



St. Matthew's
Roman Catholic High School
VOLUNTARY ACADEMY



DIOCESE OF Salford

Job Application Pack

Caretaker



We **Pray**
We **Care**
We **Achieve**



St. Matthew's
Roman Catholic High School

WELCOME TO St. Matthew's RC High School

As the Headteacher, it is my great privilege to be leading a school where the holistic development of our pupils is of primary importance.

Our commitment to the pursuit of academic excellence and our rich personal development curriculum is underpinned by our Catholic identity, brought to life through our values of praying, caring and achieving.

St Matthew's is a vibrant faith and learning community that's enriched by our cultural diversity and unique young people.

Our curriculum is broad and well-balanced, designed and delivered by expert teachers to support all pupils to reach and exceed their academic potential. This is in conjunction with a bespoke Personal Social, Health and Economic Education (PHSE) programme and a wide-ranging extracurricular offer.

It is our intention that this, supported by our ethos and values, will allow each pupil to complete a five year journey with us and take their place in society, where their gifts and talents will be of benefit to all.

We insist on the highest standards of behaviour for learning and have clear policies in place to ensure these are maintained. It is my absolute belief that this consistency of approach will enable our community to flourish and enables our pupils to live out our mission statement. If you have any questions, please do get in touch with us.

If you have any questions, please do get in touch with us.

Mr A Nightingale
Headteacher



OUR School



St. Matthew's
Roman Catholic High School

St Matthew's is a mixed Roman Catholic inner-city school based in Moston, North Manchester.

The school was established in 1977 and benefitted from a complete rebuild in 2009. The school serves close to 1400 pupils and benefits from a rich diversity across both the staff and pupil population. Our school is within easy access to the M60 motorway, providing a link to the rest of Manchester and the surrounding areas. St Matthew's is part of the Emmaus Catholic Academy Trust (CAT), which is one of three CATs in the Diocese of Salford. The school has recently started a rapid improvement journey and we anticipate the school will provide a high quality education in the near future.

We are a child centred, Christ centred community. Our core purpose is our Catholic mission: 'We pray, We care, We achieve'. Each element of our mission is important to us providing a unique education for all who join the school. St Matthew's works closely with other Catholic secondary schools to ensure we benefit from the very best practice available.

St Matthew's is located within extensive grounds and provides a bright, modern facility within an environment that supports teaching, learning and achievement across all subject areas with specialist facilities available. Computer facilities have been incorporated into the school design enabling all teaching areas to benefit from the latest IT products. We have music and drama suites, a recording studio, industry standard science laboratories, media, photography, ceramics, food and resistant materials provisions along with a dedicated sports hall and 3G pitch to enhance the physical activities of our learners.

At St Matthew's we are steadfast in our mission to keep all our pupils safe and happy, every day that they come to our school. We support all students academically and pastorally, enabling them to achieve positive outcomes at the end of their time with us. Our effective pastoral systems provide relentless care and support for all pupils, underpinning our core business of teaching, learning and achievement.

Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- **Safeguarding and child protection**
- **Online/E-Safety**
- **Whistleblowing**
- **Staff Code of Conduct**
- **Data Protection**
- **Privacy Notice**

They are also expected to be familiar with 'Keeping Children Safe in Education, 2022'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.



We **Pray** · We **Care** · We **Achieve**

SAFEGUARDING AT St. Matthew's



St. Matthew's
Roman Catholic High School

Safeguarding is at the heart of what we do at St Matthew's. All staff and volunteers are expected to have read and be fully compliant with the following policies:

- Safeguarding and child protection
 - Online/E-Safety
 - Whistleblowing
 - Staff Code of Conduct
 - Data Protection
 - Privacy Notice

They are also expected to be familiar with 'Keeping Children Safe in Education 2022'. A read receipt is required from all staff at the start of each academic year and from newly appointed staff prior to taking up appointment. St Matthew's are never complacent about safeguarding and work with the following always at the forefront of our minds... 'it could happen here'. We have rigorous and tested procedures in place which are constantly reviewed to ensure we have the highest of expectations from all our staff and volunteers when it comes to safeguarding and child protection.

Newly appointed staff are given a full induction programme with the safeguarding element of this completed prior to their commencement of work at the school.



WHY WORK AT St. Matthew's?



