



Littleover
Community
School

☎ 01332 513 219

✉ jobs@littleover.derby.sch.uk

🌐 littleover.derby.sch.uk/careers



| APPLICATION PACK

Littleover Community School

Caretaker/ Site Operative

A warm welcome from our Headteacher, Mr J. Wilding

We are looking to recruit an excellent Caretaker/ Site Operative to join our friendly site team to undertake efficient and effective caretaking and site support to the School and the School premises under the direction of the Site Manager and School Operations Manager.

The successful candidate will be a reliable and enthusiastic individual, able to use their own initiative but also able to work well as part of a team. The position of Caretaker/ Site Operative requires the successful candidate to be flexible, well organised, professional and have good communication skills.

The post holder will ensure that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that the heating systems operate at optimum efficiency, and to provide an effective minor maintenance system to the school. In addition the post holder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by the Site Manager, technical consultants, contractors and manufacturers, are adhered to in line with health and safety and COSHH regulations.

Littleover Community School is a diverse and highly successful comprehensive school, with consistently high levels of attainment and progress across the curriculum. We are proud of our academic record, and of the pastoral care which maintains a feeling of community in a large and expanding school.

Completed application forms, with a supporting letter explaining why you feel you have the qualifications, experience and personal qualities required for this post, should be returned by email to jobs@littleover.derby.sch.uk or via the TES platform.

Please note, school will only contact successful candidates.



Yours sincerely,

A handwritten signature in black ink, which appears to read 'J. Wilding'. The signature is stylized with a long, sweeping underline.

J. Wilding
Headteacher

Learning, Caring, Succeeding

Littleover Community School is a Local Authority maintained school with an outstanding Sixth Form, catering for ages 11 - 18 with approximately 1830 students.

Welcome to Littleover

As a school, we are committed to continuous improvement so that we can continue to evolve to match the changing needs of our students, parents and carers, staff and wider school community. We are keen to utilise the latest thinking and technologies to ensure all our students are best equipped to achieve success in the future.

Our governors and staff are fully committed to serving the needs of our school community in these challenging social times, including continuing to develop the very strong academic performance of our school. If you feel you could contribute to this vision, we would be very pleased to receive your application.

Littleover Community School is an 11-18 comprehensive, community school. We are a Local Authority maintained school and have a positive working relationship with Derby City Council.

Our school is situated four miles to the south west of the centre of Derby, in pleasant, spacious grounds. We have a proud academic and pastoral record and the school is always popular with parents and carers looking for school places, within our own catchment area and beyond.

We currently welcome 295 students into Year 7 each year, giving us a current roll of approximately 1850, including a Sixth form of over 350 students.

Student outcomes

We are proud of our students' attainment and progress: Littleover Community School students consistently perform above local and national averages.

Summer 2024 headlines:

- Key Stage 4 Progress 8 estimate +0.47
- GCSE grades 9-4 in Maths and English 79%
- Key Stage 4 students who receive the Pupil Premium are predicted to achieve a positive Progress 8 score
- A*-A grades at A Level 34.5%
- A*-C grades at A Level 81%

As an inclusive school, we particularly value this measure as it reflects the progress made by every child regardless of their starting point.



Learning, Caring, Succeeding

Our Vision & Aims

We are an inclusive school which means we are determined to ensure all students achieve the best outcomes possible. Our aims of "Learning, Caring and Succeeding" are the basis for all that we do and students are at the heart of our everyday practice.

Looking to improve further is always key. Our school priorities are shared with staff and Governors and our community of parents/carers and students have a say in what we are and what we want to be.

teachers provide and the sense of community they share with their peers.

Leaders provide pupils with personal development opportunities. These include the Duke of Edinburgh's Award scheme as well as sports, arts and music clubs. Some pupils access games club and craft club.

Students in the sixth form join in with enrichment activities. These include pottery classes, learning British Sign Language and a debating society.

Ofsted

The school was inspected in October 2022 and was judged as 'Good' in all areas with 'Outstanding' Sixth Form provision.

The full report can be accessed here: <https://files.ofsted.gov.uk/v1/file/50201266>

Leaders are ambitious about what they want pupils to learn. Sequences of lessons cover a broad range of knowledge. Leaders have ensured that teachers know which knowledge to teach and in what order. This helps pupils to develop their understanding of the subjects they study. Sixth-form students are very knowledgeable and make connections between current and prior learning."

"Leaders have high expectations. They have created an inclusive and academic culture. Leaders ensure that all pupils, including pupils with special educational needs and/or disabilities (SEND), achieve well. Leaders help pupils prepare for next steps in their education. Pupils and sixth-form students leave school with the skills and knowledge they need to thrive.

Pupils' behaviour in lessons is calm and focused. They are eager to share their ideas and knowledge. The vast majority of pupils do not worry about bullying. If they had any concerns, they would report them to staff. Leaders are quick to respond to concerns. The 'LCS Way' helps to create a caring and purposeful culture.

