



Recruitment Pack

Handyperson

St. George & St. Martin Catholic Academy

Closing Date: 22nd March 2021

Interviews: 29th March 2021

A Message from the Senior Executive Leader

Dear Applicant

Thank you for your interest in the position of Handyperson at St. George & St. Martin Catholic Academy which forms part of the Newman Catholic Collegiate in North Staffordshire. I am delighted to have this opportunity to introduce myself, to give some details about our Collegiate and to describe the kind of candidate we hope to seek to appoint to this position.

Our Collegiate currently consists of nine Catholic academies, eight primary and one secondary:

- St George & St Martin's Catholic Academy
- Our Lady & St Benedict Catholic Academy
- St John the Evangelist Catholic Academy
- St Joseph's Catholic Academy
- St Mary's Catholic Academy
- Our Lady of Grace Catholic Academy
- St Wilfrid's Catholic Academy
- St Peter's Catholic Academy
- St Margaret Ward Catholic Academy (Secondary)

As a Catholic group of academies, the basis of our mission is to value and respect every person as an individual made in the image of Christ.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we aim to create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to join us in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Senior Executive Leader

Vision

The Newman Catholic Collegiate is a partnership of nine Catholic academies in North Staffordshire, part of the Archdiocese of Birmingham, under the patronage of Blessed John Henry Newman.

Our priority is to help students to know Jesus Christ, his mission and his Gospel, which informs our way of living.

We commit to working together so that each academy, respecting its own unique character, will offer outstanding Catholic education. Our shared vision of life respects the uniqueness of all students, supports their families, engages them in contributing to their communities, and offers them unconditional love, so that they may achieve their potential and live life in its fullness.

To achieve this, across our academies, we will know one another, offering one other encouragement and active support.

Our vision for the Collegiate is summed up in the words **“Growing together for life”**.

Our Aims

The main aims of the Collegiate are summarised below:

- To provide an education rooted in the Catholic faith, bringing Christ into the lives of all pupils;
- To raise the standards of educational achievement of all pupils;
- To provide support and challenge to all academies across the Collegiate;
- To monitor and evaluate data presented by academies and review the impact of support upon pupil progress;
- To conduct business in accordance with the highest standards of integrity, probity, and openness;
- To comply with the Academies Financial Handbook;
- To oversee the financial performance of the Multi-Academy Company and make sure the money is well spent;
- To comply with all appropriate statutory and curriculum requirements;
- To ensure that the Multi-Academy Company and all its academies are conducted in accordance with its governing body documents, which include:
 1. Canon Law
 2. The Curriculum Directory and Bishops’ statements on Religious Education
 3. Diocesan Trust Deed
 4. Articles of Association
 5. Scheme of Delegation

Our Academies



St George & St Martin's Catholic Academy

At our academy the teachings of Jesus Christ are at the very centre of the daily lives of the children. We aim to provide a Catholic environment enabling each child to grow, learn and love to meet their full potential. Parental interaction, encouragement and support is vital to a child's educational development. Our aim is to provide a secure, caring, welcoming and Catholic environment which will result in your child receiving the best educational opportunities to enable their development into mature Christians.



St John the Evangelist Catholic Academy

Our academy prides itself on being an inclusive school in its broadest sense. This ensures that we all continually learn to support one another whilst having compassion and empathy for those who may have different needs to our own. With the example of Jesus Christ at its very heart, our school provides a happy and caring environment for your children. Here, they can grow and enjoy a wide range of learning experiences, which will help them grow into independent and responsible followers of Jesus Christ, ready for the next stage of their journey. We aim to keep the needs of each individual child uppermost in all that we do and share fully with parents all stages of your children's development whilst they are in our care.



Our Lady & St Benedict Catholic Academy

Our academy provides opportunities for every member of our community to strengthen their spiritual relationship, belief and faith in Christ and one another. Through daily prayer, worship and liturgy we learn to live with one another based upon the teachings of the Gospel Values. We believe that every person matters and that they are entitled to equality of opportunity. Each individual's unique God-given talents are nurtured and celebrated and through an excellent Catholic education each member will achieve their full potential and come ever closer to understanding their vocation.



Our Lady of Grace Catholic Academy

As a Catholic school, the basis of our mission is to value and respect every person as an individual, made in the image of Christ. High standards of behaviour are a basic requirement of all pupils within our school. Children are actively encouraged to participate fully in school life by contributing ideas through the school council. At Our Lady of Grace we offer a creative curriculum, which is enhanced with a wide variety of extra-curricular activities and after-school clubs for pupils in our Foundation Stage, Key Stage One and Two. We retain a high regard for the importance of fostering a healthy home-school partnership through regular communication and contact with parents. A weekly celebration assembly is held each Friday and is well-attended by families.



St Joseph's Catholic Academy

Our academy is a happy and caring community where we aim to provide the best possible standards of education, in a supportive Catholic environment with school, home and parish working closely together. Our levels of expectation in all areas of school life are realistic yet challenging. Our children enjoy learning and are encouraged to strive for excellence in all that they do. In return, our dedicated team of staff are committed to doing all they can to enable each and every child to achieve their full potential. St Joseph's offers a broad and balanced curriculum and a wide range of enrichment opportunities which equip all children to be successful learners and active members of society both during their time here and in the future.