St. Matthew's
Roman Catholic High School

We are a Catholic school which lives out our mission each day by caring for all staff. You will be challenged to be your best and constantly improve, and you will be supported and guided every step of the way.

Our aim is to help everyone achieve this by providing the following:

- Research-led CPD package for all staff, with weekly sessions dedicated to helping everyone become more effective in their role.
- Frequent career-development opportunities including access to qualifications eg NPQ, Apprenticeship programmes
- Generous non-contact time above the national average to enable teaching staff time to prepare and plan effectively.
- Average class sizes below the national average with approximately 25 per class. Option groups in KS4 often significantly smaller.
- Joint-planning of effective lessons across all departments to share outstanding practice yet reduce workload.
- Rigorous yet sensible marking policy which focuses on 'quality not quantity'.
- Highly effective and wide-ranging pastoral support structure to enable teachers to teach.
- Opportunity to boost salary via voluntary paid lunchtime duties.
- Employer Assistance Programme available to all staff via 'Health assured', offering 24/7 access to online GP as well as other services such as Telephone counselling, support regarding family issues, debt concerns, lifestyles addictions, relationships and legal. In addition, you will also have access to an online health portal which can offer personal coaching, emotional support, health checks, medical fact sheets, fitness advice and BMI assessment.
- Newly refurbished staff room offering quiet space for staff to work, free tea and coffee available at all times.
- Access to Education Mutual Healthcare including Physiotherapy, Mental Health services and surgical assistance.



TRAVELLING TO St. Matthew's



St. Matthew's
Roman Catholic High School



North bound

Take exit 21 from M60

At Junction 21, exit towards A663/Rochdale/A627 (M) Chadderton (0.2 miles)

Turn left onto the A6104 slip road to Hollinwood/Oldham/A62/Manchester/A663 (82 ft)

Turn left onto Semple Way/A6104 (194 ft)

Turn right onto Hollinwood Avenue/A6104 (0.5 miles)

Turn left onto Broadway/A663 (0.4 miles)

Turn right onto Nuthurst Road (0.3 miles)

