



**Applicant Information Pack**  
**Assistant Caretaker**



### From the CEO

Dear Applicant,

Thank you for your interest in Cascade Multi Academy Trust. Choosing the right School and Trust to work with is a very important decision. We would recommend that you visit the school and take a tour before submitting your application to understand the vision and values of our Trust.

### Who are we?

Cascade is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve.

We are four primaries situated in the North of Sheffield. Our Schools include Beck, Hucklow, Owler Brook and Whiteways Primaries.

### Our Vision

- To transform the life-chances of our children.
- To ensure safe and secure learning environments.
- To create inspirational places for our staff to work.
- To be an influential part of our local communities.

We are committed to professional development for all our staff. We work with Sheffield College, Hallam University, SCITT, The Teaching School Alliance and The National College to offer a wide range of qualifications to enable staff to develop further in their professional career. We have a proven track record of training teaching assistants to become HLTAs and teachers as well supporting staff into leadership positions.

We care about the wellbeing of all our staff and hope they feel happy to come to work each day because they feel valued and supported. We offer a wellbeing package for all staff, which includes wellbeing days, access to The Listening Service and private counselling.

If you would like to more about us, please visit our website <https://www.cascademat.co.uk> and come have a look round to meet the team.

Thank you for showing an interest in working with us.

Sue Bridges

CEO Cascade Multi Academy Trust

## Our Vision

To transform the life-chances of our children by ensuring an increasing number of pupils are secondary ready.

To ensure safe and secure learning environments by constantly improving our facilities on an annual cycle

To create inspirational places for our staff to work in and to effectively recruit and retain high quality staff

To be an influential part of our local communities finding ways to contribute to their health and wellbeing

As our Multi Academy grows our Trust will enjoy the benefits of: -

- A shared focus on education, which raises achievement across all schools to the highest levels.
- A shared business platform which makes best use of resources and benefits from economies of scale.
- A shared ethos within which the unique identity and character of each school can flourish.

## Our Principles

In our schools we will ensure: -

### An Enriched and Exciting Curriculum

- Children enjoy their learning and want to come to school to learn. Enjoyment of learning is crucial to success.
- Learning is real, purposeful, exciting and relates to the world the children live in and will contribute to as they grow up.
- Educational visits and visitors, enrich children's education experience on a regular basis.
- Our learning environments will enhance the learning and curriculum opportunities we provide.
- Specialist teaching ensures all children have opportunity to learn a musical instrument, take part in sporting competitions and learn to swim.
- Community involvement is part of the life of our schools and the children impact on the life of the community.
- Equal opportunities through the curriculum, inspire all children to succeed.

### **High Quality Provision**

- High quality teaching and learning in all subjects leads to the acquisition of the best set of life and learning skills for every child.
- Early identification of need leads to intervention which supports and challenges children to access all the curriculum.
- Rigorous assessment, tracking and expert teaching promotes accelerated progress.
- Continual process of School Self Review/Peer Review and evaluation as we strive to provide outstanding provision.
- Behaviour and reward systems which promote exemplary behaviour.

### **A shared ethos of Care and Respect**

- Understanding and celebrating diversity.
- Include and nurture everybody.
- Celebrate and encourage everybody.
- Provide opportunities and success for everybody.
- An understanding of how we can contribute to and shape the world around us on a local and global scale.
- A curriculum which enhances the health, safety and wellbeing of all our school communities.
- Our children are well prepared for learning in the next stage of their educational journey.

### **We believe that everyone is a Leader**

- Pupils are leaders of their own learning and have opportunity to develop their interests and become experts.
- We offer our communities opportunities to take on leading roles within our schools.
- We will support and champion family learning and learning together.
- We value every member of staff and will develop them through high quality training and an investment in their professional development.
- Our leadership teams keep learning at the heart of their work, recognising the uniqueness of each and every learner.
- We become an organisation of evidence-driven experts.



## Who We Are

Cascade Multi Academy Trust is a Trust of collaboration, challenge and support to achieve the best possible outcomes for the children and communities we serve. We believe that by working together, we can provide shared expertise, resources, and opportunities for everyone within the MAT. We are a Trust where commitment, participation, involvement and achievement are expected of all.

Cascade is currently a Trust of four primaries situated in the North of Sheffield. Our focus is one of partnership working to continually improve the educational offer for our children and their families. We aim to create opportunities for all our children regardless of their needs, and strive help them fulfil their potential.

