

MURRAY PARK SCHOOL



Acting Headteacher: Miss R Somes

MURRAY ROAD, MICKLEOVER, DERBY, DE3 9LL

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www.murraypark.derby.sch.uk

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Thank you for your interest in this vacancy. We hope that this information will assist you in considering your application.

We have a vacancy for a permanent part time caretaker. The post will have core hours each week to be arranged to suit school business needs and will include weekends, school holidays and between shifts to support the 2 caretakers at school. Flexibility to work at short notice is required to cover unexpected absences and occasional lettings. Holidays can be taken outside school term time.

Title: Part time Caretaker

Salary: Scale NJC 3 (pt14-17) £16781 - £ 17772 (£9071 - £9606 pro rata) 20 hours per week, 52 weeks (occasional additional hours outside of normal working hours – timesheet will need to be submitted)

How to Apply: An application pack can be downloaded from the school website at <http://murraypark.derby.sch.uk/home/vacancies>. All applications should be submitted on the non-teaching application form together with a cover letter of no more than 2 sides of A4 paper and submitted to recruitment@murraypark.derby.sch.uk or posted to the address above.

- **Closing Date:** Friday 19th January 2017 at 9am
- **Interview Date:** Interviews to be held w/c 29th January 2018

Murray Park School is committed to safeguarding and promoting the welfare of children and appointment to this post is subject to an enhanced criminal record and background check and 2 satisfactory references.

Job Description – Part time Caretaker

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Responsible to: Site Manager

Framework: Employed on a permanent part time basis and will be required to work core hours each week (to be arranged to suit school business needs and the successful candidate), weekends, during school holidays and between shifts to support the caretakers and provide cover for unexpected absences and occasional lettings. A need to be flexible to work at short notice if required.

Please note: Holidays can only be taken outside school term-times.
The post holder must undergo an enhanced DBS check.

Key Purpose:

To provide efficient and effective caretaking support & relief cover to the school and site team with maintenance, cleaning, gardening and security tasks; and to support external lettings & facility bookings.

The post holder will be expected to have basic DIY skills to ensure the site and its buildings are operational on a day to day basis including opening, closing, maintenance & repair, security and cleaning. You will identify and report any defects or issues appropriately and in a timely manner, ensuring health and safety is adhered to at all times for yourself and other persons on the premises. You will have a good understanding of and ensure the implementation of the schools Health & Safety policy and Fire procedures

Key Tasks:

- Minor maintenance and repairs as necessary both internal and external
- Minor repairs to furniture and internal fixtures and fittings including lamps/tubes/starters where accessible and plumbing systems
- Portering tasks as required, including setting up and clearing away furniture
- Health & Safety awareness to assist with weekly, monthly, termly checks such as: Legionella, fire alarm testing, emergency lighting, visual checks of buildings, fence line/border checks etc
- Ensure that gullies, drains, guttering's, etc are kept free from debris and that the school and grounds are litter free
- Assisting the site team with decorating work
- Assisting the site team for ensuring clear and safe access to the school, particularly in adverse weather conditions (snow clearing, gritting etc) to maintain both pedestrian and vehicle access where possible

- Assisting the site team with maintaining the security of the premises and equipment in accordance with the school's safeguarding and current requirements
- Being on call alongside the existing site team (weekend and out of school hours for Intruder alarm and Fire alarm systems)
- To carry out a range of other tasks commensurate with the responsibilities of the site team as directed by the Head teacher

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PERSON SPECIFICATION – PART TIME CARETAKER

	Essential/ Desirable
Experience Working or having worked in a school environment Supervising staff (Cleaning Team)	D D
Qualifications Evidence of relevant professional development or training Driving Licence	D D
Knowledge/Skills Awareness of Health and Safety procedures/legislation Basic computer literacy A willingness to learn new skills Good all round general maintenance and repair skills Ability to prioritise Environmental awareness	D E E E D D
Personal Qualities Good attendance and punctuality record Enthusiasm and energy Commitment to supporting the full life of the school Professional appearance and manner Enhanced Disclosure and Barring Service Check (on appointment) To work well with colleagues and function as a “team” Well developed inter-personal & communication skills To be able to work flexible hours To use own initiative and work without supervision Be approachable, trustworthy and reliable	E E E E E E E E E

About You:

Murray Park site team are committed to delivering a safe and supportive environment to support school with their vision of realising the full potential of every student here. We can only achieve this by having the right kind of people, so if you are enthusiastic, self-motivated, reliable and flexible with a positive outlook, we want to hear from you. You will be willing, flexible and presentable, able to demonstrate excellent customer care and have good clear communication skills. An ability to get on with people of all ages and backgrounds is essential. You must be physically fit as the role often requires lifting and manual tasks. Duties will be varied so a wide range of practical maintenance skills and experience would be an advantage. You must be willing to undertake an enhanced Disclosure and Barring Service check and having an existing enhanced DBS is preferable.

