

Application Pack

CARETAKER

EMMAUS
CATHOLIC ACADEMY TRUST

Welcome from the Emmaus Catholic Academy Trust

We would like to take this opportunity to thank you for your interest in the advertised role of a Caretaker at St Mary's RC Primary School, Stockport. Emmaus CAT (Diocese of Salford) is a growing Catholic Academy Trust with a footprint covering Manchester, Oldham, Stockport, Tameside and Trafford.

We believe that the Caretaker will contribute significantly to the individual journey of the school, and the CAT as a whole over the coming months and years, and we are excited for the future of the Emmaus Catholic family of schools.

Emmaus Catholic Academy Trust is one of three Catholic Academy Trusts serving the Diocese of Salford. The Diocese of Salford provides Catholic Academy Trusts, schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society.

The LGB, leadership team and community of St Mary's RC Primary School, Stockport are very much looking forward to recruiting a highly effective Caretaker. The successfully appointed candidate will join the St. Mary's community, ensuring that children and pupils get the very best Catholic education and formation for years to come.

Emmaus CAT is an integral part of The Right Rev John Arnold, Bishop of Salford's vision for the Diocese of Salford to 'Rebuild the Church, fit for future generations'. We look forward to working collaboratively with the successful candidate, ensuring that a wide range of support is in place to enable the provision of great schools, strong in faith, serving society.

Yours sincerely

Catherine Anderson
Chair of Directors

Daniel Copley
CSEL/CEO








EMMAUS Catholic Academy Trust
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0161 470 4115
enquiries@emmauscat.com
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MISSION

The Diocese provides schools and colleges for the following reasons:

- To assist in the mission of making Christ known to all people;
- To assist parents, who are the prime educators of their children, in the education and religious formation of
- their children;
- To be of service to the local Church – the Diocese – the Parish and the Christian home;
- To be of service to society

VISION

Our aim is simple; to ensure we have great schools, strong in faith, serving society.

We will enable our schools to provide great Catholic education across Greater Manchester.

As one Catholic Academy Trust we will work collegially to ensure that children get the very best Catholic education and faith formation.

STRATEGY

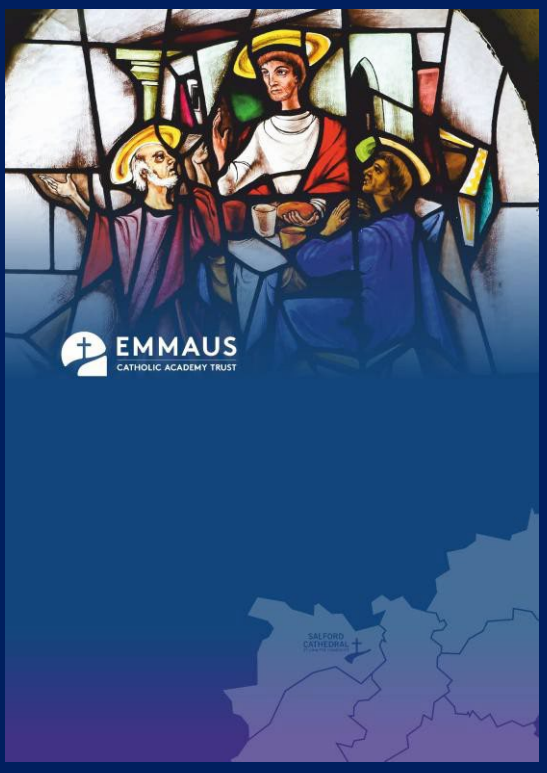
Strategic Focus 1
Mission. To promote a distinctive Catholic Mission and culture to ensure Emmaus CAT continues to be Strong in Faith.

Strategic Focus 2
Quality of Education. To ensure Emmaus CAT enables great schools to provide an ambitious curriculum for all pupils to flourish and Serve Society.

Strategic Focus 3
Academy Improvement. To build strong and sustainable infrastructure, making effect use of resources, enabling the Emmaus CAT school communities to Serve Society.