Students in the sixth form experience a welcoming and respectful environment. One student said that attending the sixth form has helped them to develop their identity. Students value the support their



Why Should You Join Littleover Community School?

Wellbeing - What We Offer

Access to a team of specialist counsellors who are directly contracted to the school to offer support for our staff.

A centralised behaviour system which means no detentions for teachers, disruption free classrooms and a supportive internal Alternative Provision.

A Leadership Team who fully consider staff workload and wellbeing when considering any changes to practice or systems.

A highly supportive approach to CPD and quality assurances that focuses on every member of staff improving, not proving.

Access to the latest technology, including new high spec laptops for staff.

An approach to pedagogy that ensures we deliver high-quality teaching in each and every lesson, whilst giving staff professional autonomy .

All staff also have access to Education Support's Employee Assistance Programme which includes:

A range of counselling options including telephone, on line or face-to-face sessions, and a mindfulness module

A dedicated coaching service for line managers, aimed at developing soft skills and building confidence for handling challenging situations.

Financial, legal and practical support from qualified professionals on a range of personal issues.

Employment Benefits

There are an extensive range of benefits that are available to you as an employee of Littleover Community School.

For your health and wellbeing there is access to a free on site gym and an employee assistance programme.

You will have access to the Derby City Council Rewards platform, which hosts a wide range of benefits such as the Cycle2Work scheme, benefits and offers at an extensive network of retailers, Tusker Car Lease Scheme and more!

These benefits run alongside other benefits such as access to the Teachers' Pension Scheme or Local Government Pension Scheme (depending on your role), free on-site car parking, free annual flu jab and a friendly, supportive working environment!



Caretaker/ Site Operative

Vacancy Details

JIQ Reference No:	S-1005
Closing Date:	Wednesday 6th August
Salary:	Grade E SCP 10-14 £27,694 - £29,540
Hours:	37 per week between 4.30am and 10.00pm Monday to Friday on a weekly rotation of early and late shifts. During school holiday periods, working hours will be between 8.00am and 4.00pm. At least one week of holiday entitlement to be taken during term-time.
Contract Type:	Permanent - 52 weeks per year
Responsible to:	Site Manager
Start Date:	To be agreed, once pre-employment checks have been completed

Job Purpose

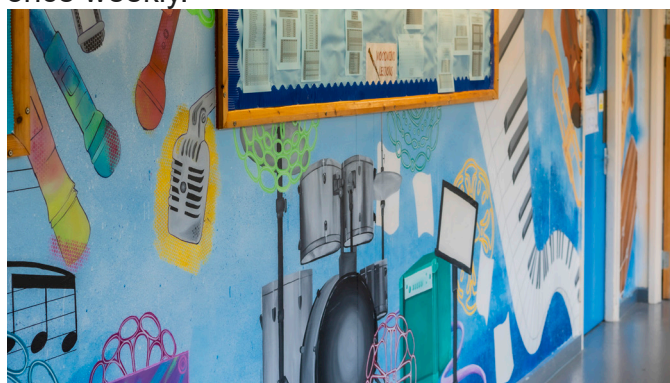
To provide efficient and effective caretaking and site support to the school, including ensuring that the security and general appearance of the buildings and surrounding areas are maintained in accordance with the required standards and that the heating systems operate at optimum efficiency, and to provide an effective minor maintenance system to the school.

The post holder will be expected to observe safe working practices in carrying out the required duties and ensure

that instructions specified by the Site Manager, technical consultants, contractors and manufacturers, are adhered to in line with health and safety and COSHH regulations.

Duties & Responsibilities

1. To be responsible to Site Manager
2. To work in accordance with the aims and policies of the school.
3. To operate heating plant and equipment efficiently and effectively, make adjustments as necessary, and report defects and malfunctions to the Site Manager.
4. To be responsible for the opening and closing of the premises and for maintaining the security of the premises, including the operation of security lighting, cameras and fire and burglar alarm systems.
5. To arrange to clear blockages, remove foreign matter from sinks, toilets, drains, kitchen grease traps etc. and clean up spillages as required.
6. To ensure that gullies, drains etc. are kept free from debris and that the school and grounds are litter free. External cleaning to be carried out as follows:
 - External waste bins to be emptied daily and moveable bins to be stored inside the building overnight, to be returned to agreed positions by 8.30 am the following day.
 - Litter collection to take place after morning break 11.30 am daily and at other times as necessary to ensure grounds are litter free.
 - Steps, footpaths and other paved areas to be kept clean and swept regularly, but at least once weekly.



Caretaker/ Site Operative

7. To ensure clear and safe pedestrian access to the school, particularly in adverse weather conditions (e.g. snow clearing, gritting).

8. To dispose of waste materials in a safe, hygienic manner, ensuring that it is available for collection as required.

9. To undertake portering tasks as required, including setting up and clearing away furniture.

10. To control the provision of toiletry items, including requisition, storage and distribution of such items.

11. To clean light fittings and replace minor parts such as tubes, bulbs, fuses, starters and diffusers and to ensure a rolling programme of maintenance takes place across the school.

