



RECRUITMENT INFORMATION PACK

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Introduction

Unity Education Trust is a specialist Multi Academy Trust sponsoring academies and Free Schools who work with some of the most vulnerable and challenging young people. We believe strongly in the right of all children to a high standard of education in line with their peers in mainstream schools.

The Thetford Alternative Provision Free School opened in September 2013. The school is designated for 40 places at Key Stage 3 and 4 and is intended to support those learners whose behavioural needs could not be met within a mainstream environment.

The school became part of Unity Education Trust in April 2015 and is undergoing a period of rapid improvement in the coming months this includes a rebranding exercise and a new name – The Pinetree School.

The current small cohort is predominantly KS3 and Year 10 and are commissioned largely by Norfolk County Council. However, the Trust has extensive plans to develop new provision from the school to meet local and countywide needs. This will include developing a Key Stage 1&2 offer in later years.

The student profile has a consistent history of challenging behaviour, exclusion from school, substance abuse, offending and safeguarding concerns. The School provides these young people with a new chance of success and a place of safety in a hectic and often incoherent world.

JOB DESCRIPTION

Job Title	Caretaker
Location	Unity Education Trust Pinetree School
Grade	Scale D
Responsible to	Facilities Lead
Effective date	December 2020

Role and Context	
Job Purpose	Under the direction of the Facilities Lead and in accordance with the practices and procedures of Unity Education Trust, to ensure that the school premises and contents are properly maintained, secured and ready for use. To provide ongoing support for the Premises Leads with duties requiring additional labour at other Trust sites
Context	The Pinetree School (Pupil Referral Unit) establishment is responsible for provision and support for pupils temporarily out of school or at risk of exclusion. The establishment underpins the behaviour support continuum (working closely with Children In Need teams, Corporate Parenting teams and specialist LA wide CS teams) and ensures education provision which can be sited in a variety of venues, as well as outreach work to support pupils both in schools and academies as part of behaviour support and other settings as part of curriculum delivery and reintegration. It encompasses a wide range of curriculum pathways and is able to deliver personalised learning, based upon assessment of need in order to enable a swift re-integration into schools for KS1, 2 and 3 and 4 pupils, and transition into alternative provision and post 16 provision for KS4. Where longer term need is required is able to provide and identify the kind of provision recommending placements managing referral processes and supporting transition into placements.

	The Unity Education Trust (PRU) has 9 locations at Locksley, Earthsea, Douglas Bader, Rosebery, Brooklands, Compass Lingwood, Compass Pott Row, Compass Belton and Pinetree each working with a cluster of schools and local alternative provision providers.
Other Information	Responsible for Cleaning Staff

Principal Accountabilities (in order of importance)
<p>1. General:</p> <p>The school caretaker is responsible, for a wide range of duties and responsibilities connected with the fabric and grounds of the school. The principal responsibilities are detailed below.</p>
<p>2. Security and Associated Duties</p> <p>Caretaker's duties include carrying out security procedures for school buildings and grounds. Closing of school premises, including gates, doors, windows, fire exits, etc, for the purpose of school use, lettings, out of school hours functions, maintenance and emergency services. Regularly checking the proper operation and function of alarms and fire equipment and ensuring emergency exits are not obstructed,</p> <p>Liaising with the emergency services including calling out as required.</p> <p>Reporting acts of theft or vandalism to Facilities Lead and/or police as necessary.</p>
<p>3. Lettings</p> <p>Complying with instructions received from the School Office/SBM concerning letting procedures and carrying out as per lettings agreement. Lettings do not include regular openings, or openings during normal working hours. They do not include school functions, i.e. parents evenings, performances, governors meetings, etc.</p> <p>The caretaker may be required to be available during the course of the letting to:</p> <ol style="list-style-type: none"> a) Give assistance to the hirer relative to the facilities hired. b) Ensure that functions are properly conducted in accordance with the lettings agreement, and the behaviour of the hirer is not detrimental to the site or facilities c) Carry out any necessary cleaning of areas within the letting agreement. d) Carry out any routine maintenance to the school buildings.
<p>4. Heating</p> <ol style="list-style-type: none"> a) Check and control system functions. b) Regularly check and maintain all parts of the heating system as required with due regard to appropriate safety requirements. c) Report all defects to the Facilities Lead and contact engineers as instructed.
<p>5. School Cleaning</p> <p>Allocation of work areas to cleaners and ensure that work is completed to a satisfactory</p>

standard. Issue of relevant cleaning materials, equipment, etc. Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials. Ensuring materials and equipment are returned to appropriate storage area at end of cleaning session and that equipment is cleaned by the user and dust bags emptied, where appropriate, prior to storage. Reporting faults of cleaning equipment to the Premises department. Ensuring removal of waste to appropriate disposal points. Taking on cleaning duties in the event of staff sickness or temporary vacancy.

