

# The Salesian Academy of St. John Bosco Recruitment Pack Site Caretaker

Enabling schools, aspiration, and  
faith to flourish by:  
**Uplifting Hearts, Inspiring Minds**



**Pope Francis**  
Catholic Multi Academy Trust

# Welcome from the CEO



**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

**Thank you for your interest in Pope Francis Catholic Multi Academy Trust.** We are the first of the permanent Catholic Multi Academy Trusts (CMATs) being set up by the Archdiocese of Liverpool and currently look after three secondary schools and four primary schools across the area.

Pope Francis Catholic Multi Academy Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration, and faith to flourish by: **'Uplifting Hearts, Inspiring Minds'**.

Being part of a Trust is like a family of schools at which you are always welcome, and which help each other to provide better opportunities for all staff, pupils and our local communities.

Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish. Pope Francis CMAT ensures all students receive an excellent Catholic education, knowing more, remembering more, and achieving the best outcomes they can.

## What We Can Offer

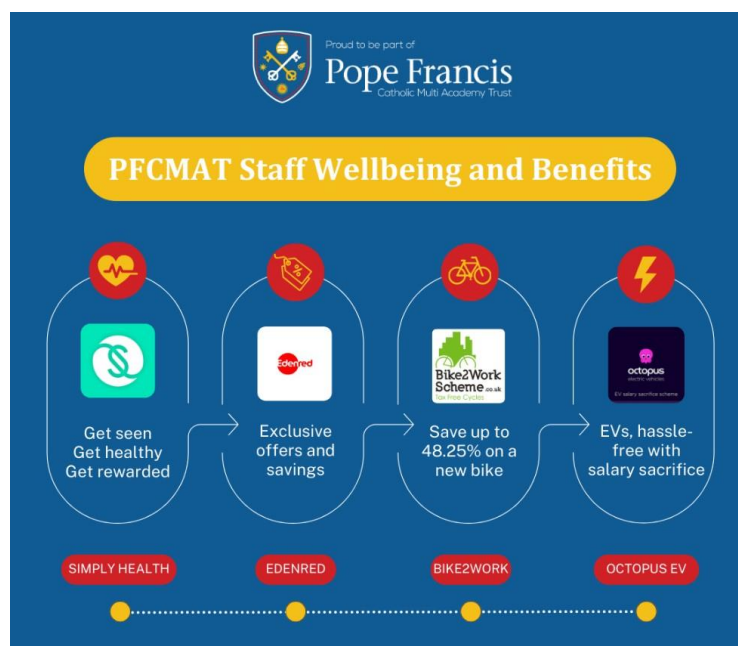
We recognise that employee wellbeing and work-life balance are essential to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Get a sense of our full staff offering:  
**[www.pfcmat.org/Staff-Benefits-Package/](http://www.pfcmat.org/Staff-Benefits-Package/)**

We will be delighted to have informal conversations with potential candidates before the closing date. Please contact **Louise Jones on 07842 020052** or **[louise.jones@pfcmat.org](mailto:louise.jones@pfcmat.org)** to arrange a discussion with either the CEO or CFO.

*Andrew Dawson*

CEO  
Pope Francis CMAT



## Welcome from the Headteacher



The Salesian Academy of

**St. John  
Bosco**

Dear Candidate,

As the Headteacher of The Salesian Academy of St John Bosco I am delighted with your interest in joining our team.

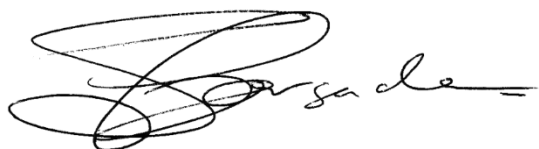
At our academy, we have a clear and inspiring vision: to be a school defined by our faith and the strength of our Salesian and Catholic values, becoming the number one choice for families in our community. This ambition is supported by the robust partnership between Pope Francis Catholic Multi Academy Trust and the Salesians.

In the spirit of St. John Bosco, we are committed to ensuring that every pupil knows they are valued and loved. Our goal is to provide an education that nurtures their diverse talents, fosters both academic and personal excellence, promotes health and safety, and empowers them to make meaningful contributions to society.

