

A great place to work

Candidate Pack



**Barton Clough
Primary School**

BRIGHT FUTURES EDUCATIONAL TRUST

Caretaker

Bright Futures



Bright Futures Educational Trust (The Trust) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: 'the best for everyone, the best from everyone'. We are an organisation that is underpinned by values of: Leadership, Integrity, Passion, Community, Equality and Resilience.

In everything we do, we remember that we are accountable to the children, families, and communities that we serve.

Leadership



Integrity



Passion



Community



Equality



Resilience



Acre Hall
Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Altrincham Grammar
School for Girls
BRIGHT FUTURES EDUCATIONAL TRUST



Barton Clough
Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Cedar Mount
Academy
BRIGHT FUTURES EDUCATIONAL TRUST



Elmridge
Primary School
BRIGHT FUTURES EDUCATIONAL TRUST



Lime Tree
Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST



Melland
High School
BRIGHT FUTURES EDUCATIONAL TRUST



Marton Primary
Academy and Nursery
BRIGHT FUTURES EDUCATIONAL TRUST



Rushbrook
Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST



The
Orchards
BRIGHT FUTURES EDUCATIONAL TRUST



Stanley Grove
Primary Academy
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools have their own identities, form one organisation and have one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: [About Us - Bright Futures Educational Trust \(bright-futures.co.uk\)](http://bright-futures.co.uk)

The Central Team includes the Executive Team: Lisa Fathers, CEO; Anna Sharpley, Chief Finance & Operations Officer; Sarah Schollar, Director of Education and Jayne Carmichael, Director of Professional Learning & Partnerships.

The focus of these roles is to work with schools, providing high-quality and timely guidance, leadership, challenge and support. In addition to the Executive Team, we have central operations for finance, communications and marketing, HR, educational psychology and digital technologies. Please see our website brochure which explains our central operations: [Why-Join-Bright-Futures](http://bright-futures.co.uk)

Professional Development Institute

Bright Futures Professional Development Institute is another important outward-facing component of our organisation.

Underneath this umbrella we have several hubs. [Bright Futures Training](#) which provides school improvement services and CPD to over 700 schools, a North West Maths' Hub [NW1 Maths Hub](#), providing mathematics training and coaching to 500 schools, and a SCITT (School Centred Initial Teacher Training) [Bright Futures SCITT](#), which is the largest in the North West. Within the Development Institute, Bright Futures also has two [Teaching School Hubs](#), serving Manchester, Stockport, Salford, and Trafford. [Bright Futures Send Outreach](#) is another service which we provide across the North West. We have an Early Years Stronger Practice Hub working across the North West [Bright Futures Early Years Hub](#).



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the Bright Futures' family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy](#).



Barton Clough Primary School

BRIGHT FUTURES EDUCATIONAL TRUST

Barton Clough Primary School is an inclusive school situated in Stretford with a strong, caring, pastoral structure which underpins an excellent curriculum. We seek to develop the potential of every child in all areas. Staff care for the children and are skilled in planning to meet their individual needs, both personally and academically.

We believe that building good relationships is the key to success and the children and staff are encouraged to work together to ensure everyone feels cared for, valued and happy – supported by parents and the governing board. Older children are encouraged to take on responsibility around school and be good examples for our younger children, including working as prefects and reading buddies.

Our curriculum is based on developing a high standard of English and maths skills which can be transferred to other areas of the curriculum. High academic achievement and creative development are valued at all stages, with staff providing memorable learning, challenge, engagement, inspiration and fun.

Learning is celebrated in all its forms and children are encouraged to take risks and be brave, positive and determined in order to thrive, both inside and outside the classroom.

Throughout their time at Barton Clough, all pupils benefit from an on-site Forest School, with dedicated Forest School teacher. In addition, we have 2 Small Specialist Classes (SSC's), supporting pupils with additional needs to access a high-quality education.

Our aim is that all children leave Barton Clough Primary School believing in themselves, having the skills to support others and striving to reach their full potential.

At Barton Clough we offer our children the very best start in their education. Please contact us for a tour of the school on Audley Avenue in Stretford and see our wonderful school in action.



Why work for us?

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, and treated fairly and with dignity and respect. Please see the Equality, Diversity, and Inclusion statement on our [website](#).

