

# Todmorden High School

## Application Pack



**ROLE: Apprentice Property Maintenance Operative**

**SALARY: Apprentice National Minimum Wage**

**£4.81 upwards (dependant on age)**

**REPORTS TO: Estates Manager**

**HOURS: 37 hours per week**



**Todmorden High School**  
**Ewood Lane**  
**Todmorden**  
**OL14 7DG**  
**[www.todhigh.co.uk](http://www.todhigh.co.uk)**  
**01706 813558**  
**@TodmordenHigh**



**Ambition, Respect, Care and Honesty**

# A warm welcome to Todmorden High School

## Message from the Headteacher



'We pride ourselves on our open and friendly approach along with our high expectations of what our students and staff can achieve'.

School vision : Enabling individuals to unlock their unique potential.

Dear Applicant,

It is my pleasure to introduce you to our educational family. Todmorden High School is a small, successful school at the heart of our community. We pride ourselves on our **open and friendly** approach along with our high expectations of what our students and staff can achieve. We aim not only to foster a thriving climate for learning, but to provide the very best career opportunities for everyone; in an environment where aspirations can be met and opportunities for **personal development and growth** remain a constant priority.

We are committed to creating a culture where all students and colleagues at all levels, can feel proud of who they are, and of their achievements - all this in an environment where **our values** can thrive. In keeping with our values, we strive to create a school that celebrates difference. **Ambition, Respect, Care and Honesty** remain at the forefront of everything we do; we are trusted to do the right thing for each other, our students and our wider community. There are **stimulating and rewarding** times ahead at Todmorden High School and I very much look forward to sharing them with you.

A handwritten signature in black ink that reads "G Shirt".

Gill Shirt  
Headteacher

## Ambition, Respect, Care and Honesty

# School Life

Our teaching staff provide an inclusive education to meet the individual needs and abilities of each student. Our curriculum focuses on the development of skills, knowledge and understanding, not only in subjects but in social, moral, spiritual and cultural education and British values. We aim for all our students to unlock their unique potential academically, personally and morally, so they are fully equipped to make the right choices in life.

Our curriculum is aspirational, supporting social mobility. We give our students a broad and balanced curriculum that will give them the foundation they need to lead happy and successful lives, underpinned by our core values of **Ambition, Respect, Care and Honesty**.



**“The teachers are really good at being supportive and help me in my learning”**

Year 7 Student—Student Voice Survey response 2022.



**Ambition, Respect, Care and Honesty**

# Our Vision

We believe that every child has **unique potential** and at Todmorden High School, we're here to enable every child to **unlock it.**

**"Todmorden High School is a welcoming and friendly school. Pupils enjoy coming to school because they feel safe and they learn a lot."**

Ofsted January 2020, Good



**"Pupils and teachers understand the ARCH values of ambition, respect, care and honesty. These values are clear in the lessons and in the pastoral care in the school. Parents mention these values too. Pupils say that bullying is not common and that, when it happens, teachers deal with it"**

**Ambition, Respect, Care and Honesty**

# Our Values

**Ambition:** High expectations for yourself, the community and the wider world.

**Respect:** For yourself, the community and the wider world.

**Care:** Caring for yourself, the community and the wider world.

**Honesty:** Being true to your unique self, the community and the wider world.

## Behaviour and Standards

Every student is expected to uphold our school values, which are displayed in every classroom. They are a constant reminder to our community of our expectations.



**“In lessons, pupils get on with their work and they behave well. Teachers have high expectations of pupils in their lessons and inspectors saw this in their work. The school has thought carefully about what pupils need to learn.”**  
Ofsted January 2020, Good

**Ambition, Respect, Care and Honesty**

## Students

**“Student voice is strong. Opportunities are regularly given to me and other students for us to voice our opinions and ideas and contribute to school life”**



**“My daughter has settled in extremely well at Todmorden High School and the experience for her on the whole so far has been a very positive and confidence –boosting one.”**

## Parents

## Staff

**“The school offers values-driven education where we all work together within a family ethos with the best interests of students at the heart of all decisions.”**



# The Role

## Apprentice Property Maintenance Operative

This apprenticeship is suitable for Estates staff who would like to be responsible for the maintenance, repair and upkeep of buildings. Successful candidates will be competent and be able to recognise, report, plan and carry out repairs to a range of building materials and will include skills such as:

- Painting and decorating
- Joinery repairs
- Plumbing repairs and replacement of components
- Electrical isolation of faulty or unsafe installations
- Electrical repairs and replacement of some components
- Plaster board repairs including skim plastering
- Brick and stonework repairs including pointing
- Reporting and recording maintenance operations including fire alarm testing, PAT testing, Safe water temperatures.

Apprentices will need to achieve a Level 1 functional skills Maths and English while on the course (unless already qualified with GCSE grade 3 and above), there will be full support offered for this. The length of the apprenticeship is 12 months with a further three months offered for the completion of the End Point Assessment.