12. To report emergencies in the case of faults with gas, electric and water supply to Technical Services and to the Site Manager.

13. To supervise and support the cleaning team.

14. To initiate and undertake repairs and improvements to internal and fabric of the school and its equipment. Duties entail:

- Painting and Decoration
- Temporary making good of colourwash, e.g. when cabinets are moved, and the blotting out of graffiti.
- Make good of paintwork, e.g. touching up scratch damage.
- Projects such as doors and store cupboards.
- Joinery
- Repairs to fixtures and fittings, e.g. replacing locks, repairs to furniture, replacing door and frames.
- Improvements such as the erection of shelves, display boards and coat pegs.
- Plumbing
- Unblocking sinks, traps, waste pipes.
- Adjusting and re-washing of taps.
- Repairs to leaks of drainage system when necessary.
- Internal Glazing
- Remedial action after break-ins, e.g. boarding up of broken windows.
- Outside Maintenance

- Localised repairs to potholes and paving slabs and brick work, including the sweeping of gravel.

- Localised repairs to fences and gates.

- Maintenance and fixing of external signs and notice boards.

- Any other minor repairs (non-electrical)

15. To attend to personnel visiting the site, such as contractors, representatives of utilities (gas, electric) and monitor any work being carried out within the post holder's area of responsibility.

16. To organise and undertake on a pre-planned basis, the stripping, resealing and polishing of floors, washing of walls and cleaning and maintenance of furniture during school holiday periods.

17. To clean the internal face of external windows within the limitations of safe working practices.

18. To be a nominated key holder and respond to emergency call-outs relating to matters of school site security.

19. To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to participate in staff training programmes as required.

20. To understand and comply with the school's Equal Opportunities Policy.

21. To drive the school Minibus, as and when required.

22. To support the overall work of the Maintenance Department.

23. To share the school's commitment to safeguarding and child protection and be familiar with the Safeguarding and Child Protection Policy and other relevant policies within the school.

24. To be prepared to undertake training appropriate to the role.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out any other appropriate duties within the context of the role.

Essential & Desirable Skills Littleover Are Looking For

1. Skills and Experience

	Essential	Desirable
Experience of working in a building trade environment		X
Experience of working with a variety of electrical trade tools, fixed/hand-held		X
Experience of securing/locking premises		X
Experience of heating plant and computerised plant systems		X
Knowledge of Health & Safety in the work place (COSHH)		X
Ability to work independently as well as part of a team	X	
Able to collate and feedback written information	X	
Ability to work from plans and project drawings		X
Knowledge and expertise in maintenance and repair		X
Good communication skills both verbal and written	X	
To be able to drive a minibus		X

2. Qualifications

	Essential	Desirable
City & Guilds, construction training/served apprenticeship		X
Other building trade experience, plumbing, joinery, brickwork etc.		X
Hold a current First Aid Certificate or be willing to undertake the relevant training	X	
Be prepared to undertake other relevant training, as and when required	X	

3. Personal Qualities

	Essential	Desirable
Ability to use own initiative	X	
Able to work in all-weather/circumstances	X	
Ability to respond positively and calmly with students and staff	X	
Ability to deliver quality work with an eye for detail	X	
Ability to be reflective and self-critical.	X	
Solution focused approach to work	X	
Has a responsible and conscientious approach to Health & Safety	X	
Sense of humour and the capacity to manage stressful situations	X	
To share the school's commitment to safeguarding & child protection. Be familiar with the Safeguarding & Child Protection Policy and other relevant school policies	X	

Equality, Diversity & Safeguarding

Littleover Community School is proud of the cultural diversity of our school community.

Equality & Diversity

Littleover Community School is proud of the cultural diversity of our school community. We welcome enquiries from everyone and also value the diversity of our workforce. As such, the school actively promotes equality of opportunity for all with the right mix of talent, skills and potential.

We welcome applications from a wide range of candidates, including those with criminal records. As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), Littleover Community School complies fully with the DBS Code of Practice <https://www.gov.uk/government/publications/dbs-code-of-practice> and undertakes to treat all applicants for positions fairly. Littleover Community School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed and can only ask an individual to provide details of convictions and cautions that they are legally entitled to know about.

Where a DBS certificate at either standard or enhanced level can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 as amended) and where appropriate Police Act Regulations (as amended), Littleover Community School can only ask an individual about convictions and cautions that are not protected.

Littleover Community School selects all candidates for interview based on their skills, qualifications and experience.

Safeguarding

Littleover Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An offer of employment will be subject to the receipt of a satisfactory enhanced level DBS disclosure with a children's barred list check, two satisfactory references and successful completion of vetting procedures.

In accordance with the statutory guidance, Keeping Children Safe in Education (KCSIE), an online search will be conducted as part of due diligence on shortlisted candidates.

Copies of our Child Protection and Safeguarding Policy, along with other school policies, are available on our website at: <https://www.littleover.derby.sch.uk/information/policies-compliance>

We would advise anyone applying for a position at LCS to read the above documents, along with the following Keeping Children Safe in Education document: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