St Mary's Catholic Academy

As a Catholic school, the basis of our mission is to value and respect every person as an individual, made in the image of Christ. High standards of behaviour are a basic requirement of all pupils within our school. Children are actively encouraged to participate fully in school life by contributing ideas through the school council. A strong emphasis is placed on pastoral care and all staff are fully committed to promoting the well-being of every child. The nurturing of this positive attitude is essential if pupils are to become successful learners, striving for excellence and achievement in all areas of the curriculum. At St Mary's we offer a creative curriculum, which is enhanced with a wide variety of extra-curricular activities and after-school clubs for pupils in our Foundation Stage, Key Stage One and Two.



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Blessed John Henry Newman and St John Baptiste De La Salle we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity. Our mission is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.



St Peter's Catholic Academy

St Peter's is a place where children are cherished, where they enjoy learning and are encouraged to strive for excellence with the example of Jesus Christ at its very heart. We aim to foster a shared responsibility between home, school and parish for the full development of each child in a secure and happy environment. We believe that when parents/guardians and school work together we are successful in ensuring that all pupils reach their full potential. High standards of behaviour are a basic requirement of all children within our school.



St Wilfrid's Catholic Academy

The school provides a happy and caring environment for your children. Here they will encounter a wide range of learning experiences, supporting their growth into independent and responsible followers of Jesus Christ. We aim to keep the needs of each individual child uppermost in all that we do and to share fully with parents at all stages of their children's development. We believe that every child is a unique creation of God and that each is individually talented, whether these talents are many or few, our aim is to help your child develop them to the full.

Job Description for Handyperson

PURPOSE OF THE POST: To provide a cost effective and efficient site/sites maintenance to the school.

DUTIES:

1. Security—unlocking and securing premises at the agreed times and maintaining the keys in their possession for emergencies. Check and report on condition of security fencing and gates.
2. Using own initiative, and without supervision, plan and carry out minor repairs and maintenance both internally and externally, to include decoration.
3. Checking that the heating and lighting systems are operating satisfactorily and setting the controls for their use and checking their efficiency with regard to energy conservation. Monitor energy consumption.
4. Disposal of such waste material arising from the use of the premises as are not covered by alternative arrangements.
5. Checking fire and/or security alarms are working satisfactorily. Record test dates and outcome.
6. Replacing such consumables on the premises in appropriate locations as are not covered by alternative arrangements e.g. toilet rolls, soap, towels etc.
7. Ensuring that the premises are in a safe, tidy and satisfactory condition prior to use. In the morning this will require attendance until a member of the teaching staff arrives.
8. Maintain minor plant in accordance with good practices and procedures.
9. General portage and collection activities.
10. Cleaning of designated areas not covered by alternative arrangements e.g. outside areas, car parks, drains, boiler houses, stores etc. This may include cleaning up after contractors during school closure periods. Removal of graffiti and chewing gum from building fabric.
11. To do such other duties at a comparable level of responsibility as requested.
12. All equipment and protective clothing necessary for the job will be provided by the school.
13. Assist and advise the Headteacher and others on matters relating to energy and other building related matters.
14. Any other duties commensurate with the grade of the post as directed by the Headteacher.

Person Specification

- Experience of caretaking and/or buildings maintenance/security
- Good knowledge of security, heating plan and other building systems
- Ability to undertake DIY tasks
- Resilience, the ability to work under pressure and be able to meet deadlines
- Proven ability to prioritise workloads
- Ability to work effectively and supportively within the academy team
- Excellent communication and organisational skills (including written, and oral skills)
- A commitment to safeguarding and promoting the welfare of children and young people
- Committed to equality
- Able to build and maintain successful and purposeful relationships
- Open-minded, self-evaluative and adaptable to changing circumstances and new ideas

How to Apply

If you decide to apply for this post please complete an application form. **CVs will not be accepted.** Your formal letter of application (supporting statement) should be **no more than 6000 characters** and should address:

- Why the post attracts you
- How your experiences and achievements match the job and person specification.

Please note, it is the policy of The Newman Catholic Collegiate to contact shortlisted candidates only. Feedback will be given to unsuccessful shortlist applicants on request.

Applications should be returned to Mrs. Jackie Bedson (Academy Manager), St. George & St.

Martin Catholic Academy, Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ.

Email: sgsmcp@sgsmnewman.co.uk

Key Dates

Closing Date: 22.03.21

Interviews: 29.03.21

Job Description

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

Academy Location

St George & St Martin Catholic Academy - Boulton Street, Birches Head, Stoke on Trent. ST1 2NQ

Our Lady & St Benedict Catholic Academy - Abbey Lane, Abbey Hulton, Stoke on Trent. ST2 8AU

St John the Evangelist Catholic Academy - The Avenue, Kidsgrove, Stoke on Trent. ST7 1AE

St Joseph's Catholic Academy - Mobberley Road, Goldenhill, Stoke on Trent. ST6 5RN

St Mary's Catholic Academy - Ford Green Road, Norton-le-Moors, Stoke on Trent. ST6 8EZ

Our Lady of Grace Catholic Academy – Woodland Street, Biddulph, Staffordshire. ST8 6LW

St Wilfrid's Catholic Academy - Queens Avenue, Tunstall, Stoke on Trent. ST6 6EE

St Peter's Catholic Academy - Waterloo Road, Cobridge, Stoke on Trent. ST6 3HL

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ

Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website.