The Emmaus Catholic Academy Trust Prayer

Meet us, Lord, on the road to Emmaus,
Guide us on the path toward our destination,
and renew our strength as we continue to walk and commune with you.
Open our eyes, so we see the signs of your presence around us;
open our hearts, so we may receive your peace
and love; and empower us to pass on to others
the grace you have shared with us so freely.
Amen.



St Marys RC Primary School, Stockport
Roman Road
Stockport
SK4 1RF
Telephone Number – 0161 480 5319
Email – shma-admin@sjsmrcps.co.uk

Welcome

Welcome to St Mary's RC Primary School in Stockport, a rapidly improving, vibrant and faith-centred community guided by our mission statement, **"Full of grace, we grow and learn together."** We strongly believe that a safe, welcoming, and high-quality physical environment is absolutely fundamental to our pupils' success and well-being.

We are seeking to appoint a committed and proactive Caretaker who will play a vital role in ensuring our schools provide a safe, secure and welcoming environment, where pupils can learn and thrive.

Working closely with school leaders and colleagues across the Trust, the successful candidate will support the effective management, maintenance and security of our buildings and grounds. The role includes responsibility for premises compliance, health and safety, contractor management, site presentation and supporting high standards across the school environment.

. You will be joining a dedicated and supportive staff team, and your pride, skill, and commitment to our school's excellent standards will directly contribute to safeguarding our community and upholding the ethos that makes St Mary's a special place to work and learn. We look forward to welcoming a dedicated professional to help us ensure our school site continues to thrive.



ROLE CARETAKER

Salary: Scale 4 SCP 7-11



The Emmaus Catholic Academy Trust and local governing body of St Mary's RC Primary School are dedicated to providing an outstanding Catholic education to our children and pupils. We are seeking to appoint an enthusiastic and committed Caretaker to join our friendly team.

Could this be you?

If it was you, you would:

- Show love, pride and attention to detail with your quality of work.
- Work together with Trust colleagues, contractors and school leaders and staff to ensure high standards and compliance across the school site

If so, we can offer you:

- Friendly and supportive staff and colleagues who are committed to teamwork.
- Free parking on site
- 26 days holiday per year (+ Bank Holidays, increasing after 5 years)
- Training and support

Please contact Alyson Fuller

0161 480 5319

for further details and application form.

Contract/Hours of work: Permanent Contract, 30hrs per week, All Year Round – **Please note that this will be a split shift position.**

Salary: NJC Scale 4 SCP 7-11. Approx. actual salary: £22,114 to £23,570

Location: St Mary's RC Primary School, Roman Road, SK4 1RF

Line Management: Headteacher

Key contacts:

School Business Manager, Head of Estates at Emmaus Catholic Academy Trust, School Senior Leadership Team

Closing date for applications: Thursday 26th November 2026 12 midday. Interviews will take place on W/C Monday 30th November 2026

Please return completed applications to:

shma-admin@sjsmrcps.co.uk



CARETAKER

Job Description

The post holder will report directly to: The Executive Headteacher and Senior Leaders

Main purpose of the role:

Under the guidance of appropriate senior staff; be responsible for maintenance, security and facilities management services on school sites and premises and provide specialist support in a specific resource area. To manage cleaning and/or site staff and ensure cleaning is in accordance with specification.

To undertake and maintain the cleanliness and physical appearance/environment of the designated cleaning area – inside and out, which may include the maintenance of a swimming pool (if appropriate) and other specialist sports equipment in accordance with specified standards, where applicable To be responsible key holder and ensure security of the premises and grounds, it's contents including monitoring CCTV or surveillance equipment where appropriate

The following is typical of duties the post holder will perform; however, it is not necessarily exhaustive and other duties of a similar level and nature may be required from time to time

- Portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the school.
- To carry out various maintenance and repairs in the school e.g. redecorating and fixing, and to be responsible for the operation of a preventative planned maintenance programme.
- To be responsible, in conjunction with the School Business Manager, for the administration and control of appropriate areas of the budget including monitoring and managing stock within an agreed budget, cataloguing resources and undertaking audits as required
- To use all equipment in a safe manner, undertaking safety audits of the premises and assist with relevant risk assessments as required.
- To establish constructive relationships with contractors and other agencies/professionals and Monitor/record performance against specified standards.
- To advise the Head Teacher on matters relating to energy control and conservation.
- Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.
- To be responsible for maintaining records, information and data (including electrical testing of portable electrical appliances) and producing analysis and reports as required.
- To ensure all compliance checks are up to date and recorded on the school compliance system.
- 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.
- To work as part of a team, to support colleagues and contribute to the vision and ethos of the school and be committed to personal development.
- To undertake any other duties that are commensurate with the grade.

Additional responsibilities

- To attend training as and when required.
- To maintain confidentiality relating to the staff and students of the school at all times.
- To be flexible and motivated and able to follow instructions and remain calm in difficult circumstances
- To undertake all duties with full regard to the Health and Safety at Work Act.
- To contribute to the overall ethos, work and aims of the School and Trust.
- To participate in training and other learning activities and performance development as required.
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person as soon as they arise.
- To be aware of and support difference and to ensure equal opportunities for all.

Other Responsibilities

- Adhere to all CAT-wide policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities or attending events outside of normal working hours, with notice and upon agreement).
- Occasional travel between different sites of Emmaus CAT as required (all schools are within the Salford Diocese covering Manchester, Stockport, Trafford, Tameside and Oldham).
- Actively participate in performance reviews at regular intervals in accordance with CAT-wide procedures.
- Undertake training courses organised by the CAT where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Demonstrate consistently high standards of personal and professional conduct as defined in the Emmaus CAT Code of Conduct Policy.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting any and all concerns to an appropriate person as soon as they arise.
- Attend and participate in relevant meetings as required.
- Participate and take an active role in training and other learning activities and performance development as required.
- Support the profile of the CAT with key stakeholders, local, national and international bodies and professional sectors.
- Work as part of a team to support colleagues and contribute to the vision and mission of the CAT.

Safeguarding

- Draw attention to best practice in Emmaus CAT to support other schools and encourage links with local agencies that may deliver additional resources to the schools or families.
- Assist with and ensure that all schools comply with safer recruitment procedures and that induction includes a specific focus on safeguarding.
- Emmaus CAT is committed to safeguarding and promoting the welfare of children and young people at all times. You will be responsible for promoting and safeguarding the welfare of all children with whom you come into contact, in accordance with the CAT's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure and Barring Service (DBS).

Equality, Diversity and Inclusion

- Assist with ensuring that schools implement the equality, diversity and inclusion strategy ensuring that every learner in the CAT has a positive experience.
- Look outward to other education settings in seeking to ensure best practice is maintained in all Emmaus CAT schools and settings.
- To support, recruit, manage, develop and motivate a committed, effective and diverse workforce that understands its roles and enables and promotes high quality learning.
- To ensure the development of positive solutions to achieving diversity, dignity and equality in all aspects of service delivery and engagement with the broader community.





General

- Actively contribute to and promote the overall ethos and values of each school and the wider CAT.
- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the school or Emmaus CAT.
- Maintain absolute confidentiality and exercise discretion with regard to staff/pupil information and the CAT's business at all times.
- Act as an ambassador for the Diocese, schools and the wider CAT within the local community and beyond, ensure that the ethos and values of Emmaus CAT are promoted and upheld at all times.
- Undertake any other reasonable tasks and responsibilities requested by the Emmaus CAT Board, CEO or Trust Central Executive team which fall within the scope of the post.
- Display resilience, motivation and commitment to support Emmaus CAT schools and being of service to the Diocese of Salford and its Catholic Community.
- Be flexible and proactive in meeting the needs of the CAT.
- Emmaus CAT and its employees are expected to support the Catholic aims and visions of the CAT, however, there is no requirement to be a practicing Catholic.