Terms and Conditions

Salary	Bright Futures NJC Grade 3 Point 4 - 6, Full time equivalent salary £25,185 - £25,989 (Pending Pay Award)
Contract	Full time / Permanent, All year round
Pension	Greater Manchester Pension Fund https://www.gmpf.org.uk/
Other	We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions. We also offer opportunities for professional development.



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A Great Place to Lead

At Bright Futures we offer endless opportunities to lead:

- Leadership coaching
- National Professional Qualifications (NPQ) and Early Career Framework (ECF) facilitation
- System leaders e.g., National Leaders of Education (NLEs)/Specialist Leaders of Education (SLEs)
- Involvement with school-to-school reviews
- Mentoring Early Career Teachers and trainee teachers
- Networks



How to apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equality and diversity.

Our application form is available online, along with the disclosure of criminal background form. The portal link is: <https://mynewterm.com/school/Barton-Clough-Primary-School/144649>

Alternatively, you can click Apply Now on this role via the current vacancies page of our website.

Closing date: Monday 24th September 9.00am

Keeping Children Safe in Education

Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.

Data Privacy

You can read the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: [Applicant Privacy Notice](#).



Job Description

Caretaker

Responsible to: Trust Estates and Facilities Manager

Purpose of the Role:

Maintenance and security of the school premises and site, ensuring a safe working environment, as directed.

Key Duties

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
 2. Keep records relating to maintenance and security.
 3. Be aware of, comply with and ensure that all policies and procedures relating to Health and Safety and security, confidentiality are adhered to and report all concerns to an appropriate person.
 4. Undertake minor repairs and maintenance of the buildings, site and furnishings.
 5. The reporting of defects in buildings, furniture, fittings to the appropriate person as directed.
 6. Operate systems such as heating, cooling, lighting, security, CCTV and alarms.
 7. To meet and attend, where required, all contractors visiting or working on the site ensuring the asbestos register is viewed and signed by contractor before commencement of works.
 8. To provide a porterage service on the site.
 9. Act as a designated key holder, providing emergency access to the school site.
 10. Health and Safety Monitoring: - where required
Legionella – Weekly flushing of the showers and record keeping.
Fire – weekly/monthly checks on all call points, emergency lighting, emergency door checks, record keeping.
Facilitate fire drills. Perform duties in line with H&S regulations (COSHH) and take action where hazards are identified.
- Individuals in this role may also undertake some or all of the following.
1. To undertake specified indoor cleaning duties.
 2. To clean and be responsible for the tidiness of paths, drives and other hard surfaces within the site grounds.
 3. To keep paths, free snow and ice to ensure safe passage.
 4. The replenishing of soap, towels, toilet paper to all lavatories on the site as necessary.
 5. To maintain adequate stocks of caretaking and cleaning supplies (for areas which are the responsibility of the school caretaker), in accordance with procedures.
 6. To be prepared to work to a flexible timetable in the school holidays to allow for contractors and lettings.
 7. Deliveries - ensure vehicles are adequately supervised whilst deliveries are being made. Check and deliver to the appropriate recipient. To remove any large refuse discarded during the day from offices, corridors and classrooms.
 8. To attend any training courses relevant to the post ensuring continual personal and professional development.
 9. Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude.

Person Specification



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Category	Essential	Desirable	Means of Identification
Knowledge	Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contractors	Previous Caretaking experience.	Application Certificates
Mental Skills	Regular checking of systems such as heating and security. Experience of repairs and maintenance.		Application Interview
Interpersonal and Communication Skills	Exchange of information with school staff, external contractors (for repairs and maintenance)		Application Interview
Physical Skills, Physical Demands, Mental Demands	- Manual dexterity in operating equipment and minor repair work - Demands requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving furniture - Concentration for maintenance tasks		Application Interview
Responsibility for People Wellbeing	Ensure healthy environment for staff and pupils		Interview
Responsibility for Physical and Information Resources	Responsible for the security of the school premises, designated key holder for locking and unlocking of premises.		Interview

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Category	Essential	Desirable	Means of Identification
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people	Knowledge of 'Keeping Children Safe In Education' (KCSIE) and 'Meeting Digital and Technology Standards in Schools and Colleges' government guidelines	Application Form Interview Task
Our Values	- Our Trust and School Values - Brave, Positive, Determined, Thriving		Interview Tasks
Pre-Employment Screening	- Enhanced DBS check - Two satisfactory employment references, from the last two employers - Evidence of the right to work in the UK - ID Check - Online Screening - Section 128 checks		