

Information pack for candidates



ST HILDA'S
CE HIGH SCHOOL

WISDOM
HOPE
COMMUNITY
DIGNITY
EQUALITY
DIVERSITY



Dear Candidate

Many thanks for your interest in St Hilda's and the post of **Caretaker**.

St Hilda's is unique. St Hilda's is a family. We are the only co-educational Church of England school in Liverpool in key stages 3 and 4. We welcome students and their family from a Christian background, from other faiths and those who have no faith. Each individual is precious.

Although our reputation in the community is excellent, this does not mean that we do not look for opportunities to improve who we are and what we do. We live by our values and are educating for 'wisdom, hope, community, dignity and equality'. Students helped to choose our 5th value of equality. We changed to a house system to promote a sense of belonging in each of our students and members of staff. Our smaller House families come together to form the larger St Hilda's family. We chose our 5 Houses very carefully. Each one of these inspirational people embody our values and have helped to shape Liverpool. We speak in more detail about Margaret Aspinall, Gee Walker, Kitty Wilkinson, John Brodie and William Roscoe on our website.

We believe in student voice, in student leadership and in high expectations. Our behaviour systems focus on a Chance to Change and we work hard in ensuring we support our students in making the right decisions, ready to take their place in our society. Our SIAMS Report in March 2017 graded us as outstanding across all areas, and our more recent Keeping on Track report in December 2019 states '*The strong, vibrant and inspirational vision, which proudly celebrates Christ as the cornerstone of this nurturing, inclusive and flourishing school, genuinely lies at the heart of this Christian community.*' We are unashamedly a Christian school. Our most recent Ofsted report graded us as Good in 2021.

We are heavily oversubscribed, but this does not mean that we do not recognise that we can become even better. We are looking for someone who will join the St Hilda's family in the key position as **Caretaker** who champions all of our students, challenges where necessary and celebrates at every opportunity.

Academically, St Hilda's intake above is national average. However, our aspiration is that every single one of our students achieves or exceeds their potential, has exceptional pastoral support and has a wealth of opportunities to support their development. In this role, we are looking for a very special person with the vision and experience to help our vision become a reality. Is this you?

We welcome visits from prospective candidates, but this will not form part of the selection process. Please contact Tracey Cain by email should you wish to arrange a visit recruitment@st-hildas.co.uk



I look forward to receiving your application if you believe that St Hilda's suits your career aspirations and you meet our criteria for selection. We are looking for a very special Caretaker whose vision can take the department to the next level.

Thank you for your time,

A handwritten signature in purple ink that reads 'Jo Code'.

Mrs Jo Code, Headteacher

St Hilda's CE High School

St Hilda's CE School is an 11-18 co-educational Church of England school that sits on the fringe of Sefton Park in Liverpool. The school currently has 1065 Students. Due to parental demand for places at the school, from September 2018 we increased our Year 7 PAN from 150 to 170. We pride ourselves in being a fully inclusive school that serves our Diocese and beyond. Our vision encapsulates who we are as a school:

We are the St Hilda's family, with Jesus Christ as our cornerstone.

Building on foundations of **wisdom**, **hope**, **community**, **dignity**, **equality** and **diversity**, we nurture and support each other to be or very best. We rejoice in our diversity and celebrate our many achievements.

St Hilda's also has a sixth form. St Hilda's College is an integral part of the school and last year, over 88% of Year 11 chose to continue their education at St Hilda's. The College is growing year on year.



The new school buildings were opened in September 2015. We are incredibly proud of the excellent facilities we have, including excellent sports facilities. St Hilda's College have dedicated areas in the school, including their own study rooms and café.

Our greatest asset at the school is our staff. St Hilda's staff are incredibly generous with their time and support of each student. We have an incredibly low turnover of staff and we retain many of our NQTs and former students return to work here.

This is an exciting time to join the school and become part of a hard-working and committed team who embody our vision and values.

Senior Leadership Team

Jo Code, Headteacher

Vision and values, curriculum, data, SEP, SIP, admissions, monitoring and tracking, QA systems policies.

Karen Kearns, School Business Manager

Strategic Finance, Premises; Maintenance, Development and staffing, Health & Safety, School Calendar, Service Contracts and performance, Catering, Lettings.

Roy Bellmon, Deputy Headteacher

St Hilda's College, IT strategy, Admissions and Appeals, Worship.

Suzanne Harrison, Deputy Headteacher

Behaviour and Inclusion. Deputy DSL, Inclusion, SEND, Attendance, Director of STEM,

John Martin, Assistant Headteacher

Deputy DSL, Behaviour support, Student Welfare, House System, Rewards and celebration, Friends of St Hilda's, parent engagement, transition.

Liz Cowdell, Assistant Headteacher

Quality of Education, Curriculum, Teaching and Learning. Exams & Assessments KS4, CPD

Andrea Howard, Assistant Headteacher

Head of College, Teaching and Learning KS5, Data, ARR, Examinations and Options.

