



Caretaker
Congleton High School
Grade 4 + Pension Scheme (LGPS)

**For a confidential discussion about this post with the
Headteacher, more information, or to arrange a visit,
please contact the school on 01260 730123 or
enquiries@congletonhigh.com**





Dear Applicant

Congleton High School is a very popular and successful 11-18 school. Academic achievement and attainment are high and the school has a rich and broad curriculum combined with excellent teaching and learning. We are fully committed to making Congleton High School a great place to learn and work and we place a great emphasis on well-being of students and staff. In our last Ofsted Inspection (January 2018), we were rated as a 'Good' school. In the summer of 2019 our Progress 8 score was +0.23 and in 2018, our score of +0.37 was the highest in Cheshire, demonstrating a strong track record of high academic achievement. Despite all the setbacks of the last few years, we have successfully maintained our strong track record and have further improved the outcomes for our students, with results well above national average. The school is oversubscribed and has a growing Sixth Form of nearly 300 students.

We know that having great people is our biggest asset and we work very hard to make sure that we provide good professional development and create a positive working environment for all staff. The school has a strong Induction Programme and places high importance on the well-being of staff. The people you will be working with will support and motivate you to achieve your career ambitions. Staff are fully committed to providing the very best lessons for students and we have a strong focus on Teaching and Learning. We are proud of the 'team' ethos we have created and staff have planned opportunities to work together and share the very best practice across the school.

As part of The Learning Alliance, staff have the opportunity to work with the 8 other schools within the trust as well as our partner primary schools in the local area.

We look forward to welcoming you to our school and working together.

More information about the school can be found on our website and in our most recent Ofsted report. However, if you have any questions or queries about the post, please get in touch with me on MWarren@congletonhigh.com or 01260 730123.

A handwritten signature in black ink, appearing to read 'M. Warren', with a stylized flourish at the end.

Mr M Warren
Headteacher
Congleton High School

JOB PURPOSE

To assist with the security of the premises and its contents; including being a registered key holder. Carry out cleaning of designated areas; and to undertake minor repair and portering duties.

PRINCIPAL RESPONSIBILITIES

1. Assist with the maintenance of the school building, including under direction effecting minor repairs and improvements and general maintenance tasks to ensure that the school and site are maintained in satisfactory condition. Highlight any concerns about condition of the buildings and site which need repair or maintenance.
2. Assist with the monitoring and operation of the engineering system (ie, heating, etc) and advise Line Manager of any faults in order to ensure the most economical use of fuel and water.
3. Assist in the operation and maintenance of appropriate site security systems, including opening and closing the building at the beginning and end of the school day, lettings outside school hours and responding to call outs as necessary in order to provide satisfactory security arrangements.
4. Carry out portering duties (including the moving of heavy furniture) which will secure the most efficient use of resources.
5. Undertake designated cleaning duties during term time and assist with major cleaning during school closure periods.
6. Carry out banking duties as required by the school.
7. Liaise with contractors in respect of funded works at the school as directed.
8. Maintain high standards of ground maintenance.
9. Uphold the health and safety policy and practice across the site and report any concerns to line management.
10. Support the fire evacuation policy and procedure and support with the completion fire risk assessments.
11. Ensure that in adverse weather the site is safe for all to access.

Notwithstanding the detail in this job description, in accordance with the Multi-Academy Trust's Flexibility Policy the job holder will undertake such work as may be determined by the Executive Principal/ Governing Body from time to time, up to or at a level consistent with the main responsibilities of the job.

PERSON SPECIFICATION

ATTRIBUTES	DESCRIPTION	DESIRABLE
<p>Knowledge and Experience</p>	<p>GCSE's (or equivalent) at Grade C or above including Maths and English. Experience of working in an 11-18 school. Knowledge and understanding of Health & Safety requirements</p>	<p>Health & Safety at work qualification First Aider at work qualification PAT test training certificate</p>
<p>Skills and Abilities</p>	<p>The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff. Ability to manage and communicate effectively Good organisation and planning skills</p>	
<p>Personal Qualities</p>	<p>Ability to solve problems and make decisions Willingness to learn new systems and establish new procedures Ability to prioritise Flexible approach</p>	



Staff Benefits at Congleton High School

In addition to competitive salaries, subscription to the Teachers' Pension Scheme and for Support Staff the Local Government Pension Scheme, Congleton High School has a great deal to offer staff at the school.

Over the last few years the school has shown commitment to improving staff well-being and implemented strategies to address workload issues.

What can we offer you?

1. Teachers are provided with above the 10% PPA time, and there is a strong culture on joint planning within teams.
2. Additional Curriculum Planning time has been calendared so that staff can share best practice and plan together.
3. We run our own Leadership Programmes as well providing opportunities for staff to complete Leadership training.
4. Staff work spaces during PPA.
5. Free refreshments on Parents Evenings and evening events.
6. Free refreshments on INSET Days.
7. Free breakfast every day for all staff.
8. Free Fitness Classes for all staff.
9. Staff activities, such as Staff Band and Badminton Club.

As a school we have implemented a range of strategies to promote well-being and address workload.

1. Reduced the amount of time inputting data.
2. Provide staff with analysed data so that they can focus on using data effectively.
3. Provided a centralized system for ordering consumables.
4. Provided a 'Pink Week' in December where no meetings or additional activities take place allowing staff to leave a little earlier than usual!
5. Provided training for staff on managing stress, building resilience and developing well-being & happiness.
6. Introduced free Friday lunches for staff where lunch is provided in the staffroom so staff can socialise spend time together.
7. Reviewed our Marking and Feedback Policy and empowered leaders to develop their own practices.
8. Provided invigilators for Mock Exams so that staff have more time for marking.
9. Changed the email culture so that parents and outside agencies are aware of the expectations of responding to emails at weekends and holidays.
10. Implemented a Flexible Working Policy allowing staff to temporarily change their working hours due to changes in their personal circumstances.