



Job Application Pack

Care taker

Scale 3 Point 14 - 17 (£16,231 to £17,372)

Part Time, 30 hours per week

Closing Date: 3rd December 2015



Letter from the Head of School

Dear Applicant,

We are delighted that you have expressed an interest in working at Birklands Primary and Nursery School in the role of Class Teacher.

Birklands successfully converted to academy status in April 2014. We are incredibly proud to be part of the Torch Academy Gateway Trust and are committed to providing high quality education for all our children and their families.

Our school currently has 175 children on role and works with children from ages 3-11. There is a strong commitment to team work and staff work collaboratively to plan exciting learning experiences which develop key skills and inspire children to develop a real love of learning.

As a forward thinking organisation we willingly embrace change and constantly strive to develop innovative practice. This is supported by our strong commitment to collaborative working with other academies in the partnership and beyond through our membership of the Torch groups Teaching School Alliance.

We would welcome any visits prior to the interview day.

We very much hope that after finding out more about the school that you will feel encouraged to join our dedicated and supportive team.

Nick Copestake
Head of School



Letter from the CEO

Dear Applicant,

I am delighted to be able to introduce you to Birklands Primary School and the tremendous opportunities this school offers the young people of Warsop.

The Torch Academy Gateway Trust is actively seeking Teachers of any level of experience from NQTs to experienced teachers to join the team and really make a difference to the learning of children at Birklands. It is an exciting time in the development of the Trust and we need the right teachers to help us carry it further.

The successful candidate will be offered appropriate levels of support through our highly regarded Multi Academy Trust and mentoring from a range of experienced school leaders. In addition, the successful candidate will have access to first class training and development through our own Teaching School Alliance and the opportunity to network with colleagues from a range of primary schools.

This is a tremendous opportunity to make a difference to the lives of young people, and will suit an ambitious professional looking to make their mark.

Thank you for showing an interest in working at Birklands, and we look forward to receiving your application.

John Tomasevic
CEO of the Torch Academy Gateway Trust



Application Details

Thank you for your interest in the Caretaker vacancy at Birklands Primary School. Further details of this post, the school and the Trust are included in this pack and details of how to apply can be found below.

How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter addressed to Mr. Copestake, which clearly demonstrates your suitability for this role. Applications can be submitted via email to ncopestake@birklandsschool.co.uk or by post, for the attention of Mr. Copestake, to the following address:

Torch Academy Gateway Trust
The Banks
Bingham
Nottingham
NG13 8BL

Application forms

These can be downloaded from the school website www.birklands.notts.sch.uk. Wherever possible, please provide email addresses for your referees.

Closing Date

Please ensure your application arrives by 4pm. on the closing date of Thursday 03 December 2015.

Interview:

Interviews dates for the role are yet to be confirmed. If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

School Visit

If you wish to visit Birklands Primary School or discuss any aspect of this role with a senior member of the Trust team, please contact Mr. Copestake, by email: ncopestake@birklandsschool.co.uk

Safeguarding

Birklands Primary School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

Job Description – Site Manager/Caretaker

The specific responsibilities of this post are:

- Good communication and customer service skills, able to engage with senior leaders and other staff effectively
- Understanding of buildings systems and maintenance requirements to ensure a 'safe place for students, staff and visitors to work
- Strong problem solving, maintenance and general practical skills
- Experience of supervising staff
- Daily locking and unlocking of school buildings (Specific hours 06:30-09:00 and 14:30-18:00)
- Ideally experience of working with young people/children
- To work in conjunction with other Site Services Staff who, as part of their duties are engaged in the general maintenance and refurbishment of the school and to work flexible hours by negotiation;
- To undertake minor building works around the school site as required e.g. laying concrete, slabs/paving, minor brickwork, partitions/walling, joinery, fencing;
- General maintenance works involving usual DIY skills and tools replacing ironmongery, glass etc., floor preparation and carpet laying, simple plumbing repairs to pipes and fittings, basic replacement of electrical fittings (e.g. plugs, sockets, switches, fuses, lights), painting and decorating both internally and externally;
- Be familiar with heating, hot water systems, fire and intruder alarms, electrical systems and plan, carry out or arrange repairs in consultation with the Senior Site Supervisor when the need arises;
- Work to support the Health and Safety requirements of the site;
- Assist with the day to day security of the site as appropriate;
- Liaise with cleaning contractor supervisor on appropriate stock levels and replenishment as required;
- Ensure appropriate storage, use security and maintenance of tools, equipment and materials at all times;
- Give support for functions organised by the school or when school facilities are hired out to outside organisations. Also, liaise with function organisers regarding their on-site requirements when required;
- To undertake other duties as may reasonably be required by the Head of School.



BIRKLANDS
PRIMARY SCHOOL

Person Specification:

Factors	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Basic training and/or sound experience in one or more of the following: general maintenance; plumbing; electrical/ building maintenance; heating systems; grounds work. 	
Experience	<ul style="list-style-type: none"> • Significant experience of working in a site manager/caretaker or similar role • Experience of maintaining effective administrative systems. 	<ul style="list-style-type: none"> • Experience of working in a school setting
Skills/ Knowledge	<ul style="list-style-type: none"> • Skills in plumbing, electrical work, carpentry/joinery, painting and glazing to competent DIY standard • Ability for some heavy lifting, physical fitness appropriate to tasks required • Ability to monitor and report on structural faults/repairs • Ability to communicate and liaise effectively with persons at all levels and deal with contractors • Ability to organise one's own tasks with minimum supervision and to work to agreed targets 	<ul style="list-style-type: none"> • Knowledge of the operation of heating, ventilation systems and common causes of malfunctions • Knowledge of maintenance and security systems and procedures • A Knowledge of Health and Safety Requirements as they relate to school or similar establishment
Personal Qualities	<ul style="list-style-type: none"> • Decision making skills – the ability to investigate, solve problems initiative • Ability to work as part of a team • Ability to relate well to children and adults • Reliable • A commitment to safeguarding and promoting the welfare of young people 	



Overview of the Trust

The Torch Academy Gateway Trust is a dynamic and growing Multi Academy Trust based in the East Midlands. Our Trust Group is committed to providing high quality education to all our students, regardless of their backgrounds. Our track record demonstrates our ability to deliver our core goal: achievement for every child. Our portfolio of schools covers both secondary and primary phases, working in a range of contexts.

Our values are central to the positive ethos that we develop throughout our group of schools. This approach is focused on securing success for all our learners and providing them with the very best life opportunities.

We believe nothing is more important than making a difference to children

Overview of the School

Birklands Primary School is situated in the centre of Market Warsop, Nottinghamshire. We are a feeder primary to Meden School, a successful secondary academy in the town.

In April 2014 we became an academy and joined the Torch Academy Gateway Trust, allowing us to benefit from the support and guidance being part of a multi-academy trust provides.

Safeguarding and Child Protection

The Trust and all its schools are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the Trust will be subject to an enhanced DBS check.

Each school in the Trust has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.