South bound

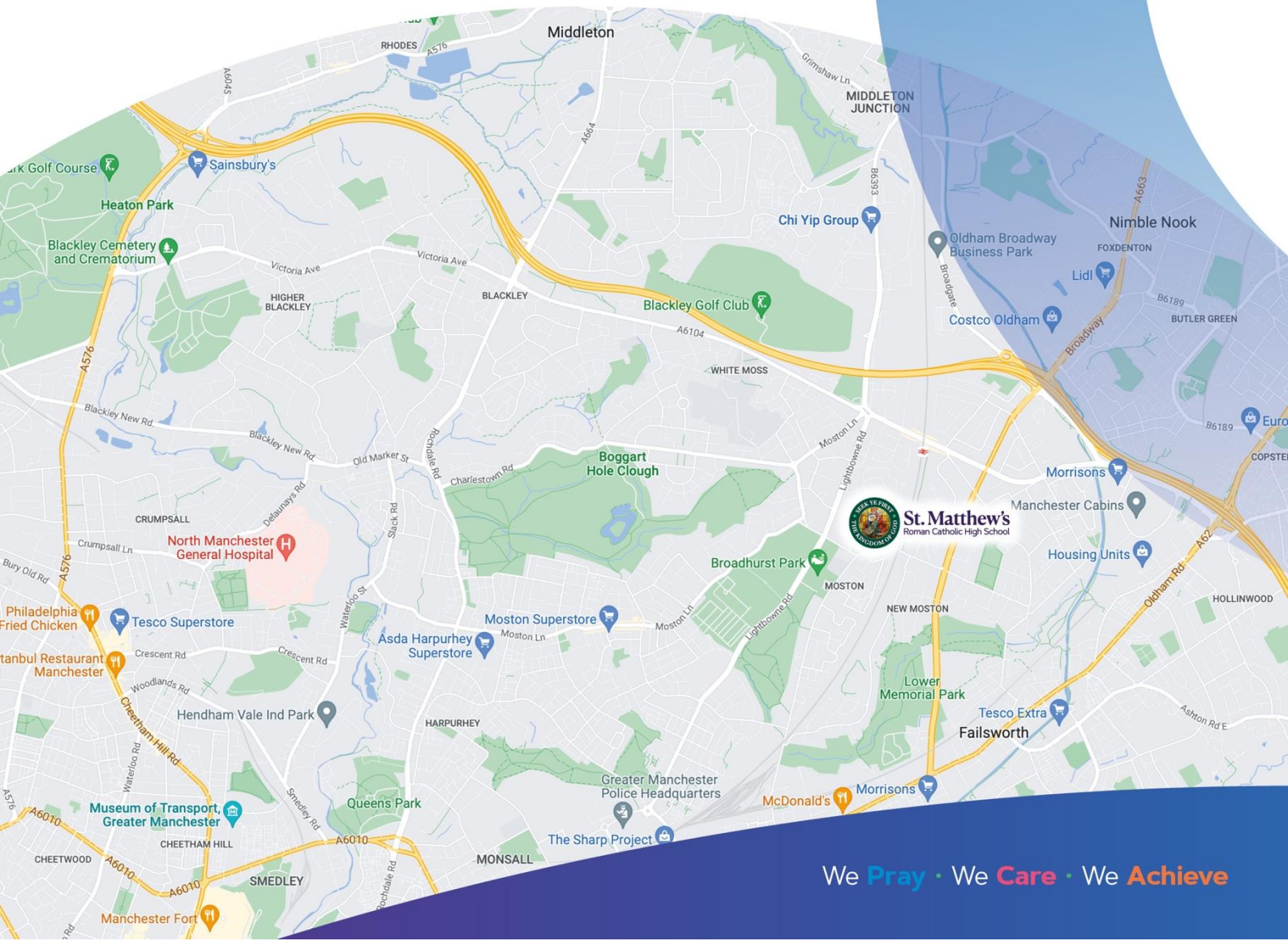
Take exit 20 from M60

Use the right 2 lanes to turn right onto Alkrington Interchange/Rochdale Rd/A664

Turn left onto Victoria Avenue East/A6104 (2.3 miles)

At the roundabout take the 4th exit onto Lightbowne Rd/B6393

Turn left onto Nuthurst Road



Full time, permanent

Salary: NJC Grade 4, SCP 7 – 11 £24,294 to £25,979

Start date: As soon as possible

The Governors of St Matthew's RC High School seek to appoint a dynamic and exceptional Caretaker to join our wonderful school.

Brief overview of position;

We are looking for an individual who has a passion for ensuring our school environment and grounds are well maintained, clean, safe and secure for students, staff, parents and visitors. The successful candidate will be able to communicate with key stakeholders around school, have the ability to work on their own initiative as well as working alongside the assistant caretaker. Experience in caretaking / property maintenance would be desirable, alongside basic DIY skills. Applicants should be fully supportive of St Matthew's Catholic foundation.

Reporting to: Site Manager

To arrange an informal visit, please contact Mrs Gibson, Headteacher's PA, on 0161 681 6178 or by email at k.gibson@smrchs.com

Closing date for applications

Tuesday 5 December 2023, 12 noon

Interview date

Tuesday 12 December 2023

Application packs can be downloaded from the school website www.smrchs.com. Completed applications and supporting documentation should then be submitted by email to Mrs Gibson at k.gibson@smrchs.com.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

St Matthew's is also committed to providing a diverse and inclusive community, ensuring equal opportunity. We welcome and we encourage applications from everyone, including groups currently under represented in our workforce.

The successful applicant will be required to complete an enhanced DBS check.



Description

The job description below gives an insight into the responsibilities of the post of Caretaker and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

Main duties and responsibilities:

- Security of the school's buildings and grounds
- Operation of the school's heating plant, ensuring the heating and other general services run smoothly and regular maintenance checks are completed, such as legionella testing and emergency lighting tests
- Ensure adequate lighting in the school is maintained and turned on and off daily in line with the school day and activities
- Support with the organisation of parents evening arrangements and other events
- General portage duties including portering deliveries / stock, recycling paper and confidential waste, moving furniture, disposing of waste
- Maintain school buildings, fabric, fixtures, fittings and furniture including handyperson duties which may include minor repairs to furniture and fixtures and non-specialist decorating tasks
- Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work. Liaise with external cleaning contractors on site to ensure building and grounds are cleaned to the required standard
- Deputise for the Site Manager when required.
- Respond to emergency call outs in the absence of the Site Manager
- Ensure health and safety standards are maintained and the School's procedures are adhered to
- To contribute to a working environment which supports equal opportunities and anti-discriminatory practice.
- Respond to fire alarms and carry out fire safety checks, alarm tests as directed by the Site Manager
- Provide support for Risk Assessments and audits as required
- Carry out routine administrative tasks required from time to time, e.g. Logging maintenance checks, fire alarm tests etc.