We are also excited about the upcoming transition to our new school building in 2026, which will provide an inspiring environment for both staff and pupils.

If you believe you possess the qualities, skills, and experience we seek—along with the enthusiasm, knowledge, and resilience to positively impact the future of our school—I eagerly await your application.

Thank you for considering this opportunity



Headteacher  
The Salesian Academy of St. John Bosco

## Why Choose Our School?

### Our School Mission

Our Mission at The Salesian Academy of St. John Bosco is to be a Catholic School that seeks to appreciate and develop the talents and skills of each individual.

### Our School Vision and Values

We aim to instill the Salesian values of Respect, Understanding, Affection and Humour - RUAH. These four values underpin every aspect of our school life and together spell out the Hebrew word for 'breath of life' or 'spirit'. These values must be evident in our orderly and settled environment where we insist on the highest standards of politeness, behaviour, and appearance.



***Young people not only need to be loved, they need to know that they are loved."***

This is one Don Bosco's, founder in 1859 of the congregation of Salesian Priests and Brothers, most important statements about working with young people.

St John Bosco has a special place in the life of the Catholic Church, not only as a saint but also as a visionary educator. He sought to bring the love of God to young people, many poor and without work or education, so that they would know they were valued and rich in potential.

And so, in this increasingly secular world we find ourselves in, we are proud to be part of a worldwide Catholic Salesian community that has the young people 'our future' at the heart of its Mission and Vision.



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust



# Application Process



The Salesian Academy of  
**St. John  
Bosco**

How to apply:

To apply for this post, please use our website 'Vacancies' page, on which you can find each of the additional documentation to be completed and submitted alongside your cover letter.

Your completed application must be submitted including the following documents:

- ✳ CES Application Form
- ✳ CES Consent to Obtain References CES
- ✳ Monitoring Form
- ✳ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✳ Covering letter stating how your skills and experience meet the job description and person specification

**Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs. B. Deegan at [b.deegan@sjb.pfcmat.org](mailto:b.deegan@sjb.pfcmat.org).**

If you have any feedback on the application process, and how we can make it more accessible, please let us know at [info@pfcmat.org](mailto:info@pfcmat.org). Pope Francis Catholic MAT and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people, and we can expect all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check. **Please see [link to our school's Child Protection Policy here.](#)**



# Job Advert



The Salesian Academy of

**St. John  
Bosco**

**Post Title: Site Caretaker**

**Pay Scale: Grade E SCP 7-11 £24,294 - £25,979**

**36 hours per week full year**

**Contract: Permanent**

Pope Francis Catholic Multi Academy Trust was established to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration, and faith to flourish by; **'Uplifting Hearts, Inspiring Minds'**.

Our schools have a distinctive Catholic identity, with their own ethos. Our aim is to facilitate Catholic schools to retain their identity and history but to be supported by a multi academy trust that offers systems, services and a policy framework that allows all its schools and academies to flourish.

## **Our Values:**

**Unity** - working together for excellence.

**Excellence** - to strive to be the best.

**Love** - respect and care for others and treat them as you want to be treated.

**Service** - following the teachings of Christ to become valued members of our communities.

We are looking to appoint a dedicating and hardworking individual to maintain and improve our site and provide an environment where children will thrive, and learning will flourish. The Premises Team is responsible for ensuring that our buildings are fully operational, legally compliant, and excellent learning environments.

The successful candidate will be working 36 hours per week in a permanent position. If you are multi-skilled, have a 'can do' attitude and you are looking for a new challenge then this is the role for you. The role will be both challenging and rewarding. It is essential that you hold a full driving licence due to the demands of the role.

Please see link to our school's Child Protection Policy [here](#).

**Closing date of Thursday 24th October at 9AM**

Interviews to take place during week commencing 28th October



**Job Title: Site Caretaker**

**Pay Scale: Grade E SCP 7-11 £24,294 - £25,979**

**36 hours per week full year**

**Location: The Salesian Academy of St John Bosco**

**Job purpose:** Under the guidance of appropriate staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishing fixtures, plant, and heavy equipment within the Salesian Academy of St John Bosco site.