## Our Schools

### Beck Primary School

We offer provision for pupils from 2+ in Early Years up to age 11 in Year 6. Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school.

### Hucklow Primary School

Our aim is to provide a high-quality education for all with a broad and balanced curriculum. We want children to be excited about their learning and to enjoy coming to school. We recognise that we cannot achieve our aims in isolation and therefore we value the involvement of parents as partners in the education of their child.

### Owler Brook Primary School

We pride ourselves on providing an environment where children feel safe and happy. We celebrate diversity and creativity, recognising the skills that every child has. We warmly welcome parents into the life of the school and work with the whole school community to instil a sense of belonging and ownership and guide our children to be responsible citizens of the future.

### Whiteways Primary School

We are committed to building strong links with the local community and services to ensure we work holistically for our children. We provide unique learning opportunities through a bespoke curriculum that fosters children's interests and challenges them to become the best that they can be.

As a Trust, we are a developing vibrant community in which all children and staff are able to thrive. Our strategic vision is to move this Trust forward by retaining a complete commitment to our ethos, our community and the principles of a comprehensive education.



### From the Headteacher

Dear Applicant,

As Headteacher, I am delighted to enclose further details for the position of Assistant Caretaker at Hucklow Primary School. This vacancy represents a unique opportunity to join a highly ambitious and motivated professional team, who are changing the lives of children in the community we serve.

Hucklow is a place where care, humour and integrity are felt as soon as you enter the building. We are a strong team, who continually support and encourage each other to achieve our full potential. We value our staff, families and community and go over and above to maintain effective relationships.

Our core values are:

aim high, respect, teamwork, care, independence and self-belief

These are the foundations of our culture and ethos, these values enable our amazing children to thrive. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests, and challenging them to become well rounded citizens.

Working in our academy is demanding yet rewarding. We are a dynamic team who are passionate about providing the best opportunities for our staff and families. Collaborative working and sharing best practice is of utmost importance to us.

Should you wish to join us then please ensure that the appropriate application form is fully completed. A CV is not required. Supporting statements should be no longer than two sides of standard font.

We look forward to hearing from you.

Laura Duckworth  
Headteacher



## Hucklow Primary School

### Assistant Caretaker

#### Permanent Post

**Hours/weeks:** 37 hours per week, 52 weeks per year

**Salary:** Grade 3, Scale Point 5-6

**Actual Salary:** £21,575 & £21,968 pending pay award

**Cascade Multi Academy Trust is seeking to appoint an Assistant Caretaker.**

***The successful applicant will initially be employed at Hucklow Primary.***

Our vision at Cascade MAT is to transform the life chances of our children; ensure safe and secure learning environments; create inspirational places for our staff to work and to be an influential part of the local community.

Across the Trust we inspire our children to aim high and succeed, equipping them with the necessary skills and knowledge for the future. We promote understanding, respect and tolerance for each other. This is an exciting time to join Cascade Multi Academy Trust with each of its four schools judged as good by Ofsted.

At Hucklow, we strongly believe in the importance of positive and respectful relationships amongst all members of the school community. Our families play an unprecedented role in ensuring children are happy and safe at school, so we create strong links between home and school learning, no matter when children start their journey at Hucklow Primary. Our curriculum is purposeful and fun; we provide unique learning opportunities, fostering the children's interests, and challenging them to become the best that they can be.

The successful candidate will be responsible for:

- Ensuring the security of premises
- Cleaning tasks
- Support with statutory compliance
- General and grounds maintenance
- Providing a site that is safe, clean and compliant, therefore providing the best environment for teaching and learning

For all your hard work, we provide:

- A successful and visionary team to support you
- A supportive and committed staff team
- We cover cost of your enhanced disclosure check
- Employee Assistance Programme
- Commitment to your ongoing training and career progression
- Pension Scheme
- Employee benefits including Westfield Health and Cycle to Work

Cascade MAT is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share in this commitment. Our Safeguarding policy and Safer Recruitment policy can be found on Cascade's website.

In line with Keeping Children Safe in Education advice, the Trust will carry out online searches for shortlisted candidates. and a requirement to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children.

Shortlisted candidates are required to complete a self-declaration criminal history form prior to interview and any disclosures will be discussed with candidates at the interview stage.

The successful candidate will be required to complete an enhanced DBS prior to employment commencing.