Other

The above list is not exclusive or exhaustive, and Emmaus CAT may require the post holder to undertake duties commensurate with the level of the role. As part of your wider duties and responsibilities, you are required to promote and actively support the Emmaus CAT's responsibilities towards safeguarding.

Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.

Method of Working

Emmaus Catholic Academy Trust expects all staff to work effectively as part of a team or teams. As a minimum, this requires a clear appreciation of the Catholic faith, our special ethos and commitment to serving society, dealing with people politely and tactfully, communicating with colleagues both formally and informally, modelling the Catholic Education Service and the Emmaus CAT's Code of Conduct and reflecting the Diocesan values. You must carry out your duties with due regard to current and future policies, procedures and relevant legislation. These will be drawn to your attention in your induction, ongoing performance reviews and through Emmaus CAT communications. All staff are required to maintain confidentiality as required.

Public Relations

Considerable importance is attached to the public relations aspect of all work undertaken by Emmaus CAT staff.

It is a prime objective therefore that staff will at all times project to the public the image of the Emmaus CAT as keen to assist wherever possible, and positively promote the work that is carried out.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. Appointment is subject to the current conditions of employment in the Joint National Council Agreement on Pay and Conditions of Service Handbook (the Green Book)







Person Specification

Qualifications	Essential/Desirable
An understanding of the importance of maintaining a clean environment for all students and staff.	E
Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.	E
Must be in possession of a full valid driving license.	E
Experience	
Ability to work as part of a team or individually.	E
Ability to develop good working relationships with all contacts.	E
Ability to carry out cleaning functions and associated duties to specified standards.	E
Ability to use building cleaning materials and equipment in a range of situations (training will be provided where necessary).	E
Knowledge of moving and handling procedures and an ability to carry out tasks with regard to Health and Safety procedures.	E
Excellent organisational skills to be able to plan and deliver programmes of maintenance.	E
Caretaking/site-keeping experience in a school or similar environment.	D
Experience of monitoring a budget and managing stocks/resources within an agreed budget.	E
Good numeracy and literacy skills with an ability to keep accurate records.	E
Willingness to develop knowledge of use of ICT and other specialist equipment/resources.	E
An ability to undertake all the physical aspects of the job.	E
Knowledge of Health & Safety and hygiene procedures and precautions.	E

Skills and Aptitudes	
To act with the utmost integrity at all times Be committed to continuous service improvement.	E
To have a personal commitment to self-development.	E
To communicate effectively with all stakeholders in a friendly and professional manner.	E
To maintain confidentiality relating to the staff and students of the school at all times.	E
To be flexible according to the needs of the school.	E
To deal with any emergencies that may crop up in a calm manner and remain calm and in control in difficult circumstances.	E
To be motivated and able to follow instructions and the ability to develop good working relationships with all contacts.	E
To be committed to equal opportunities.	E
Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.	E
Self-motivation and personal drive to complete tasks to required timescales and quality standards.	E
Special Requirements	
The flexibility to adapt to changing workload demands and new organisational challenges.	E
To contribute to the Catholic ethos of the school.	E
Be willing to consent to apply for an enhanced disclosure to a CRB (Criminal records Bureau) check.	E
Willingness to undergo minor first aid training.	E

HOW TO APPLY



EMMAUS
CATHOLIC ACADEMY TRUST

EMMAUS Catholic Academy Trust
2ND Floor, Crossgate House, 47-55 Cross Street, M33 7FT

0161 470 5114

CSEL/CEO - Daniel Copley enquiries@emmauscat.com
Company No. 12206105

www.emmauscat.com

@EmmausCAT

Applications need to be made using the CES application form, available from the school website

Closing date: Thursday 26th November 2026

Interviews will take place: W/C Monday 30th November2026

Start Date: As soon as possible

Please return completed application forms and supporting documents to **shma-admin@sjsmrcps.co.uk**



DIOCESE OF SALFORD