

## Being the best we can be



### **School Caretaker**

**Closing Date: Tuesday 27<sup>th</sup> September 2022,  
9am Recruitment Information Pack**

Scalby School

Fieldstead Crescent, Scarborough, YO12 6TH

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Dear applicant,

Allow me to extend a warm welcome from all governors, staff and students of Scalby School.

I was delighted to be appointed Head of School and while any Head will say their school is special – I truly believe Scalby is.

It is hard to encapsulate in words the full dynamism and vibrancy of our school. We are hugely proud of our students and privileged to serve them and this community. We see it as our professional and moral duty to prepare them as individuals to play their part as active citizens – rounded and centred and aware of all they might contribute to the world. In practical terms, this commitment is manifested in the lessons we deliver, the extra-curricular opportunities we offer and in the wider opportunities we promote.



Scalby is a school with a strong academic tradition but we are equally committed to the Arts, to sport and to collective and individual achievement beyond the classroom. Our annual productions held at the Stephen Joseph theatre are testament to this, and over the years we have seen productions of Macbeth, Romeo and Juliet, Our House to name but a few.

We have developed and benefited from our partnerships within Coast and Vale Learning Trust, Scarborough Teaching Alliance and local secondary and primaries – a few reasons to join us!

In recent years enormous strides have been made to further increase learning standards. This hard work has seen results improve consistently and led to Ofsted rating our school as 'Good' in 2012 and in 2019. I truly believe we are a school with highly effective teachers and support staff producing outstanding outcomes for our students.

I hope you can see that this is an excellent time to join Scalby. If successful you will join a staff team of wonderful professionals who have ambition for our students and for themselves. I take pride in ensuring colleagues receive opportunities to develop their skills and experiences – and we have an enviable reputation for delivering high quality professional development.

I hope that you will take the time to come and see and experience for yourself the warm and welcoming atmosphere which makes our vision a reality.

Good luck with your application.

Chris Robertson  
Head of School

## **Our results**

Scalby School's last set of externally examined GCSE results in 2019 were characterised by high levels of achievement. We have worked hard during COVID to ensure students have also achieved in line with these results in 2020 and 2021 when TAGs were awarded.

Our students consistently make significantly better progress than their peers did nationally. Results in English, Maths and Science are above the national averages at Grade 4 and Grade 5, with 36% of students achieving a Grade 7 or better in English, 28% achieving Grade 7 or better in Maths and 21% achieving Grade 7 or better in two sciences.

Recent results are particularly pleasing because of the high number of students who achieved Grade 8 and 9 across a number of subjects.

None of these fantastic results would have been possible were it not for the professionalism and dedication of our teachers and learning support teams. These results mean that our students leave us now being able to access a wide range of post-16 courses at college and they have the skills and knowledge valued by employers."

Our success in our GCSE results follows our positive Ofsted inspection in February 2019. We are delighted that the high quality of education on offer has been doubly validated at a national level.

## **Our schools**

## **Newby and Scalby Primary School**

We are one of the schools of choice in our community and we are within commutable distance of Whitby, Teeside, York and surrounding areas. Ofsted in 2018 judged us to be 'good' in all areas and as a school we are very much outward facing both in terms of teaching and learning and in constantly thinking about how we can improve.



Since our "good" Ofsted, we continue to build on our successes and we are a family and a team, where everyone is given the challenge and support to be the best they can possible be in a safe, welcoming and positive environment. Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

**To learn more about us please visit us at:**

[Newby and Scalby Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

## **Friarage Primary School**

We are proud to serve the communities around the Castle Ward area of Scarborough as 'Together we can' make a real difference to the life chances of children and young people in Scarborough.



Children and staff will work and play together developing skills so that we all become ambitious and reflective lifelong learners as well as being respectful and respected members of the community.

We are committed to Restorative Practice Principles to nurture respect for all in our school community.

**To learn more about us please visit us at:** [Friarage Community Primary School - Home \(coastandvale.academy\)](http://coastandvale.academy)

## Scalby School

Scalby School is a successful and popular 11-16 community school and in recent years we have become the school of choice in our local community. We were judged 'good' by Ofsted in 2019 and in 2019 we celebrated sustained results. Our provisional P8 score has placed us in the top 20% of schools nationally. We are proud of our broad and balanced GCSE based curriculum.



To learn more about us please visit us at: [Scalby School - Home \(coastandvale.academy\)](https://coastandvale.academy)

## Lady Lumley's School

Lady Lumley's School (11-18) in Pickering is on a transformational journey. We are a school that is popular with parents and is easily accessible across North Yorkshire, East Riding and Wolds and Vale. The communities we serve around the Pickering, Ryedale and wider Coastal area deserve and need our school to play a leading role in terms of teaching, learning, progress and outcomes.



In April 2020 we welcomed our new Headteacher Clair Foden who joined us at the same time we joined our Trust - Coast and Vale Learning Trust. Lady Lumley's is on an ambitious journey of school improvement.

