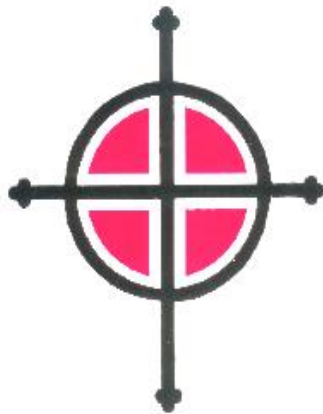


Caretaker

Candidate Information Pack

St Philip Westbrook CE Primary



Welcome to Liverpool Diocesan Schools Trust

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

LDST is a multi-academy Trust of 19 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: The right of all to have a great education is at the heart of everything we do so that all learners, 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 and central team, 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 only 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 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 existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.




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 regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

About St Philip Westbrook CE Primary

We are extremely proud to be judged as 'outstanding' in all areas by Ofsted in April 2025 and we hope you will consider applying for this post. St. Philip's Church of England Primary school is a highly successful, three-form intake school and nursery. Our children are delightful, and we pride ourselves on the values they demonstrate at school.

Our school is set within impressive grounds which we use widely to support the curriculum. We have ample space for sports' facilities as well as a Forest School area. We also enjoy our Spiritual Garden as a place of calm and reflection.

Our building is maintained to a high standard and we enjoy excellent facilities which aid high quality teaching and learning.

Joining our school would mean joining a team who are highly dedicated to achieving the very best for our children. As a school caretaker, you would help to provide an environment in which all our staff and children can flourish.

We would love to welcome you to our school so you can see for yourself the advantages of working at our school. To arrange a school visit, please call the school office on 01925 445391 or email stphilips.recruitment@ldst.org.uk

In the meantime, further information about our school can be viewed on our school website at www.stphilipwestbrook.co.uk Please do also view our promotional video which is available at [About Us - St Philip Westbrook C of E Primary School](#)

Job Description

Title: Caretaker

Salary: Scale SCP 6-7 (£25,989 - £26,403)

Hours: 37 Hours Per Week – working between 10.00am to 6.00pm (5.30pm finish on one day to be arranged) to accommodate after school activity clubs and locking up.

Accountable to: Headteacher and Trust Business Manager

Location: Westbrook, Warrington

Under the guidance of appropriate senior staff, be responsible for the building maintenance, cleanliness, security and maintenance of furnishings, fixtures, plant and heavy equipment within the designated school site.

Main Duties: Security and Safety, Porterage, Maintenance, support for the School /Organisation, Compliance checks.

Personal Attributes: Dedicated, reliable, understanding and caring. Be able to operate calmly under pressure and meet deadlines. Be able to organise own work efficiently and use own initiative.

Main responsibilities:

- As a main key holder, be responsible for the security of the school premises.
- Be responsible for locking and unlocking school premises outside of normal school hours and setting security alarm systems as required. Responding to security alarm or other call outs in accordance with agreed procedures.
- Assist the second caretaker with the daily setting up/putting away of the safer road scheme in place on Westbrook Way.
- Undertake and record regular checks as per checklist and report any problems arising.
- Identify and report building, furniture or fitting deficiencies to the Site Supervisor and to undertake any remedial action.
- Undertake a range of maintenance duties (i.e. those not requiring a qualified craftsman) as directed by the Site Supervisor or Headteacher, that contribute to the maintenance of the school premises (e.g. remedial painting and decorating, repairs to fittings and small-scale improvements, repairs to taps and cisterns, fitting shelves/ notice boards etc.).
- Escort contractors to site of repairs and maintenance and monitor the safety of their working practices/quality of work.
- Monitor usage of fuel, electricity, water and take meter readings.
- Monitor, order and take delivery of stores, goods and equipment including cleaning materials and arrange their safe storage and distribution as appropriate.
- Be responsible for general tidiness and safety of outside areas including:

- Keeping drains clear of obstructions
- Ensuring safe pedestrian access at all times, including keeping paths and entrances clear of leaves and moss, as well as gritting and snow clearing during severe weather
- Treating car park and playground areas with salt/grit as appropriate
- Ensuring yard and steps are free from leaves, moss and mud
- Keep signage clean and clearly visible
- Checking trees for broken/ overhanging branches that could pose a safety risk
- Maintain staff and pupil toilet facilities ensuring they are in working order, ensuring appropriate supplies of consumables are available.
- Deal with blocked toilets and blocked drains.
- Set out/put away furniture for school events/clubs/lunches etc. and undertake general portage as required by the Headteachers/Site Supervisor.
- Deep cleanse specified carpet areas once per year, as directed.
- Power wash outdoor areas as directed.

Health and Safety

- Comply with the requirements of Health and Safety at Work regulations.
- Take reasonable care for the Health and Safety of yourself and others, including adherence to 'lone working' guidelines.
- Cooperate with the school to ensure that Health and Safety responsibilities are carried out.
- Perform duties in line with health and Safety and COSHH regulations and take action where hazards are identified, reporting serious hazards immediately to the Head teacher or other senior person.

Resources

- Use manual tools and power tools for appropriate repair and maintenance tasks. Cleaning equipment, including buffing machine and cleaning chemicals, will be used on regular basis. Training will be arranged as necessary.
- Have an understanding how to operate school alarm systems. Training will be arranged as necessary.

Knowledge and Skills

- Willingness to undertake training, possibly off site and to attend meetings required to satisfactorily carry out the above requirements.

Supervision and Management

- The post holder will often be required to work without direct supervision, following lone working guidelines as necessary.

Key contacts and relationships

- Weekly meetings with Site Supervisor to review procedures and agree priorities.
- Build positive relationships with school staff.
- Be prepared to be flexible, on occasions, to stay beyond designated finishing time in return for overtime payment or time off in lieu e.g. Open Evenings, Concerts

Some lifting is required. Routine cleaning may include the movement and handling of cleaning equipment, machinery and school furniture.

Caretaker person specification

Qualifications and training	
Essential	Desirable
<ul style="list-style-type: none"> No formal qualifications necessary but evidence of appropriate levels of literacy and numeracy required. Evidence of sufficient technical skills to carry out the responsibilities of the post. Willingness to attend training courses. 	<ul style="list-style-type: none"> Maintenance or building trades related qualifications. Ability to understand and apply regulations such as health & safety, manual handling, legionella, COSHH etc.
Skills and experience	
Essential	Desirable
<ul style="list-style-type: none"> Basic awareness of health & safety. Knowledge of cleaning standards. Building security. Supervision of cleaning and maintenance contractors. General maintenance and repair skills. Able to work on own initiative. 	<ul style="list-style-type: none"> Previous school experience. Caretaking experience. Hold the relevant driving licence to drive a 16-seater minibus (D1 category on current licence). Relevant training to be given if required. Experience of ordering supplies/stock.
Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> Able to carry out duties detailed in Job Description. Ability to perform the physical tasks required by the post including lifting, carrying and pushing. Experience in use of various equipment to undertake the duties of the post. Willingness to learn. 	

<ul style="list-style-type: none">• Literate – able to maintain log: write clear instructions, orders and maintenance reports.• Sets high standards of cleanliness and hygiene.• Commitment to the establishment of a pleasant, clean work environment in the school.	
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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.

How to Apply

Application Process

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

- Application form completed on MyNewTerm
- 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 stphilips.recruitment@ldst.org.uk or call 01925 445391

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: 9am, Friday 17th July 2026

Interview Date: To be confirmed

Start Date of Post: As soon as possible following Pre Employment Checks

Please contact the school office on 01925 445391 or email stphilips.recruitment@ldst.org.uk to arrange a visit.

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