6. Deliveries

Taking delivery of post, stores, material and other goods. Caretakers should assist in unpacking or storing cleaning materials and equipment

7. Manual Handling Duties and Furniture Moving

The caretaker must move such items of school furniture as required in connection with the school and other users of the school premises with due regard to current Health & Safety and Lifting & Handling regulations.

8. Energy Conservation

- a) In conjunction with the Facilities Lead, implement all agreed policies.
- b) Read, record and report all meter readings as required by the Facilities Lead. Inform Facilities Lead and energy conservation of any concerns.

9. Emergencies

- a) Clean sickness and spillages as required.
- b) Deal with, or arrange to be dealt with, all bursts, leaks, floods, fires and breakages as appropriate. Do this as soon as the problem is discovered.
- c) Deal with, or arrange to be dealt with, all electrical and gas emergencies, making safe initially by turning off supply.
- d) Ensure access for emergency services, assist as necessary, secure premises as required.

10. Internal Maintenance

- a) Report all defects which require specialist repair.
- b) Inspect electrical fittings and report defects as required.
- c) Replace lamps and domestic fuses as required.
- d) Regularly inspect plumbing and report/repair defects as appropriate.
- e) Synchronise clocks, time switches, etc, as required.
- f) Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- g) Order and take delivery of materials to deal with repairs mentioned above.
- h) Subject to safety regulations, redecoration of any area, agreed as reasonable on instruction from the Facilities Lead.
- i) Be responsible for the supply and availability of all hygiene materials.
- j) Remove graffiti etc, as required by School.
- k) Carry out minor repairs to school equipment as agreed with the Facilities Lead.

- l) Carry out minor works in order to improve the site as required by the School.
- m) Attend appropriate training courses as required by the School.

14. External Maintenance

- a) Maintain cleanliness and general tidiness of all external hard areas; empty litter bins on a daily basis.
- b) Clean and clear all drains and gullies to ensure effective and healthy operation.
- c) Inspect outside fabric of school, report/repair defects as appropriate.
- d) Inspect all fences, gates, walls, steps, lights, etc. Report/repair defects as appropriate.
- e) As required by the School, remove/obscure all graffiti.
- f) Undertake designated gardening duties; shrub beds and borders.
- g) Keep entrance to the school, inside and outside, clean and clear of obstructions at all times.
- h) Clear leaves, snow, ice, moss and detritus as appropriate, including treatment of surfaces with salt, etc.
- i) Inspect all outside areas for dangerous materials and remove – including external emergency clean of spillages.
- j) Pruning and clearance to ensure unrestricted access and use of premises including perimeter fencing.
- k) Carry out internal/external window cleaning where required.
- l) Carry out minor works in order to improve the site as required by the school
- m) To undertake all duties with an over-riding regard for the safeguarding of children and young people and in accordance with all current guidance and practice in this area.

15. Support for the Facilities Lead

- a) provide additional support and labour when required by the Facilities Lead at other Engage Trust sites.
- b) to deputise for the Facilities Lead if required.

Person Specification	
This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.	
	Essential
Qualifications	Basic literacy and numeracy skills are essential. A GCE, GCSE, NVQ or similar qualification is desirable.
Experience	Experience in DIY/practical skills is essential; training in a trade is desirable but not essential. Experience in caretaking or a related field is desirable, but not essential. Experience in dealing with contractors is desirable, but not essential.
Skills/Knowledge/Personal Qualities and Attributes	Excellent practical/DIY skills are essential. <ol style="list-style-type: none"> 1. Can self motivate and think for themselves. Shows initiative, needs little supervision 2. Able to plan and organise a work routine 3. Is well-organised – can prioritise a number of jobs