To learn more about us please visit us at [Lady Lumley's School - Home \(coastandvale.academy\)](https://coastandvale.academy)

## Application Process

The closing date for all applications is **9am Tuesday 27<sup>th</sup> September 2022**  
Interviews will be held shortly after the closing date.

Completed applications must be returned to Danielle Rowley at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy)

**If you think you're the person for the job, please complete the enclosed application form and send to the email address above by the closing date.**

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date please assume your application has been unsuccessful.

**Queries**

Please contact Danielle Rowley at [recruitment@coastandvale.academy](mailto:recruitment@coastandvale.academy) or on **01723 362301**



**Scalby School**

<b>POST:</b>	<b>Caretaker</b>
<b>GRADE:</b>	<b>Grade C</b>
<b>RESPONSIBLE TO:</b>	<b>Site Manager</b>
<b>STAFF MANAGED:</b>	<b>None</b>
<b>JOB PURPOSE:</b>	To provide high quality effective caretaking services to ensure a secure, safe and hygienic environment for all building users.
<b>JOB CONTEXT:</b>	<p>The caretaker and cleaning team as a whole are responsible for maintaining high standards of cleanliness and maintenance of equipment and buildings throughout the school.</p> <p>The post is required to work with tools, cleaning equipment and products which contain chemicals, but the necessary protective clothing will be provided. Also required to work outdoors in all weathers to ensure the school premises is safe.</p> <p>Enhanced DBS check is required for this post due to working within a school environment</p>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Issues</b>	<ul style="list-style-type: none"> <li>• To ensure the safety and security of the building and site, undertaking daily safety and security checks,</li> <li>• Act as a designated key holder, providing response to emergency calls.</li> <li>• Locking and unlocking of buildings at pre-determined times</li> <li>• To monitor the heating system and report any faults to the their Manager</li> <li>• To ensure outside areas are safe / clean, kept free from litter, debris, leaves and that there is safe access to the building during adverse weather conditions eg. snow.</li> <li>• To undertake general portering duties whilst on site to include moving furniture &amp; equipment on site</li> <li>• Receive deliveries to the site</li> <li>• To support the maintenance of the building, undertaking minor repairs (not requiring a contractor) of a range of equipment and buildings</li> <li>• To assist with cleaning duties as directed.</li> <li>• Collect and assemble waste for collection</li> </ul>

<b>Communications</b>	<ul style="list-style-type: none"> <li>• Communicate effectively with other members of staff and pupils within the school.</li> <li>• Welcome contractors onto the site and check clearances</li> </ul>
<b>Resource management</b>	<ul style="list-style-type: none"> <li>• To participate in the training and development and performance management processes within the school</li> <li>• Store equipment and products safely and securely</li> <li>• Ability to carry out informal risk assessments on buildings to identify faults/hazards</li> <li>• Order, stock control and store cleaning and caretaking equipment and products safely and securely</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• To be committed to safeguarding and promote the welfare of children, young people and adults, raising concerns as appropriate.</li> </ul>
<b>Systems and Information</b>	<ul style="list-style-type: none"> <li>• To fulfil the necessary administrative tasks associated with the responsibilities of the post.</li> </ul>
<b>Data Protection</b>	<ul style="list-style-type: none"> <li>• To comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>• To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>• Perform duties in line with health &amp; safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to line manager immediately</li> </ul>
<b>Equalities</b>	<ul style="list-style-type: none"> <li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li> <li>• Within own area of responsibility work in accordance with the aims of the Equality Policy Statement</li> </ul>

<b>Flexibility</b>	<ul style="list-style-type: none"> <li>Scalby Learning Trust provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Scalby Learning Trust Policies and Procedures.</li> </ul>
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li> </ul>
	<ul style="list-style-type: none"> <li>The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li> </ul>

## **PERSON SPECIFICATION**

### **Caretaker**

<b>Essential upon appointment</b>	<b>Desirable on appointment</b> (if not attained, development may be provided for successful candidate)
<b>Knowledge</b> <ul style="list-style-type: none"><li>• Awareness of Health &amp; Safety</li><li>• Ability to read and write</li></ul>	<ul style="list-style-type: none"><li>• Ability to use tools for making minor repairs</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Experience of undertaking general cleaning duties</li><li>• Experience of carrying out minor repairs</li></ul>	<ul style="list-style-type: none"><li>• Experience of working as part of a team</li></ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"><li>• Able to work with minimum supervision.</li><li>• Self motivated</li><li>• Punctuality</li><li>• Flexible approach</li><li>• Attention to detail</li><li>• Ability to manage time effectively to complete tasks to a high level.</li><li>• Ability to work both alone and within a team to achieve specified standards</li><li>• Good verbal communication skills</li></ul>	
<b>Other Requirements</b> <ul style="list-style-type: none"><li>• Ability to carry out general caretaking and cleaning duties as detailed in the Job Description.</li><li>• Enhanced DBS clearance</li></ul>	