleigh Learning Trust

## Core Leadership Support

The Trust sets its leadership bar high and with good reason. Our behaviours and attitudes will model the outstanding expectation we have for our pupils. As a family of schools we are committed to collaborative ways of working. To support this, Principals meet every four weeks, rotated across the Academy estate. These meetings are compulsory and offer the opportunity for the CEO to direct educational developments with the Education Group and coordinate strategic improvement planning and intervention from the Trust Development Leads.

Fortnightly visits from the CEO, set against an agreed agenda focused on improvements. Time is also allocated for the CEO to meet the Academy Council or pupils representatives on a half termly basis.

In addition to the above, support with harmonisation of policies and procedures across the Trust and ongoing email and telephone support is provided.

## Fund Pooling Policy

Standing united makes us stronger and trustees unanimously agreed to develop a financial model that ensures all income works in the best interests of all academies. In a climate of economic uncertainty we hold the belief that we are stronger by tightening our belts as a single entity. If one child fails in any of our academies, we all fail. Reserves are reallocated following a formula agreed annually by Trustees in line with 2019 Finance Policy.

## Central Trust Team

The Raleigh Learning Trust currently has a small centrally employed team. The members of the team are highly skilled and have all been in place since the early days of the Trust. The team currently consists of:

- Trust Operations Manager
- Trust Estates Lead
- Finance Administrator
- Head of HR Administration
- PA to the Chief Executive Officer

All the academies use the same accounting system (PS Financials). The Trust also outsources a range of other functions, including HR, Payroll, IT, Legal and accounting.



## 02. Our academies

The defining feature of the Raleigh Learning Trust is that it has sought to improve performance and outcomes across a broad estate of educational provision including Primary, Special (SEMH), Special (complex) PRUs and Alternative settings. The Trust has established a reputation relating to its highly effective practice in all of these areas which it is rightly proud of. The success of the children and the communities that we serve and the academies that we have developed is central to our work. Whilst the Trust has robust systems for accountability, each academy has their own distinctive ethos and preserving these unique characteristics is a commitment to every school when they convert and join the Trust.

The Trust is made up of 5 Academies.

Ambleside is our Primary Academy and became part of the Trust in February 2018. This is a much larger than average primary school located in one of the most deprived areas within the City of Nottingham. In its most recent OFSTED inspection it was judged to be inadequate. Subsequent section 8 inspections demonstrated improvements in standards in all areas of practice and the Academy is currently undergoing a robust programme of improvement under its newly appointed Principal.

Woodlands Academy is our complex needs special Academy. This is a high achieving Academy judged to be good at its last inspection and with every opportunity to become outstanding at its next.

Westbury Academy is our SEMH academy. Westbury has a long standing reputation for good practice which continues to be evident in its annual outcomes. The Academy has just had a new build which over the next two years will see significant additional places available for pupils within our locality.

Denewood Academy is our Key stage 2 – 3 PRU. This was judged to be Good in February 2020. Subsequent section 8 inspections evidenced significant improvements in practice and outcomes for all pupils. The Academy became part of the Trust in 2017.

Unity Academy is our Key Stage 4 provision for pupils currently excluded within the City of Nottingham. This is a much larger than average provision. It was judged to be requiring improvement at its last inspection and has shown year on year improvements in all aspects of its practice since then. Our current data sets demonstrates that the Academy provides outstanding opportunities for all of its learners as noted in 2018 Key Stage 4 outcomes.

# 03. Job Description



## Trust Caretaker

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Trust Caretaker will carry out. The post holder may be required to do other duties appropriate to the level of the role.

### Purpose of the role:

The Trust Caretaker is to provide a clean, safe and secure environment for users of the academy buildings and grounds; security duties as directed on the school premises sites.

As a member of the Trusts Caretaking Team, the post holder will work under the direction of the Trust Estate Lead to ensure the efficient and effective management of the Trust buildings and will work across the estate in collaboration with colleagues to assist with the delivery of site management duties as and when required.

# 03. Job Description

## Job title: Trust Caretaker

**Salary:** Pt 6 – 11, £19,698 to £21,748

## Contract type: Full time / permanent

**Reporting to:** Trust Estate Lead

**Responsible for:** Site cleaning staff

### Main purpose

The Trust Caretaker is to provide a clean, safe and secure environment for users of the academy buildings and grounds; security duties as directed on the school premises sites.

As a member of the Trusts Caretaking Team, the post holder will work under the direction of the Trust Estate Lead to ensure the efficient and effective management of the Trust buildings and will work across the estate in collaboration with colleagues to assist with the delivery of site management duties as and when required.

