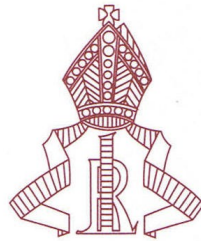


Bishop Luffa School

Assistant Caretaker Information Booklet





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, and Rumboldswyke Primary School.

Bishop Luffa School sits on a large site, just to the west of Chichester and has 130 staff and over 1500 students. Rumboldswyke School is situated near the centre of Chichester, with 12 staff and 53 students.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to develop its site team and appoint an Assistant Caretaker to maintain the learning environments across the Trust. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and successful candidates can expect to receive a warm welcome into a very supportive partnership.

I look forward to meeting interviewees in due course and if you would like to come and visit the school before applying please do not hesitate to contact me.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
(nicholdsm@bishopluffa.org.uk)



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- ◇ Inspire all students to be ambitious about their futures
- ◇ Encourage and develop leadership amongst students and staff
- ◇ Develop Partnerships within, and beyond, the school
- ◇ Foster engagement in personal and spiritual development
- ◇ Nurture a sense of belonging to a safe school and the wider world



About Us

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1519 pupils including 321 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.



Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly. We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

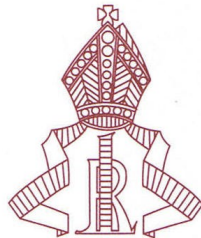


We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Assistant Caretaker

Grade 3—5 (£20,812— £22,777 pro rata)

Actual pay— £9,605—£10,512

20 hours per week—Hours negotiable, but shift ending 7pm each school day

Bishop Luffa Learning Partnership is seeking to appoint an Assistant Caretaker to join a team of dedicated, motivated and friendly site staff working across the Trust's schools.

You will:

- have good attention to detail
- be able to consistently complete routine tasks to the highest standard
- work effectively on your own and within a team
- enjoy making a real difference to the Trust's environment
- have the opportunity to qualify as a school mini-bus driver

This would be an ideal role for an applicant with some practical skills.

If you have any questions about the role, prior to application, please do not hesitate to contact Mr Mark Nicholds, Chief Finance Officer (nicholdsm@bishopluffa.org.uk).

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking Trust.

Closing date for applications: **Thursday 27th July 2023**

*Please send completed applications to Mr Mark Nicholds, Business Manager
(nicholdsm@bishopluffa.org.uk)*

Interviews will take place in the week commencing 31st July 2023

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

Assistant Caretaker

Role

To work as a member of the Caretaking team in helping the Site Manager to ensure consistent excellence in the security, cleanliness, health and safety and maintenance of the Trust's school sites in line with statutory requirements

Responsible to: Site Manager

Responsible for:

Main responsibilities

- To ensure security of the whole school site at the end of the school day (approx. 7pm)
- Laying out of furniture and equipment in preparation for the next school day
- Setting out equipment for evening lettings

Other operational responsibilities

- Security of the Trust's premises in all aspects
- General upkeep and maintenance of the premises in every respect
- Assisting with the supervision and training of all cleaning staff
- Cleanliness and hygiene of the buildings including Sports Hall, Multi Use Games Area, playgrounds, external walkways; keeping clear of litter and leaves, put down ice melter when there is ice present, keep drives and gullies and gutters clear (excluding accommodation used solely by the external catering contractor)
- The receipt, distribution, collection and despatch of goods received at school
- Operation, care, maintenance and general oversight of all equipment and tools associated with the caretaking and cleaning function and ensure proper safety standards are applied
- Attend training courses, study days and fire lectures as directed by the management of the school
- Ensure all heating systems, including temporary accommodation are operated and maintained to ensure statutory environmental conditions, inform Site Manager if there are any faults in the system
- To unlock and lock-up after lettings/school events outside of normal working hours and sometimes at weekends
- To assist with the maintenance and the storage of adequate stocks of caretaking and cleaning materials and equipment
- To assist and participate in the organisation and movement of furniture within the building
- To be conversant with the DfE's Code of Safe Working Practice for Caretaking Staff and to comply with its requirements and instructions

Work with Site Manager

- To agree daily priorities within the weekly bulletin, evening events in school, outside lettings, and plan using the school planner for future events, plays, concerts, meetings, exams etc
- In reporting any deficiencies in the school's buildings, and if work can be carried out in-house agree a time span as to when this could be achieved: work outside minor repairs will be reported to the Business Manager by the Site Manager
- To share the responsibility with the Site team of ensuring all lettings/school events are unlocked and locked securely

Work with outside contractors

- Report any dangerous practices
- Any problems relating to students
- Liaise with building contractors over school security.

Work with hirers

- Represent the school to those using the school premises

Work with emergency services

- Liaise with the emergency services in accordance with the emergency plan

Hours per Week: 20 hours per week (negotiable), Term-time only plus 5 INSET days

Grade: 3–5 (£20,812—£22,777 pro rata; £9,605—£10,512 actual salary)

Date last reviewed: July 2023

Person Specification

Assistant Caretaker

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS AND TRAINING			
Willingness to undertake Induction training	✓		Interview
Experience in relevant discipline		✓	Certificates, application form and interview
EXPERIENCE			
Previous School caretaking experience		✓	Application form and interview
Maintenance and DIY experience		✓	Application form and interview
KNOWLEDGE AND SKILLS			
Knowledge of Health and Safety procedures and precautions		✓	Application form and interview
Willingness to gain awareness of COSHH regulations	✓		Application form and interview
Awareness of health and hygiene procedures		✓	Interview
Knowledge of moving and handling procedures		✓	Application form and interview
Willingness to use relevant equipment	✓		Application form and interview
Willingness to gain knowledge of cleaning procedures required to meet specific cleaning standards	✓		Application form and interview
Ability to identify own training and development needs and actively seek learning opportunities		✓	Application form and interview
Willingness to participate in development and training opportunities	✓		Application form and interview
Ability to work independently, constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓		Application form and interview
Ability to relate well to children and adults	✓		Application form and interview
Ability to communicate well through a variety of means (verbally, in writing, and electronically)		✓	Application form and interview