	<ol style="list-style-type: none"> 4. Able to work as a member of a team 5. Can manage a team 6. Has flexibility – can work full days for special events 7. Desirable but not essential – able to offer a trade (electric/plumbing/building) etc 8. Be prepared to take part in appropriate training 9. Able to complete paperwork and cost materials/equipment. 10. Is willing to meet the needs of all staff and negotiate timescales for jobs 11. Observant – notices what needs to be done 12. Deals with health and safety issues first and promptly 13. Efficient 14. Knows the mission and priorities of the school and supports these in his/her work. 15. Lively and enthusiastic 16. Clean and well-presented 17. Confident to deal with visitors 18. Confident to deal with contractors on site 19. Is willing to give generously to school life 20. Honest with integrity 21. Remains cool under pressure 22. Has high standards 23. Cheerful/respectful disposition 24. Own transport is essential
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General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job
- All work performed/duties undertaken must be carried out in accordance with relevant Trust policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Terms of Appointment and Conditions of Service (for Non Teaching Staff)

Joining Us

Location

The post will be located at one of Unity Education Trust bases specified in the advert. Unity Education Trust reserves the right to transfer staff to alternative posts appropriate to the grade and/or alternative work places as is considered reasonable

Probationary Period

New employees of The Short Stay School for Norfolk will be required to serve a probationary period of three months.

Benefits

Salary

The current salary for the post is within the range:

Scale D point 5-6 £10,438- £10,647 (20 Hours per week (afternoons), all year round) actual per annum.

This post is Scale **D**. Point 5 – Point 6. Subject to satisfactory service, salaries will rise within the scale by annual increments up to the maximum of the scale. Salary is paid in 12 equal instalments on or just before the 19th of each month. Payment is by credit transfer.

Leave (Working Term Time)

Annual Leave should be taken during periods of school closure.

Childcare Facilities

Childcare information is provided by the Norfolk Family Information Service, which includes all Ofsted registered Childcare provision for Norfolk. Please visit www.norfolk.gov.uk/fis for more information. To find details of local childcare you can visit the Childcare Finder online at www.Direct.Gov.uk, or call 0344 800 8001, email information@norfolk.gov.uk.

Facilities

The Short Stay School for Norfolk operates a 'No Smoking policy.'

Conditions of Service

The terms and conditions of employment will be in accordance with collective agreements negotiated from time to time by the National Joint Council for Local Government Services, as adopted by The Short Stay School for Norfolk and supplemented by local agreement.

Requirements For The Post

Hours of Work

The normal working week is one of **20** hours, Monday to Friday, All Year Round.

Job Share

Job sharing means that the post is occupied by two people on a part-time basis. The situation must be approached with the maximum amount of flexibility by the job sharers. Secondly, there must be an effective means of communication between the job sharers.

Finally, it is essential that each job sharer is aware of the responsibilities that they have to each other.

There is no time limit on this job sharing arrangement. If one of the job sharers leaves, the intention is that the other part of the job would then be offered to the remaining job sharer. If that person did not wish to take on the full appointment, another job sharer would be appointed on the same basis.

Medical Examination

The successful applicant will have to satisfactorily complete the medical procedure on appointment and may be required to have a medical before the appointment can be formally offered.

Equal Opportunities

The SSSFN has a policy that seeks to ensure that all employees are selected, trained and promoted on the basis of ability, the requirements of the post and other similar and objective criteria. The gender, marital status, ethnic origin, age, religion or sexual orientation of an applicant or employee does not affect the employment opportunities made available except as permitted by legislation. The SSSFN also requires full and fair consideration to be given to people with disabilities in the recruitment process. Applicants declaring a disability who meet the minimum (essential) criteria for the vacancy will be invited for interview.

Notice (Permanent Posts)

The appointment is subject to 1 months' notice in writing.

Notice (Maternity Leave Cover)

Should you wish to terminate your employment before the post holder returns from maternity leave you will be required to give one weeks notice in writing. You will be given one weeks notice of the return of the post holder.

Other Occupations

The successful candidate will be required to devote the whole of their time to the duties of the post, and will have to seek approval if wishing to engage directly or indirectly in any other gainful occupation.

Disclosure and Barring Service Check

This post is subject to a Disclosure and Barring Service Check.