Lisa Franks, SENCo

SENCo, SEND, Looked after Children Champion, Vaccinations

Carina Bird, Assistant Headteacher

Academic Catch-up and Lead T&L Team, Summer School. Quality of Education, PP Champions.

Conor Merrick, Associate Assistant Headteacher

Head of English, Literacy and Reading Intervention.

Ben Norton, Associate Assistant Headteacher

Early Careers and Appraisals. ECF Lead, ITT Lead.

Liverpool

Liverpool is a city with unique attractions, exciting events, world class sport offerings, unrivalled musical heritage and a famously warm welcome!



Location and Transport Links

Liverpool enjoys superb communication links. St Hilda's CE School is located close to the M62 and other major roads. There are train and bus links to St Hilda's. Liverpool Lime Street train station is the main station serving the city of Liverpool. Liverpool Airport is less than 30 minutes away.

St Hilda's CE High School

Croxteth Drive, Sefton Park, Liverpool L17 3AL

T: 0151 733 2709

E: info@st-hildas.co.uk

I: www.st-hildas.co.uk

Facilities and Amenities

St Hilda's CE School is close to the 3 universities in Liverpool. We are also close to Liverpool One; a range of shops, bars, restaurants, cafes and a cinema. Speke Retail Park and Edge Lane Retail Park are also close by.

Liverpool has the largest collection of museums and galleries anywhere outside London. The city also has several hospitals, theatres, cinemas and numerous other cultural and leisure facilities. St Hilda's CE School lies in South Liverpool, overlooking Sefton Park.

Housing and Accommodation

A range of accommodation options are available in the local area and there is a thriving rental market. The excellent transport links allow many staff at the school to live in outside of Liverpool. Help and advice can be given by the school if accommodation is required.

Job Description

Whilst every effort has been made to explain the main responsibilities and duties of the post, each individual task to be undertaken will not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description is current to the date shown but, in consultation with you, it may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and Job Title.



ST HILDA'S
CE HIGH SCHOOL

Caretaker

| | |
|-------------------|---|
| Working time: | 25 hours per week, 2.00pm- 7.00pm |
| Grade: | NJC scale 4 SCP 7-11 |
| Disclosure level: | Enhanced DBS |
| Reporting to: | Headteacher, Business Manager, Facilities Manager |
| Working with: | Business manager Facilities Manager/Team Cleaners |

PURPOSE OF POST


- To be responsible for the safety, security and cleanliness of school premises, checking cleanliness and tidiness, looking for damage and items needing repair. Ensuring the site and grounds are safe for students, visitors and staff.
- This job description may be amended at any time following discussion between the Headteacher and member of staff, and will be reviewed annually as part of the Performance Appraisal Review.

POST RESPONSIBILITIES

- Opening and closing, unlocking and locking of school gates and buildings.
- Opening and closing the school for evening use at times arranged by the Headteacher for School use.
- Responding to, and resetting of, the school alarm, liaising with police and Alarm Company.
- Checking and securing the school premises subsequent to out of hour's intruder alarm activation.
- Register as Keyholder and be a point of contact in an emergency call-out situation.
- Overall security of the school premises including the locking of all windows in school and doors and the drawing of blinds at ground floor level.
- You may be called out at unsociable hours or at weekends to deal with security problems, make emergency repairs or allow access to any contractor who may be working on the site, in school holidays or at weekends.
- Weekly, Fire Alarm testing, defibrillator testing, sprinkler system testing.
- Mini bus inspection, weekly.
- Grounds Maintenance including, grass cutting, tree and hedge cutting, weed pulling, maintenance of all areas.
- Ensure that all assigned requests on the helpdesk are completed and up to date, keeping the Facilities Manager up to date.

- To be the first point of contact for requests for last minute furniture moves, setting up events as required and sometimes at short notice.
- To be the first point of contact for cleaning spillages and other emergencies throughout the school day. Working closely alongside the Cleaning Supervisor to ensure the school is maintained to the highest standard.
- Upkeep and general repair and safety of the school grounds, internal and external.
- To be responsible for preparing bins in readiness for pickup and liaising with the waste collection company to ensure collections take place as required. Ensure that external rubbish is stored appropriately.
- Removal of all debris from paths, play areas, grassed areas, flowerbeds and all entrances.
- General maintenance and repair work including doors, windows, toilet seats and flushes, furniture, tap washers, minor leaks etc.
- Daily litter picking and rubbish collection from grounds and around school.
- Painting of doors and walls, as necessary, in accordance with the Facilities Manager's requests.
- General portage duties, to include lifting heavy items such as deliveries and furniture, using lifting equipment provided.
- Simple carpentry tasks e.g. putting up shelves.
- Ensuring all public areas are prepared in readiness for events and functions outside of the school day e.g. setting out chairs and tables.
- Preparing seating area for assemblies and clearing away areas to allow teaching, according to a published timetable.
- Daily checking for any damage on arrival at the premises.
- Lettings as required – opening, closing and general duties (this may involve extra payment as appropriate).
- Report any defects of building, furniture, fittings and equipment to the Facilities Manager.
- Periodic check of roofs, guttering etc. with the Facilities Manager for pooling, plant growth.
- Keep all hard surfaces free from moss and weeds.
- Disinfect drains and dustbins during school closures.
- Make safe any hazards and ensure that areas are cordoned off where necessary.
- Keep paths, entrances free of ice and snow to ensure the safety of students, staff and visitors.
- Switching off of all lights and appropriate electric sockets.
- Ensure that lights and heating is working effectively throughout the school day, especially in winter.
- Be aware of the location of all stopcocks, gas and electricity meters.
- Using appropriate equipment to replace and repair fluorescent tubes and lights.
- be aware of Health & Safety and COSHH regulations.

