

Caretaker

Candidate Information Pack

St Thomas' CE Primary



Welcome to LDST

Thank you for your interest in working in our family of schools and committing to making a difference to our learners right across our Trust.

LDST is a multi-academy Trust of 18 primary schools that welcomes young people and colleagues of all faiths and none, and is committed to providing a high-quality education and environment, where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

Our Christian values are intrinsically linked to our commitment to provide an innovative, high-quality learning experience. The right of all to have an excellent education is at the heart of everything we do so that all children, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our core values of **collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with the challenge required to enable local leadership to flourish.



We do this to ensure that our schools are self-sustaining and we are committed to being:

Respectful of the individual identity of our schools – knowing their strengths and understand where improvements are needed

Resourceful and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement

Responsive to the context of each school, adapting strategies where necessary to promote and sustain improvements

Relentless in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that all children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role and as an individual is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for colleagues to **progress**.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities.

Letter from the Executive Headteacher & Headteacher Designate

Dear Applicant,

We are delighted to announce an exciting opportunity to join St. Thomas' CE Primary School as a Caretaker.

Built on a Christian foundation, our mission statement inspires everything we do: Jesus said, "Come, follow me and live your lives the way that God wants you to," equipping our children with core Christian values of Compassion, Thankfulness, Responsibility, Peace, Friendship, and Respect to prepare them for their lives. Underpinning our school are our strong, caring relationships. All the children and staff know each other well, and every individual plays a vital part in the life of the school. We believe that children, families, and staff who are secure and happy are confident to question, explore and learn.

Our school is recognised as a high-performing school, ranking in the top 100 schools nationally for KS2 outcomes in 2023. As a result of our exceptionally high standards and excellent reputation, we are consistently oversubscribed. As a proud member of the Liverpool Diocesan Schools Trust (LDST), we are part of a vibrant family of 19 schools. This offers a wealth of opportunities for collaboration, professional development, and leadership growth.

We are at an exciting time in our journey; following our outstanding judgement in June 2024, we are eager to build on this success. We are seeking a positive and dynamic individual who is dedicated and committed to helping the school continue to flourish. Prospective candidates are encouraged to visit to our school to experience firsthand the amazing community and environment that St. Thomas' CE Primary School offers.

Yours sincerely,

Mark Ward
Executive Headteacher

Emily Alty
Head Teacher Designate



About St Thomas CE Primary School

We are a church of England primary school in the heart of Lydiate. Our most recent OFSTED inspection was in June 2024, and all areas of the school were judged "Outstanding".

Our school is built on a Christian foundation, and we put God at the centre of everything we do, equipping children with Christian values to prepare them for their lives. In fact our mission statement is based on the bible:

"Come, follow me and live your lives the way that god wants you to."

Our aim is to develop both the character of our children and their academic understanding. We have high expectations of every child, and know that their potential is infinite.

This is supported by our six core values, one of which represents our focus each half term:

- Compassion
- Thankfulness
- Respect
- Responsibility
- Peace
- Forgiveness

Every individual plays a vital part in the life of the school, and our staff relish the impact that they can have. By joining us you will be part of a friendly and passionate team, whose opinions matter.

Working together with our amazing team you will deliver a broad and exciting curriculum, whilst sharing a zest for life and learning.

Job Description

Title: Caretaker
Salary: Grade E - SCP 7-11 (Actual salary £10,660.00 - £11,362.09)
Hours: 15 Hours Per Week, 52 weeks per year – (3pm - 6pm)
Accountable to: Headteacher and Trainee School Business Manager
Location: St Thomas CE Primary, Lydiate

- To embrace our vision and values
- To be responsible for building maintenance, cleanliness and security
- To be responsible for the maintenance of furnishings, fixtures, plant and heavy equipment within the school premises
- To take ownership of personal professional development
- To undertake any training and development as directed by senior colleagues
- To engage with all our policies and procedures, including health and safety, data protection and our code of practice
- To treat everyone with respect and dignity, promoting a culture of equal opportunities
- To comply with any reasonable request made by a senior colleague
- To undertake any other ad hoc tasks as required

Specific Responsibilities are:

Security & Safety

Manage the opening and closing of the school daily at agreed times

- Observe key holding procedures and that premises remain as secure
- Respond to and accurately record all call outs, liaising with the security force and police as appropriate, make emergency repairs or allow access to contractors
- Undertake the role of Fire Marshall
- Ensure the safe storage, usage and disposal of materials covered by the COSHH regulations.
- Legionella & Asbestos monitoring and recording
- Fire Alarm & Emergency Light testing and recording

- Ensure compliance with health and safety legislation and guidance so far as it relates to this post, and safe working practice
- Carry out dynamic risk assessments in appropriate situations
- Recommend changes to generic risk assessments and management plans and implement any action plans
- Manage and supervise contractors while working on the school site
- Provide safe access to site during periods of inclement weather and emergency situations

Heating

- Monitor and maintain heating systems to ensure that adequate temperatures are maintained at all times of the year
- Check controls for correct functioning and plant working normally
- Ensuring rooms are ready for the school day

Buildings & Grounds Maintenance

- Undertake regular school premises inspections and identify and record repair, or report maintenance requirements
- To undertake minor/simple repairs and improvements as required
- Ensure that the grounds and buildings are clean, free of hazards and maintained correctly. Including emptying of bins
- Ensure that appropriate levels of spares are in stock, ordering as required and checking receipts against orders
- Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard

Cleaning

- Ensure that the grounds and buildings are clean, free of hazards and maintained correctly
- Clean up any spillages or bodily fluids soon as practical.
- Ensure prompt removal of any graffiti.
- Operate, manage and control cleaning materials and equipment including the ordering, storage and distribution

Safeguarding

- Understand your own role and its limits, and the importance of providing care or support when appropriate
- Engage with and promote a culture of safeguarding the welfare of children and young people

Other

- Ensure that rooms are set up as appropriate for their required use e.g. the hall as an examination room
- Undertake training and development relevant to the post and in line with the school's priorities including acting as the main fire warden
- Undertake portorage of stock, furniture and equipment as required
- To undertake any other duties as directed

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

Person Specification

Essential

- N/A
- Proven experience of understanding and applying regulations e.g. health and safety
- Demonstrable experience of supervising contractors
- Demonstrable competence at basic building repairs and maintenance
- Demonstrable experience of using ICT effective in a work environment
- Displays commitment to the protection and safeguarding of children and young people
- Will co-operate and work with relevant agencies to protect children
- Knowledge of cleaning, heating, lighting and ventilation systems
- Ability to maintain efficient record keeping systems
- Ability to relate to, and work with, others as part of a team
- Ability to problem solve efficiently
- Ability to relate to, and communicate effectively with, people at all levels
- Manages own time effectively

Desirable

- PAT Testing Certification
- First Aid Qualification
- Health and Safety Qualifications
- Safeguarding Level 1
- City and Guilds or equivalent qualification in a relevant discipline e.g. electrician
- N/A
- Up to date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children and young people
- N/A

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached, all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email Gill.Mccaldon@ldst.org.uk or call 0151 531 9955

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date:

Friday 11th July 2025

Interview Date:

Week commencing 14 July 25

Start Date of Post:

1 September 2025

Visits to the school are welcome.

Please contact the school office on 0151 531 9955 to arrange.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen