



# Broughton Hall Catholic High School

## Application Pack

ROLE:	Caretaker - Full Time 35 hours per week/52 week contract
START DATE:	As soon as possible
CLOSING DATE:	9am on 29 <sup>th</sup> April 2025
INTERVIEW DATE:	To be confirmed
SALARY SCALE:	NJC SCP 2 – 3 £23,656 to £24,027
CONTRACT TERM:	Permanent

*"We pride ourselves on our high expectations of all pupils and have an 'Ambition for All' policy."*

Good  
Provider

Ofsted

Founded in 1928 under the trusteeship of the Sisters of Mercy, Broughton Hall Catholic High School, an all-girls Catholic secondary school in Liverpool, provides the very best in modern education based on the Gospel values of mutual respect and care.

The central aim of our school is to provide excellent educational opportunities enabling each pupil to develop their God given talents, to grow in confidence and self-esteem and to fulfil their potential.

As a Catholic school Broughton Hall centres its mission on the person of Jesus Christ, and promotes the Gospel values throughout the school community and in all aspects of school life: spiritual, academic, pastoral, and personal. By proclaiming and living out the faith of the Catholic Church, we support each other in shared experiences of teaching and learning, prayer, worship and charity. Our mercy values permeate throughout our community.



Broughton Hall is Ofsted rated as a “Good” provider (November 2022).

Our facilities are bright, spacious, high tech and designed to meet the needs of all our pupils. We have a separate 6<sup>th</sup> Form facility, which is shared with our neighbouring boys school Cardinal Heenan Catholic High School. A full range of extra-curricular activities are provided to further the creative, sporting and academic talents of each pupil and offer Outward Bound and Duke of Edinburgh Award schemes as well as the opportunity to attend educational visits and residential trips.

We pride ourselves on our high expectations of all pupils and have an **‘Ambition for All’** policy. Whatever your role within the school, you will share these values and be able to encourage and motivate pupils with your passion, presence and personality.

Our school motto **‘Cor Unum et Anima Una’** - One Heart and One Mind, reflects the strong sense of community amongst pupils, staff, parents and Governors.

School has a weekly Newsletter – please [click here](https://www.broughtonhall.com/newsletter/) to view our latest edition.



## Welcome

Thank you for your interest in the position of Caretaker.

This pack has been designed to help you should you choose to submit an application form, which we sincerely hope you do. We hope it answers your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application process.

Broughton Hall Catholic High School is the largest all-girls school in Liverpool and serves many different areas making us a vibrant a diverse school. Our aim is to be a good school in all areas and we are seeking staff to apply to work with to be of that journey. Ofsted rated the school as "Good" in November 2022.



We work hard to ensure Broughton Hall Catholic High School remains a friendly and welcoming environment for all those who work, study or visit here and hope that you are the person we are looking for to bring creativity and innovation to the role.

The school actively supports the training of staff and opportunities for professional development exist for all. Our staff are passionate about supporting our students to achieve their personal and academic potential.

We look forward to hearing from you.

**Sarah O'Rourke**  
Head Teacher

## We Offer

- Pensions Scheme – Teacher Pension Scheme for teaching staff or Merseyside Pension Fund for support staff
- Regular training and development programme
- An enhanced Occupational Health & Well-Being App (Smart Clinic) with access to a wide variety of services e.g.
  - Virtual GP
  - 24 hour employee assistance line
  - Physiotherapy
  - Mental Health Services
  - Self-support and guidance tools
- Cycle2Work Scheme
- Tax Free Childcare Vouchers
- Supportive work environment where all staff are valued
- Continuous professional development for all staff and follow a whole school approach to staff performance and development

And that's not all, we place the outcomes of the children in our school at the heart of everything we do, so you'll wake every day in the knowledge that your role will have a significant positive impact on the lives of others.

## Equal Opportunities

Broughton Hall Catholic High school is an equal opportunities employer.

We welcome applicants from all backgrounds and value everyone as an individual. We are committed to organisational practices, which promote diversity and inclusion for all employees and volunteers regardless of age, gender reassignment, marriage or civil partnership status, pregnancy and maternity status, disability, race (including colour, nationality, ethnic or national origin), religion or belief, sex, or sexual orientation. Connecting these differences creates a productive environment in which everyone feels valued.

Monitoring information in relation to job applicants will be to assist us in equality monitoring. The recruitment panel will not have access to job applicant's monitoring information.

To assist us in monitoring the operation of equal opportunities policy, and for no other reason, please ensure you complete and submit the Equal Opportunities Monitoring Form with your application form.

## Safeguarding & Enhanced DBS Checks

Broughton Hall Catholic High School is committed to safeguarding and promoting the welfare of young people and expect all pupils, staff, volunteers and visitors to share this commitment

All posts are subject to an enhanced DBS check and full pre-employment checks to comply with the current Keeping Children Safe in Education statutory guidance for schools.

All staff will be expected to follow Broughton Hall Catholic High School's child protection policies, code of conducts and managing allegations against staff procedures.

All roles in school, including this post, are exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Ministry of Justice's guidance on Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 provides information about which convictions must be declared during job applications and can be accessed [here](#).

All applicants must therefore declare all previous convictions and cautions, including those which would normally be considered 'spent' except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules. Information about filtering offences can be found in the DBC Filtering Guide, which can be accessed [here](#).