### Teaching

Apprentices will be taught by qualified and experienced lecturers using a range of methods including lectures, seminars and practical training based at Calderdale College.

### Entry Requirements & Interview Process

Candidates will be employed in a Property Maintenance role in the school and will have an allocated mentor/supervisor to support their learning in the workplace.

Ideally, candidates will have achieved GCSE grade 3 in Maths and English. Applicants that do not have these grades will attend functional skills classes during the apprenticeship and achieve this.

The Property Maintenance Operative apprenticeship is a Level 2 qualification.

Before enrolling, all candidates will be asked to attend an interview and a skills match with their employer and a Training Officer to ensure that the correct type and range of work is available to the apprentice to meet the course requirements.

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# Job Description

Working Pattern: 37 hours per week

Monday to Thursday 8.00am - 4.00pm Friday 8.00am - 3.30pm (30 mins unpaid lunch)

One off site training day (training paid in full)

Full Year, 28 days annual leave (plus bank holidays) Fixed term 12 months

Todmorden High School wish to appoint an energetic, well-motivated applicant to join their existing Estates team. This is a fantastic opportunity for somebody with skills to develop further by undertaking a Level 2 qualification in a supportive, vibrant school.

## We are looking for someone who:

Has excellent communication skills

Has good time management

Has excellent problem-solving skills

Has the ability to learn and expand their knowledge independently

Has the ability to perform general decorating, painting, and wall papering.

Has the ability to assemble flat pack furniture.

Has the ability to carry out health and safety checks

Has good Literacy and Numeracy skills enough to check delivery notes, measurements etc.

Is able to regularly handle/carry items.

## We can offer you:

- The opportunity to be part of a friendly, supportive team
- Excellent and innovative facilities across the school
- A comprehensive training and development programme

## Desired qualifications

GCSE Maths and English Grade 3 minimum, or equivalent/willingness to secure this.

## Example Duties:

- *To undertake day to day painting and decorating tasks around the school*
- *To undertake refurbishment of areas*
- *Use of power tools under direction of others*
- *Assisting within the team to complete maintenance tasks*
- *To deal with general repairs where necessary as instructed by the Estates Team*
- *Litter picks as required, sweeping of hard surfaces, emptying of litter bins, attending to planters*
- *Assist with deliveries and general portage duties.*
- *Support with other cleaning duties as and when required, including clearing properties of waste/ items that need to be taken to recycling facilities.*

If you feel you have the skills required, we look forward to hearing from you. If you would like to find out more about the position please contact Paul Ross, Estates Manager on 01706813558 or [p.ross@todhigh.co.uk](mailto:p.ross@todhigh.co.uk)

The applicant will join our Duty team and undertake transition point cover during lesson change over. They would accept and adhere to all school policies and follow the school wide absence protocol and working from

# Ambition, Respect, Care and Honesty

# Person Specification

ATTRIBUTES	ESSENTIAL
<b>EDUCATION AND TRAINING</b>	<p>Educated to GCSE standard or equivalent which must include English and Maths.</p> <p>Willing to undertake the necessary training and development required for the post.</p> <p>Willing to undertake first aid training and administer first aid in school.</p>
<b>SKILLS/KNOWLEDGE AND ABILITY</b>	<p>Demonstrated professionalism &amp; confident manner with all customers – displaying excellent communication skills</p> <p>Demonstrate commitment &amp; drive to tackling &amp; resolving problems – followed through to completion</p> <p>Ability to organise and prioritise work to meet strict deadlines demonstrating a methodical approach whilst maintaining attention to detail and accuracy.</p> <p>Ability to work and communicate effectively with a wide range of groups and individuals in a variety of formats.</p> <p>Ability to remain calm, efficient, and professional whilst working under pressure.</p> <p>Ability to work constructively both on own initiative and part of a team.</p>
<b>ADDITIONAL FACTORS</b>	<p>Understanding of young people in secondary education.</p> <p>Commitment to education for all students.</p> <p>Enhanced Disclosure Barring Service Check.</p> <p>Flexible approach to working especially during the school year.</p> <p>Commitment to safeguarding and promoting the welfare of young people.</p> <p>Adhering to the schools and Local Authorities policies and procedures.</p>

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# How to Apply

Interested candidates are invited to apply through the website. [www.todhigh.co.uk](http://www.todhigh.co.uk)

<b>Application deadline</b>	1st July 2022
<b>Candidates listing</b>	1st July 2022
<b>Interviews</b>	w/c 4 July 2022
<b>Start Date</b>	1 September 2022

We are committed to providing a workforce that better reflects our community. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability.

Todmorden High School is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment. Due to the nature of this role, you will need to complete an enhanced DBS and undergo pre-employment screening.

Todmorden High School is committed to adhering to Data Protection regulations in regard to how we store your personal information. To view our full recruitment privacy notice please visit our website [www.todhigh.co.uk/recruitment](http://www.todhigh.co.uk/recruitment).