### **Security & Safety:**

- Maintain premises security such that key holding procedures are observed and that premises remain as secure as is practically possible.
- Respond to and accurately record all call outs, liaising with the security force and police as appropriate.
- Make premises secure after break-ins.
- Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.
- Undertake the role of Fire Marshall.
- Ensure the safe storage of materials covered by the COSHH regulations.
- Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.
- Contribute to the completion of risk assessment of security risks to the designated multi-school (site) premises (grounds, premises, and contents) including vandalism/arson.

### **Energy Management**

- Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.
- Ensure lights and other equipment are switched off as appropriate.

### **Porterage**

- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Demonstrate and assist in the safe and effective use of specialist equipment and materials.
- Undertake porterage of stock, furniture and equipment as required.

### **Maintenance**

- Report all structural, fabric, furnishings, fixtures, and equipment defects to the appropriate person.
- Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.
- Undertake minor day-to-day repairs as required.
- Undertake minor/simple repairs as required e.g., minor plumbing, changing light bulbs, redecorating, and fixing etc.

- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.
- Monitor the cleanliness of the designated school site, liaising with the Cleaning Supervisor on a daily basis.
- Ensure that satisfactory levels of caretaking, cleanliness and hygiene are achieved and maintained inside and outside of the designated multi-school site.

#### **Support for the School/Organisation**

- Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.
- Responsible, in conjunction with the relevant Administrator, for the administration and control of appropriate areas of budget.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious, and ethnic background.
- Contribute to the organisation's ethos, aims and development / improvement plan.
- Work as part of a team appreciating and supporting the role of other people in the team.
- Responsible for maintaining records, information, and data, producing analysis and reports as required.
- Attend and participate in meetings as required.
- Undertake personal development through training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Assist in the induction of other support staff as required.

**Note** In addition to the above other duties at the same responsibility level may be interchanged with/added to this list at any time.

*The Pope Francis Catholic Multi-Academy Trust and The Salesian Academy of St John Bosco are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

*This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.*

*The Pope Francis Catholic Multi-Academy Trust is committed to ensuring that the Trust complies with all legislative requirements on safeguarding and child protection and that **the Trust actively promotes diversity, unity, and community cohesion and that it supports pupils to become successful, compassionate citizens. The Trust will ensure a continual focus on equality as measured by pupil progress and outcomes.***

**Please see link to our school's Child Protection Policy [here](#).**

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*





Applicants must meet all of the essential requirements for this post.

Qualifications and Professional Development	Essential	Desirable
Level 2 qualification or equivalent in Maths/numeracy and English/literacy		✓
NVQ/Level 2 qualification in Caretaking or equivalent experience		✓
Knowledge of H&S regulations and evidence of Continuing Professional Development		✓

Knowledge, Skills, and Competencies	Essential	Desirable
Assist in the day-to-day upkeep of school facilities, ensuring all areas are clean, safe, and in good repair.	✓	
Contribute to maintaining the security of the school premises, including opening and locking the school buildings, and ensuring alarms and CCTV systems are functioning effectively.	✓	
Carry out basic repairs and oversee contractors where necessary, ensuring all works are completed to the highest standard.	✓	
Help maintain the school grounds, ensuring that outdoor areas are safe, tidy, and well-kept.	✓	
Assist in the preparation and setup of spaces for school events, ensuring facilities are fit for purpose and presentable.	✓	
Opening and closing of the site, including outside hours events and weekends when required.	✓	
Perform regular inspection of the premises to identify and fix maintenance issues such as leaks or breakages	✓	
Carry out cleaning tasks when required during the school day to ensure that the premises and grounds remain clean and tidy.	✓	
Oversee deliveries and the movement of light equipment and materials within the building and grounds	✓	
Respond to call out and liaise with external security services if alarm activated	✓	
Fire safety and evacuation	✓	

## Person Specification Continued...



The Salesian Academy of  
**St. John  
Bosco**

### **Personal traits – The successful candidate will:**

Work well under pressure and manage their workload

Have strong interpersonal skills

Establish constructive relationships and communicate with others both internally and externally to the Trust

Work in a way that encourages a positive work environment that is solution focused and proactive for all.

Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff

*Applicants should be able to provide a well-constructed and concise application providing demonstrable evidence of the essential requirements for the role.*

*The Trust Board and its Local Governing Bodies are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.*



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