General

- To support the Head Teacher in promoting the Christian ethos of the school.
 - To act as an ambassador for the school liaising with external agencies and companies.
 - To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
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- To undertake any other duties of a similar level and responsibility as may be required.
- Act as a positive role model to staff and students.
- To have personal responsibility for own continuing professional development.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the health and safety policy and any school-specific procedures / rules that apply to this role.
- St Hilda's CE High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- Play a full part in the life of the school community, support the school's priorities and ethos and encourage staff and students to follow this example.
- The post holder will be expected to ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a new and growing school which requires flexibility in all of its employees.
- The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The post will be dependent on a satisfactory Disclosure & Barring Service (DBS) record check and acceptable references.

WIDER PROFESSIONAL RESPONSIBILITIES

As a member of the St Hilda's family, you will be expected to:

- support our 6 values of Wisdom, Hope, Community, Dignity, Equality and Diversity;
- be sympathetic to the teachings of the Church of England;
- operate at all times within the stated policies and practices of the school;
- establish effective working relationships and set a good example through their presentation and personal and professional conduct;
- participate professionally in the school's performance management systems;
- take responsibility for personal professional development;
- take part in professional development activities and inset organised by the school;
- co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and students;
- contribute to the corporate life of the school through effective participation in meetings;
- take part in marketing and liaison activities and other appropriate school events;
- recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school's Health and Safety policy;
- promote the welfare of children and to support the school in safeguarding children through relevant policies and procedures. Establish a purposeful and safe learning environment which complies with current legal requirements, national policies and guidance on the safeguarding and well-being of children and young people so that learners feel secure and sufficiently confident to make an active contribution to learning and to....

- undertake any other duty as specified by STPCB not mentioned;
- support the school's Health, Safety and Welfare policy and be aware of the responsibility for personal Health, Safety and Welfare and that of others reporting any hazard.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.

This role involves contact with children and will be engaging in regulated activity relevant to children. This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.

Person Specification

In your letter of application under section 8 Person Specification, please ***demonstrate*** how you meet these criteria. Do not include a curriculum vitae.

Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualification requirements

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Good level of Literacy and Numeracy- i.e. GCSE or equivalent standard | E | | A |
| Health and Safety qualification | | D | A |
| First aid qualification | | D | A |

[B] Experience

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Experience of caretaking or premises management, building cleaning or building management. | E | | |
| DIY skills and to be able to carry out general repairs without guidance | E | | |

[B] Knowledge/Understanding

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Ability to lift and carry items | E | | |
| Ability to follow and comply with instructions on equipment and/or materials usage | E | | |
| Ability to carry out health and safety checks and maintain relevant records | E | | |
| Willing to work outside of normal hours if required (overtime is payable) | E | | |
| Willing to undertake relevant training | E | | |

[C] Personal Qualities and Skills

| | Essential | Desirable | Source |
|--|-----------|-----------|--------|
| Adaptable, Open and approachable | E | | A/I |
| Ability to prioritise and management time effectively. | E | | A/I |
| Ability to challenge, support and motivate. | E | | A/I |
| Enthusiastic, positive and uses initiative to solve problems. | E | | A/I |
| Team player | E | | A/I |
| Able to communicate effectively with young people and colleagues. | E | | A/I |
| Have a commitment to collaboration and co-operative working where appropriate. | E | | A/I |
| Commitment to the school Christian values and vision | E | | A/I |

[D] Pre-Employment Checks

| | Essential | Desirable | Source |
|---|-----------|-----------|--------|
| Positive recommendation from all referees, including current employer/ITT trainer | E | | R |
| DBS Clearance post appointment | E | | N/A |

(Source: A=Application (form+letter); I=Interview; R=Reference)

[E] Supporting Statement

Your letter of application under section 8 Person Specification should be clear, concise and related to the specific post. No more than 2 sides of A4, font size 12.

Whilst every effort has been made to set out the main duties and responsibilities of the post, each individual task undertaken may not be identified.

How to apply and the Selection Process

Deadline for applications: 9.00am Thursday 7th December 2023

Interview: Friday 15th December 2023

Applications should be sent to: recruitment@st-hildas.co.uk

All candidates, both those shortlisted and those who are not successful, will be contacted by email. Details of the date and time of final interviews will be given to successful candidates. Candidates will also be given a topic to prepare for their lesson observation prior to interview.