Murray Park School

General Information

Murray Park is a dynamic and forward looking 11-16 mixed comprehensive school on the western fringes of the city of Derby. It is a Foundation Status school, but has a close working relationship with the local authority.

There are approximately 870 students on roll with a standard admission number of 220. The school serves the catchment areas of Mackworth and Mickleover, however we also welcome students from many areas across the city of Derby.

Our students reflect the full academic ability range and there is a huge breadth to the socio-economic status of our families. In addition to our daytime learning, we also have a thriving Adult Education programme.



Facilities

The school has some excellent facilities with extensive grounds and playing fields. The accommodation has been added to over a number of years and is generally well equipped. In recent years we have made a significant investment in ICT. All teaching staff are provided with a laptop and we have 40 interactive whiteboards; 6 fully equipped and networked ICT rooms; A Learning Support Suite; A MAC ICT suite and 5 sets of netbooks in English, Maths, Science, World Studies and MFL

All our curriculum areas are suited with specialist facilities including a CAD/CAM room, Performing Arts Centre (Cedar Park) and a relatively new Science facility. Our Hub, supervised by a very caring and supportive team is designed to support some of our most vulnerable students throughout their lessons and during their unstructured time.

The school had a successful Ofsted inspection in June 2014 which highlighted a number of very positive features. These suggested that the school was

'A nurturing environment where students are known as individuals and support is carefully tailored to their needs', 'That parents consider that their children make good progress' and that 'Students, including minority ethnic students, disabled students and those who have special educational needs, say they feel safe'.

The school has had success with recent initiatives and the staff have the passion and ambition to implement the educational changes that are occurring nationally, to ensure the school delivers a good education for all students. We aim to be an 'outstanding' school in a few short years.

School Ethos and Culture

We have high expectations of students and we encourage all students to work to achieve their target grades. We have a school dress code that all students are expected to wear. We strongly promote positive relationships, respect, tolerance and self-discipline.

Relationships and behaviour in the school are generally good and we have few permanent exclusions. We are committed to inclusion and we work with individuals that exhibit more challenging behaviour.

The school has strong policies through which it aims to ensure every student achieves the highest academic standards. We strive to provide a motivating and enriching learning environment where students develop responsibility; self-esteem and achieve their potential. There is a strong commitment in the school to continue to raise academic results further

Teaching and Learning

Murray Park considers the professional development of staff to be an essential element of the work of the school and is committed to the development of teaching and learning for all staff at all stages in their careers. Teachers starting their first post are supported through an induction programme, including on-site mentoring, group sessions and support through the LA "Package" and the University of Nottingham as well as regular lesson observations and constructive feedback sessions.

We have also previously introduced our RQT (Recently Qualified Teacher) scheme where staff in their early years of teaching work with staff on UPS to support the further development of good practice across the school, through action research and the embedding of skills. Most recently we have established the good to outstanding programme where staff are supported in their action research to develop their ideas and share good practice by our teaching and learning team

Our Assistant Headteacher with responsibility for teaching and learning as well as our teaching and learning coaches support staff individually and also through our dynamic CPD programme which runs most weeks throughout the school year. (All staff are expected to take up their entitlement of CPD throughout the year).

Specific programmes are also offered to "Aspirant Heads of Department" and existing "Middle Leaders". A number of teachers that have taken part in these programmes

have now achieved internal or external promotions. Subject specific training and development is also offered through departments, linked to priorities identified in the School Improvement Plan. Individual objectives for professional development are also an important aspect of the school policy for Performance Management.

Pupil Care and Guidance

We believe that caring, supportive relationships help to inspire the confidence necessary for good academic and personal development. Consequently, emphasis is placed on establishing successful relationships between pupils, parents, staff and other members of the community. Our aim will always be to give the kind of sympathetic, individual attention that best promotes the welfare and progress of each pupil. We operate a horizontal year group system, which accommodates students from years 7 – 11; All teachers are expected to be form tutors and participate in pastoral support activities.

Senior Leadership Team

The current senior leadership team consists of four staff:

Rebecca Somes	Acting Headteacher
Patricia Bowler	Deputy Headteacher
Hazel Boyce	Assistant Headteacher
Robin Whyman	Assistant Headteacher

School Day

The school operates a 25 period week. Lessons are one hour in length. Three periods are taught in the morning and two in the afternoon. Registration starts at 8.40 a.m. and students finish school at 3.00 p.m. Staff must be on site by 8.30 a.m. We have a regular briefing for staff on Mondays and Wednesdays with additional meetings normally taking place on Tuesday Evenings.