**How to apply:**

If you wish to discuss this role or arrange a visit to the Trust, please contact **Luisa Martinez-Moore** via email at [recruitment@hucklowprimary.co.uk](mailto:recruitment@hucklowprimary.co.uk)

You can download the word version of the application form from Cascade's website – [www.cascademat.co.uk](http://www.cascademat.co.uk)

**Please do not use Sheffield City Council application form**

Your completed application should be emailed to [recruitment@hucklowprimary.co.uk](mailto:recruitment@hucklowprimary.co.uk)

**Closing Date: Friday 29<sup>th</sup> September - Midnight**

**Interview Date: Wednesday 11<sup>th</sup> October**

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## CASCADE MULTI ACADEMY TRUST JOB DESCRIPTION

<b>Children &amp; Young People's Doctorate</b>	Cascade Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.
<b>School</b>	Hucklow Primary School
<b>Post Title</b>	ASSISTANT CARETAKER
<b>Role Profile</b>	EO2A
<b>Job Number</b>	SCH/FM/EO/005
<b>Grade</b>	2 with JWC Grade 3
<b>Responsible to</b>	BUILDINGS SUPERVISOR
<b>Responsible for</b>	NOT APPLICABLE
<b>Holiday &amp; Sickness Cover</b>	
<b>Job Purpose</b>	provide a service to the site consisting of security of premises, lighting, heating, cleaning, maintenance and operation of plant, storage and handy person duties, to provide an efficient support service to the site users and community groups.
<b>Relevant Qualifications</b>	

<b>JOB DESCRIPTION FOR POST OF:- ASSISTANT CARETAKER</b>
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<b>SPECIFIC DUTIES AND RESPONSIBILITIES</b>
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The postholder must at all times carry out his/her duties and responsibilities within the spirit of Cascade Multi Academy Trust and School Policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to the statutory responsibilities of the Governing Bodies of Schools

**Specific Responsibilities will include:**

**Security of Premises**

1. Lock / unlock doors, gates, and visual inspection of rooms for damage and break-ins.
2. Liaise with emergency services (e.g. Police, fire Brigade) in cases of break-ins, fires etc.
3. Switch on / off intruder alarms, internal and external lights as necessary.
4. Make rooms and premises temporarily secure after break-ins or vandalism. Report incidence to Headteacher and / or Premises Section.
5. Check operation office alarms, extinguisher (visual check), emergency lights and fire hoses on a regular basis.
6. Maintain high level of security in rooms/ areas with expensive equipment or resources. Identify and record location of stopcocks for water, gas and electrical isolators (fuse boards/ circuit breakers)
7. Make safe gas, water and electric isolators (fuse boards / circuit breakers).

## Cleaning Tasks

1. Ensure caretaking equipment is clean, safe to use and correctly stored.
2. Basic maintenance of caretaking equipment in accordance with manufacturers instruction. Report faults to Building Supervisor.
3. Transport refuse to bin/ skip areas from agreed collection points.
4. To undertake emergency cleaning and other occasional cleaning as specified, during normal hours after ill children, floods or additional cleaning in toilet areas.
5. Mop up and remove spillage, floods, vomit and obnoxious waste in line with agreed procedures.
6. Inspect after workmen (report any major problems to Building Supervisor) or bring room(s) up to required standard.
7. Responsible for the periodic stripping and resealing of hard surfacing floors.
8. Clean and tidy all yards, paths, gullies and drains on a regular basis, including the emptying of all external litterbins, including a daily check for litter and graffiti. Remove all litter and leaves from the hard/ soft ground areas related to the site.
9. Clear snow off main paths, steps and ramps to facilitate safe access of pupils and staff to premises. Grit as necessary.
10. To clean high/ walls/ internal windows.
11. To clean a designated area of the building each day

## **General Duties**

1. To impart special skills and knowledge to colleagues as appropriate.
2. Carry out portage duties as required including receipt of goods and supplies.
3. Maintain close working relationships with Building Supervisor, staff and liaise with the establishment users as necessary.
4. Regularly check, unblock, and clean drains, manholes and gullies.
5. Set out/ put away furniture and equipment for functions, meetings.
6. Arrange temporary signs in car parks and buildings as necessary.
7. Deal with lost property in accordance with agreed procedures.
8. School milk to be taken to agreed distribution points and empties to be returned to a central collection point.
9. Remove weeds from paths, steps and playground / yard edges.

## **Administration**

1. Develop and maintain suitable information systems appropriate to the post and needs of the site.
2. Ensure compliance with health and safety regulations and codes of practice in the provision of a safe and healthy working environment for all site users.