Disclosure and Barring Service and Disclosure of Convictions

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 and the Rehabilitation of Offenders Act 1974 (Exceptions) Amendments Order 1986 provides exemption from the general provision of Section 4(2) of the Substantive Act for those employed in or seeking employment connected with the provision of Children's Services and/or Adult Social Services.

Applicants for posts which enable the successful post holder to have access to any of the following class of person in the course of their duties will be subject to the disclosure procedure:

- * persons over the age of 65
- * persons suffering from serious illness or mental disorder of any description

- * persons addicted to alcohol or drugs
- * persons who are blind, deaf or deaf without speech
- * other persons who are substantially and permanently disabled by illness, injury or congenital deformity
- * any office or employment concerned with the provision to persons aged under 18 of accommodation, care, leisure and recreational facilities, schooling, social services, supervision or training, being an office or employment of such a kind as to enable the holder to have access in the course of their normal duties to such persons, and any other office or employment the normal duties of which are carried out wholly or partly on the premises where such a provision takes place. - Plus any work which is in a regulated position as defined by the Criminal Justice and Court Services Act 2000 or work in a further education institution where the normal duties of that work involve regular contact with persons under the age of 18 years.

You are therefore required to declare any existing or pending prosecutions, convictions, cautions, reprimands or final warnings you may have, even if they would otherwise be regarded as “spent” under the Act. The information you give will be treated in confidence and will be taken into account only in relation to an application where the exemption applies.

If you have information to declare you must state this in the appropriate section on your application form and attach a sealed envelope containing details of your convictions.

The Short Stay School for Norfolk is also entitled, under legislation introduced for the protection of children and vulnerable adults, to require the successful application for this position to apply for a “Disclosure” of the existence and content of any criminal record from Disclosure and Barring Service (DBS). The Short Stay School for Norfolk’s policy for dealing with Disclosure information complies with the standards of the DBS Code of Practice in treating all information received from the DBS in the strictest confidence. All our policies are available on our website www.sssfnc.co.uk.

The Short Stay School for Norfolk is an Equal Opportunities employer and as such the disclosure of a criminal record, or other information, will not necessarily exclude you from consideration for appointment. Any such information will be considered in relation to the tasks and responsibilities required of the post holder and the circumstances and environment in which the job would require you to work.

Failure to declare a conviction, caution, reprimand or final warning may, however disqualify you from appointment, or result in dismissal if the discrepancy comes to light. It should be noted that it is an offence for anyone excluded from working with children and/or vulnerable adults to apply for a regulated position. If you would like to discuss what effect any conviction might have on your application, please contact HR – hr@engagetrust.org.uk.

Please note the following:

Where the combined travel and interview and selection activities mean that you necessarily incur additional expenses, The Short Stay School for Norfolk will reimburse your actual expenditure, directly related to the interview, in line with the limits specified (maximum £ 100) and in accordance with the following restrictions:

- Claims will not be reimbursed for alcohol.

- Claims must be accompanied by a receipt and will not be accepted for payment without such documentary evidence. Petrol receipts dated prior to travel must be provided if a car is used before mileage can be claimed.
- If you travel by rail and have to take a meal in the restaurant car either the cost of a standard meal will be reimbursed or if the standard meal is unavailable reasonable reimbursement will be made in line with the limits overleaf.
- Candidates asked to attend an interview from outside the United Kingdom will only be paid expenses from port of entry.
- Existing employees will not be reimbursed.

Please also note the following:

Claims must be made within one calendar month of the date of the interview and not exceed £100.00. Claims received after this time will only be paid under exceptional circumstances.

Payment will be made straight into your bank account and payment advice emailed, faxed or posted to you. If you do not complete your account details your claim cannot be processed.

If you withdraw from the selection process or refuse an offer of appointment for a reason considered by The Short Stay School to be inadequate, expenses will not be paid.

If you are successful the expenses will be paid in your first months pay, unsuccessful candidates will be paid within a month of receipt of the claim. Internal candidates will be reimbursed via the payroll system whether they are successful or unsuccessful.

Any interview expenses paid to successful candidates must be repaid in full should you leave the Short Stay School for Norfolk within two years.

NB We reserve the right to amend claim forms if the level of reimbursement claimed is deemed excessive.