### Duties and responsibilities

#### Main Duties

- To be responsible for ongoing maintenance and operation of heating, lighting and boiler plant/equipment, ensuring all faults are reported and dealt with in a timely fashion
- Be aware of and comply with policies and procedures relating to child protection, health & safety, privacy and confidentiality, reporting all concerns to the appropriate officer/Trust Estate Lead.
- On behalf of the Academy Principal/Trust Estate Lead, to assist with planning/overseeing all minor building works and repairs including obtaining quotes, liaising with suppliers, overseeing contractors and monitoring service level agreements.
- To report on progress and provide advice to the Academy Principal/Trust Estate Lead on all minor building works and repairs.
- To assume delegated responsibility for ensuring compliance to statutory regulations relating to, for example, asbestos, PAT and legionella testing and to undertake risk assessments.
- To be responsible for the security of Trust estate premises and its contents.
- To be responsible for the day to day supervision of cleaning staff, ensuring standards of cleanliness are maintained and in accordance with site risk assessments.
- To attend school premises in cases of emergency e.g. intruders, fire, floods etc.
- Maintain record keeping systems both manual and IT based.

#### Organisational Effectiveness

- Under the direction of the Trust Estate Lead, seek improvements to operational ways of working that improves efficiency and effectiveness.
- At all times to comply with Trust policies, procedures and resource constraints.
- Ensure sites are managed lawfully, ethically and morally
- Undertake ongoing training on areas within your remit

### **Building and Site Maintenance**

- Raising repair orders in a timely and cost efficient manner.
- Welcome contractors on site, supervise the work of contractors to completion and provide feedback regarding quality of work.
- Ensure the site is a clean, warm, safe and secure environment.
- Support the Trust Estate Lead in the delivery of projects, planned maintenance and repairs.
- Alerting the Trust Estate Lead on any areas requirement improvements.
- Undertake gardening duties and ensure school buildings, entrance areas and playgrounds are free from rubbish/leaves

### **Health, Safety and Security**

- Ensuring that the programme of daily, monthly, yearly and statutory tasks are undertaken and the longer term health and safety reviews are achieved within the deadline.
- Ensure that all compliance documentation is held in a secure and orderly manner and ensuring that H & S Policies and Risk Assessments are adhered to.
- To report breaches of Health, Safety and Security to the Trust Estate Lead
- Ensure building and academy premises are secure at all times

### **Resources**

- To support the Trust in achieving energy efficiency of buildings and facilities.
- To make suggestions and be proactive in the implementation of energy efficiency initiatives and improvements.
- Make efficient use of materials, equipment and consumables in facilities management.
- Be proactive about recycling, upcycling and resource sharing across the Trust estates.
- Work collaboratively across the estate with other Caretakers/cleaners to ensure the smooth and efficient running of estates management responsibilities, duties and compliance deliverables.

The Trust Caretaker will be required to safeguard and promote the welfare of children and young people, and follow trust policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Trust Caretaker will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Trust Estates Lead .





Criteria	
Qualifications and training	<ul style="list-style-type: none"><li>• A relevant qualification or equivalent specialist technical knowledge and experience in a trade skill e.g. plumbing, electrical repairs or joinery.</li><li>• Experience of, and ability to, undertake a range of minor repairs.</li></ul>
Experience	<ul style="list-style-type: none"><li>• Experience of facilities or site management in a school or other municipal building including maintaining health &amp; safety standards.</li><li>• Experience of working with contractors and supervising contract works</li><li>• Experience of building compliance practices and procedures</li><li>• Experience of managing cleaning staff</li><li>• Desktop computer, Windows Outlook, Microsoft Office</li><li>• Experience of carrying out risk assessments</li></ul>
Skills and knowledge	<ul style="list-style-type: none"><li>• Effective communication and interpersonal skills</li><li>• Good standard of literacy and numeracy</li><li>• Maintenance of records, log books, stocks and timesheets</li><li>• Ability to build effective working relationships with staff and other stakeholders</li></ul>
Personal Qualities	<ul style="list-style-type: none"><li>• Collaborative worker, team player</li><li>• Organised and flexible worker and proactive approach to work</li><li>• Ability to supervise cleaning staff</li><li>• Commitment to promoting the ethos and values of the trust and getting the best outcomes for all pupils</li><li>• Commitment to safeguarding and equalities</li><li>• Commitment to maintaining confidentiality at all times</li></ul>



# 05. How to apply

## Status:

Full-time and permanent

## Salary:

£19,698 to 21,748 Point 6 - 11

## Closing date:

Wednesday 7<sup>th</sup> October 2020 at 5 p.m.

## Interviews:

Week commencing 12<sup>th</sup> October 2020

## Start date:

By November 2020

## Informal Discussion:

If you wish to arrange an informal discussion about the role with the Trust Estates Lead, please contact Chris Birchnall on 0115 9003610

## Visits to the Trust:

Candidates are encouraged to visit the Trust. Please contact the Trust Estates Lead, Chris Birchnall, to make an appointment.

T: 0115 9003610

E: [c.birchnall@ambleside.nottingham.sch.uk](mailto:c.birchnall@ambleside.nottingham.sch.uk)

## Applying:

Please visit <https://www.tes.com/jobs/vacancy/trust-caretaker-nottingham-1343606?preview=1> to access the application form. Covering statements should be no more than two sides of A4 and should aim to highlight your experience and skills against the job description and job specification.