3. Collect or buy goods as required for the efficient completion of any caretaking or, maintenance job.
4. Certification, completion of necessary time sheets, letting sheets, sickness/ absence records/ holiday records and events diary.
5. Ensure adequate provision of materials and equipment, including issue paper towels, toilet rolls, soap etc. Maintain effective stock control.
6. To monitor all energy and water services usage and to be aware of the spending under these budget headings.
7. Inform Building Supervisor of requirement for equipment and supplies and ensuring sufficient and proper use of fuel, materials and equipment provided in relation to job of caretaking and cleaning.
8. Accompany clerical staff with internal transfer of cash. Pay into bank school cash as required.
9. Assistant caretaker to provide sickness/ absence cover for the Building Supervisor where applicable.

## **Maintenance**

1. To monitor all contractors personnel on site and ensure that work is satisfactorily completed. Accompany contractor on/ off site as necessary.
2. Maintain and refer to the Log Book for maintenance jobs to be undertaken.
3. To identify and report any repairs, maintenance or replacement that require rectification.
4. Initiate work orders for repair and liaise with staff from other departments and outside contractors.

5. To carry out basic maintenance work following appropriate training.
6. To ensure that arrangements for maintenance, minor repairs and modifications are effected as quickly as possible.
7. To install, maintain or repair jobs of a nature relative to the fabric, fixtures and fittings of the building, equipment and furniture.

i.e. General maintenance of building:-

Plumbing	i.e. leaking taps
Joinery	i.e. boarding up broken windows
Painting/ Decorating	
Plastering to small areas.	
Reglazing to ground floor level.	
Electrical	i.e. make safe broken light switch/ sockets/ plugs
	Tape over and isolate, turn off gas supply.
	Report repair at earliest opportunity.
Gas	Leaks etc. isolate, turn off gas supply.
	Report repair at earliest opportunity.

Others as necessary within the capabilities of the post holder.

8. Check and replace faulty lights, tubes and starters on a regular basis. Fit or change electrical plug head if competent. Check fuses and replace with manufacturers recommended fuse.
9. Fuse boards, where power failure to electrical appliance or faults have caused main fuses to break the circuit. Fuses may be checked if competent.

#### **DO NOT CARRY OUT REPAIRS TO FUSE BOARDS.**

1. Ensure power supply is switched off when working on any appliance.
2. Minor electrical repairs to be carried out by competent person unless appropriate training has been received.
3. If in doubt, switch off power and report repairs/problems to Premises Maintenance/Emergency Services Section at the earliest opportunity.

***THE ABOVE RELATES TO EDUCATION/SCHOOL PROPERTY ONLY***

**BOILER ROOM/ ENERGY CONSERVATION/ HEATING SYSTEMS**

1. Ensure good working practice and encourage energy conservation measures are implemented and adhered to wherever possible to prevent waste.
2. Ensure boiler room heating plant and all associated equipment is inspected and maintained in accordance with all laid down procedures and liaise with appropriate agencies for maintaining temperatures.
3. Check room temperatures daily during cold weather to maintain appropriate temperatures. Adjust thermostats, bleed radiators as necessary.
4. Daily check of water temperatures and calorifiers.
5. Daily check of boiler temperatures and shut down procedures.
6. Clean out boiler houses/ rooms and gas warm air heating cupboards. Clean filters to all fan convector heaters at least once per year.
7. Switch on/off electric fans and portable/fixed gas heaters.
8. Regularly switch over pumps (e.g. weekly).
9. Check and maintain boilers, update maintenance repair book.
10. Check/ reset programmes/timers as necessary to take into seasonal variations and heating requirements.
11. Ensure all boiler houses and tank rooms are secured at all times when authorised personnel requires access/ egress as necessary.

12. Regular visual checks of sump pumps and test operation of the pump.  
Remove any debris/ blockage from sump (monthly).

Additional specific duties.

### **Gas Fired Systems**

1. Re-light pilot as necessary.
2. Check boilers are not 'locked out'. Re-light boilers if possible. Report any faults as necessary.