Responsibilities

General

Wider Responsibilities

- Comply and assist with the development of policies and procedures relating to area of responsibility as required.
- Develop effective professional relationships with others.
- Be aware of and support difference and ensure equal opportunities for all stakeholders. accepting the principles underlying the school's equal opportunities policies and practice.
- Contribute to and support the overall life, work / aims and ethos of the School.
- Attend and participate in relevant meetings as required.
- Participate and engage in training and appraisal as required.
- Undertake additional duties as reasonably requested by senior staff.
- **Supervision**
- The postholder will work under the general and specific direction of the Site Manager

Contacts

- Headteacher
- School Business Operations Manager and other members of the Senior Leadership Team
- Teaching and support staff
- Pupils and visitors (including parents)
- Building trades contractors and appropriate LEA staff
- Cleaning staff or contract cleaning supervisor (as appropriate)

Knowledge, experience and training

- **Experience of working in a school or similar environment.**
- **Flexibility and sensitivity to the needs of a wide range of users of the school is essential**
- **Knowledge of efficient cleaning methods and materials**
- **Evidence of success in handyperson or DIY tasks (paid or unpaid)**
- **Problems and decisions**
- **Advising the site Manager of faults to the buildings, fixtures and fittings which require specialist attention**
- **Subject to the direction of the Site Manager, the postholder is expected to act on his/her own initiative**

Finance and Resources

Operate relevant equipment safely / ICT packages (e.g. MS office, Schools Information Management Systems (SIMS), internet, intranet, Email, tools and cleaning).
 Maintain tidy and organised work spaces and storage areas.
 Check equipment / machinery used and ensure health and safety guidelines are adhered to, provide support to staff as requested and in accordance with own training / skill parameters.

Physical Effort

Moving and carrying furniture and other equipment e.g. desks, tables, chairs, DIY equipment such as ladders, carrying some deliveries to the school to wherever they are to be stored.

Working Environment

Some of the work may need to be done out of hours such as repairs, and security checks in wet weather.

Additional Information

The school premises are extensively used during evenings and weekends for school activities and by outside hirers. The postholder will be expected by mutual agreement with the Site Manager to share with others attendance during lettings for which additional payments will be made in accordance with agreed support staff overtime rates.

It is not always possible to define completely the duties and responsibilities attached to posts and some variations may be necessary from time to time.





PERSON Specification

The person appointed will:

- Be committed to the Catholic ethos of the school;
- Demonstrate understanding of the role their subject plays in the delivery of the Mission of a Catholic School
- Demonstrate a commitment to the wellbeing and safeguarding of young people
- Demonstrate the ability to enthuse, enable and negotiate with others
- Ability to present information with others
- Ability to find solutions to complex problems
- Good communication skills, both written and verbal
- Ability to work as a member of a team and work on own initiative
- Willingness to undertake training as required

Have experience of:

- Maths and English GCSE to grade C or above
- Possess good skills in:
 - Clear communication both one to one and with large groups
 - Effective time management and organisation
 - Excellent interpersonal relationships
 - Experience of successful work in caretaking, property maintenance security or health and safety
 - Use of general cleaning equipment
 - Basic administrative experience including record keeping
- Ability to fulfil all spoken aspects of the role with confidence

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out the duties of the job.





St. Matthew's

Roman Catholic High School
VOLUNTARY ACADEMY

Contact

St Matthew's RC High School
Nuthurst Road
Moston
Manchester
M40 0EW

Tel: 0161 681 6178

Web: www.smrchs.com

Email: contact@smrchs.com

Headteacher: Mr A Nightingale



DIOCESE OF  SALFORD

OUR MISSION

We pray as a community with Christ and with the teachings of the Gospel at our centre, shown in the things we do and in the ways we worship together.

We care for everyone in our school community, respecting them as individuals created by God and recognising and celebrating talents and successes. We see caring for others in the world outside of our school as part of our Christian responsibility.

We achieve the best we can in all aspects of school life by learning in lessons, succeeding in examinations and committing to extra-curricular activities.

We **Pray**
We **Care**
We **Achieve**