By engaging in this recruitment process, shortlisted candidates consent to an online search in line with the Keeping Children Safe in Education Statutory Guidance 2022.

A copy of our Child Protection Policy and Procedures can be access at [https://www.broughtonhall.com/documents/BroughtonHall\\_CP\\_Policy.pdf](https://www.broughtonhall.com/documents/BroughtonHall_CP_Policy.pdf)



**CARETAKER**  
**PERMANENT/FULL TIME ROLE**

<b>SALARY:</b>	NJC Point 2 to 3 - depending on experience £23,656 - £24,027
<b>CONTRACT TYPE:</b>	Permanent/full time (35 hours per week)/52 weeks
<b>CLOSING DATE:</b>	9am on Tuesday 29 <sup>th</sup> April 2025
<b>START DATE:</b>	As soon as possible
<b>INTERVIEWS TO BE HELD:</b>	As soon as possible after closing date

Governors wish to appoint enthusiastic and committed Caretaker to work under the supervision of the Premises Manager and Operations Manager.

The successful candidate will be part of a team involved in the maintenance and upkeep of the school and ensure the internal and external school facilities are available, fully functional, health and safety compliant and aesthetically pleasing.

Provide a complementary service as part of a professional team in addressing the needs of the school.

Induction, support and training will be offered to the successful candidate.

Our Trustees are the Sisters of Mercy.

This post is subject to satisfactory references being received and a satisfactory Enhanced Disclosure being obtained from the Disclosure and Barring Service (DBS).

**How to Apply:-** Please complete the school's Application Form and email to [recruitment@broughtonhall.com](mailto:recruitment@broughtonhall.com)

*Broughton Hall Catholic High School 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 and Enhanced DBS and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act - [accessed here](#) - and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.*

### CARETAKER

<b>Reporting to:</b>	Premises Manager, Operations Manager, Headteacher and Senior Leadership Team as appropriate.
<b>Purpose:</b>	<p>To be part of a team involved in the maintenance and upkeep of the school and ensure the internal and external school facilities are available, fully functional, health and safety compliant and aesthetically pleasing.</p> <p>Provide a complementary service as part of a professional team in addressing the needs of the school.</p>
<b>Areas of Responsibility:</b>	<p><b>Caretaker:</b></p> <ul style="list-style-type: none"> <li>• Open/ close the school building daily (on a termly shift rotation of opening then closing)</li> <li>• Act as a key holder for the school and respond to emergency calls outside normal working hours</li> <li>• Carry out general day-to-day maintenance duties according to schedules</li> <li>• Carry out planned preventative maintenance and testing as appropriate</li> <li>• Ensuring the site is tidy and litter free</li> <li>• Conducting initial investigations into reactive requests relating to defects, carrying out repairs or reporting as required</li> <li>• Responding to emergency situations</li> <li>• Assisting service providers when on site</li> <li>• Carrying out minor repairs and decoration</li> <li>• Carrying out cleaning and deep cleaning duties as required</li> <li>• Removing snow and ice from entrances, pathways, car parks and playgrounds ensuring they are safe for pupils, staff and visitors</li> <li>• Carry out portage within the school, moving furniture and equipment as required and setting up for exams, assemblies and events</li> <li>• Drive the school minibus (if appropriately qualified) when required</li> </ul> <p><b>Supporting School:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos</li> <li>• To attend relevant in-service training</li> <li>• Actively promote, comply and adhere to all school policies</li> </ul>

	<ul style="list-style-type: none"> <li>• Demonstrate willingness to support new initiatives within the school</li> <li>• Participate fully in training, learning development and the school's performance management system for support staff</li> </ul>
<b>Supervision:</b>	To work under the supervision of the Premises Manager and Operations Manager. Able to work on own without direction.
<b>Working Time:</b>	<p>35 hours per week, full time 52 weeks contract</p> <p>Morning shift 6.45am to 2.45pm, afternoon shift 11am to 7.00pm on a termly rotation</p> <p>Flexibility will be required as some additional hours may need to be worked to support events taking place outside of school.</p> <p>Attendance at Inset days when relevant to the role.</p>
<b>Salary/Grade:</b>	NJC SCP 2 - 3 £23,656 - £24,027
<b>Disclosure level:</b>	Enhanced
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.



## Person Specification

Qualifications	Essential	Desirable
Hold a First Aid certificate or be prepared to train for a qualification	✓	
Full, clean UK driving licence		✓
Experience	Essential	Desirable
Range of general handyman experience such as general DIY skills, minor plumbing, carpentry and electrical	✓	
Working in a school environment		✓
Experience of driving mini bus, carrying out mini bus checks		✓
Knowledge & Skills	Essential	Desirable
Possess good working knowledge of general building maintenance	✓	
Good communication skills to liaise effectively with a range of colleagues, internally and externally	✓	
An ability to undertake a wide range of maintenance activities to a high standard of workmanship	✓	
Willingness to learn new skills and undertake training	✓	
Organised and self-motivated, with a proven record for meeting targets and deadlines	✓	
Personal Qualities	Essential	Desirable
Works well as a member of a team, sharing knowledge	✓	
Flexible and adaptable	✓	
Patient, positive, approachable and friendly	✓	
Proactive nature	✓	
High level of accuracy and attention to detail	✓	
Maintains confidentiality	✓	
Ability to relate well to children and adults	✓	
Display commitment to protection and safeguarding of children and young people	✓	