### **Oil Fired System**

1. Check fuel stocks using appropriate equipment/ system. Recorder when necessary.
2. To be in attendance during, and assist with oil deliveries, ensuring appropriate safety precautions are taken to minimise risk of spillage.
3. Check operation of 'fill guard' systems where fitted. Ensure system is switched on for deliveries.
4. Switch of sump switch during fuel delivery. Ensure pump is switched on when delivery is completed.
5. Check and authorise delivery note, for quantities of fuel delivered.
6. Remove any spillages after oil deliveries.
7. Check and clean out 'bunded' wall areas on a regular basis (monthly)
8. Drain off water from tank (monthly) using drain valve.



9. Clean photo electric cell or 'magic eyes' regularly.
10. Check and test operation of fuel shut off valves and fusible links – reset after test. Oil and clean pulleys and wire regularly (twice yearly).
11. Clean out flues where accessible.
12. Visually check burning of heating systems. Report any faults.

### **Driving Duties (Optional)**

To drive the school minibus where necessary to transport equipment, staff or pupils and return them to school.

1. Carry out weekly vehicle maintenance checks, i.e. oil, brakes, water, tyre pressures, etc.
2. Ensure minibus is kept in a clean and orderly condition.
3. To fuel minibus as required.
4. To deliver minibus for servicing and repairs.
5. To collect goods as required.

Any other duties and responsibilities appropriate to the grade and role

All the above duties and responsibilities to be carried out in accordance with Cascade MAT's Policies, Standing Orders and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety.

<b>ISSUE DATE: January 2021</b>
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## PERSON SPECIFICATION

Assistant Caretaker
All Candidates should demonstrate how well their qualifications and experience, personal abilities, skills, professional knowledge and understanding and knowledge of safeguarding meet the requirements of the person specification
Qualifications and experience
Candidates should have:
GCSE Maths and English or equivalent (NVQ 2) or evidence of abilities at this level
Previous premises experience in an educational setting – desirable
Personal qualities
Candidates should:
Communicate effectively and develop positive relationships with all pupils and stakeholders
Demonstrate excellent interpersonal and organisational skills to work collaboratively and constructively with the school community
Be decisive, consistent and have a creative approach to problem solving
Be well-presented and have a positive attitude
Flexible and adaptable to changing circumstances/situations
Ability to plan and prioritise workload
Ability to use own initiative and work independently
Ability to work calmly under pressure
Skills
Candidates should be able to:
Support the vision for the school/Trust
Have basic DIY skills
Be reasonably fit to cope with the lifting and carrying involved
Carry out basic repairs
Manage access to the premises and maintaining security
Supporting health and safety around the school, and supervising external contractors
Approachable, courteous and able to present a positive image of the school to all stakeholders
Professional knowledge and understanding

Candidates should:
Have a strong awareness of Health & Safety
Demonstrate a full working knowledge of relevant policies/codes of practice & awareness of relevant legislation
Safeguarding
Candidates should have:
An understanding of safeguarding and promoting the welfare of children and young people

The successful candidate will be required to undergo an enhanced check from the Disclosure and Barring Service (DBS).

## The Appointment Process

These notes are intended to guide you when making an application

### Application Form

Complete the application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand make sure that it is legible and that you use black ink. Indicate clearly on the front page, the post you are applying for and submit a concise application.

### Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is

### Previous Appointments

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work. This is a requirement under our recruitment and safeguarding policies.

### Referees

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses, including emails and telephone numbers.

### The Supporting Statement within your Application Form

The supporting statement is regarded as a very important part of your application. you should make statements that demonstrate how your qualification and experience match the requirements of the post. You should take particular care to demonstrate how you meet the person specification included in this pack. Please limit your supporting statement to two sides of A4 in size 11 font

## Arrangements for Assessment

Shortlisted candidates will be contacted as soon as possible after the closing date.

Referees are contacted prior to the interview stage, unless you have specified in your application a reason not to do so.

A variety of assessment methods are used for different posts and candidates will be invited for

Interview and Task(s) associated with the role skills, knowledge and personal attributes, which are known collectively as competencies.

## Feedback

Verbal feedback is offered to shortlisted candidates who were unsuccessful in securing the post following the assessment process.

## Selection for Appointment

A conditional offer is made subject to 2 satisfactory references and satisfactory completion of pre-recruitment checks.

## Completed Applications

When you have completed your application form and equal opportunities monitoring form, these should be returned via email by the closing date specified in the advert.

*recruitment@hucklowprimary.co.uk*

## Privacy Notices

Our privacy notices for recruitment can be found on the Trust website

<https://cascademat.co.uk>

## Safeguarding

The Safeguarding policy can be found on the Trust website

<https://cascademat.co.uk>