

**Premises Officer (Caretaker) Grade E - 22 hours per
week Monday to Friday - Term time only plus 10 days**

Applicant Recruitment Pack

Sefton is a really great place to live and work



Welcome

Dear Candidate,

We would like to thank you for your interest in our premises Officer (Caretaker) post at Pinefield Centre, Complementary Education Service

The successful candidate will need to work flexibly to deliver quality caretaking and security services to Pinefield Centre.

We are looking for an enthusiastic and flexible person to join our service. Experience of school caretaking is not essential. However, maintenance skills are essential. Main duties will include security and safety of the premises, building maintenance and maintenance of fixtures & furnishings within Pinefield Centre.

The successful candidate will need to demonstrate commitment, display initiative, understand the importance, or have a working knowledge of health and safety, security and hygiene within a school setting.

The Job Description and Person Specification for this role are included within the job pack. If you have any questions regarding the vacancy, please refer to the job pack for the appropriate contact details.

If, when you have finished reading this pack and you like what you see, and Sefton's Vision and Values align to yours then we can't wait to hear from you.

Kind regards

Rachael Clague
Acting Service Lead Complementary Education Service



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About the Borough of Sefton

Sefton is a confident and well-connected Borough, stretching from Bootle in the south to the coastal resort of Southport in the north. Home to more than 275,000 residents, Sefton encompasses a range of vibrant towns and communities, including Bootle, Litherland, Seaforth, Crosby, Formby, Maghull and Southport.

It is a fantastic place to live and work. As the northern-most Borough within the Liverpool City Region, Sefton offers a unique blend of beautiful coastline, countryside, attractive villages, thriving industrial areas and the busy Port of Liverpool.

With 22 miles of stunning coastline, Sefton is a leading coastal destination with a growing visitor economy. It is home to the iconic Antony Gormley *Another Place* installation, expansive beaches and protected sand dunes that support several rare species.

While each town and village has its own distinctive character, it is the people of Sefton who make the Borough truly special, creating diverse, welcoming and energetic communities in which to live, work, invest and visit.

Alongside its miles of golden sands, Sefton offers those who work here access to a world-renowned racecourse, prestigious golf courses, and National Trust nature reserves, ideal places to unwind, explore and enjoy leisure time.

The Borough benefits from excellent transport links, providing easy access to major North West cities including Liverpool and Manchester, and placing the Lake District and North Wales within reach for weekend breaks.

Whether you prefer vibrant town centres, friendly commuter towns, picturesque villages or stunning rural and coastal locations, Sefton offers a place to suit everyone. With house prices and rents typically lower than in neighbouring Liverpool and Manchester, you can enjoy coastal living while still being close to the buzz of city life.



Our Vision and Values

At Sefton Council, our vision is to deliver high-quality services that make a real difference to the lives of our residents, visitors, and communities. Everything we do is guided by a strong set of values that shape how we work and interact:



- **We put people at the heart of what we do** – ensuring our services are responsive, inclusive, and focused on improving lives.
- **We listen, value, and respect each other's views** – fostering a culture of collaboration and mutual respect.
- **We develop a culture of challenge, ownership, innovation, and improvement** – encouraging creativity and continuous development.
- **We are ambassadors for Sefton** – promoting the Borough positively and proudly representing our communities.
- **We are responsive and efficient** – delivering services that are timely, effective, and customer-focused.
- **We are clear about what we can and cannot do** – being transparent and honest in all our communications and actions.

These values underpin our commitment to excellence, inclusivity, and innovation, ensuring that Sefton remains a great place to live, work, and visit.

Our Successes and Key Projects

Sefton Council is proud of its recent achievements and ongoing commitment to delivering high-quality services. Our Adult Social Care services were recently graded Good by the Care Quality Commission (CQC), and our Children's Services also



achieved a Good rating from Ofsted. These successes reflect the dedication and professionalism of our teams and our focus on continuous improvement.

Alongside these achievements, Sefton Council is actively delivering a range of major capital projects that will transform the Borough and stimulate economic growth. These include the Marine Lake Events Centre in Southport, the Strand Shopping Centre redevelopment in Bootle, and exciting developments such as the Cove Resort and Enterprise Arcade in Southport. We are also proud to support cultural and community initiatives like Salt and Tar, Bootle's vibrant events space, which hosts live music, comedy, and family-friendly activities, bringing people together and boosting the local economy.

These projects form part of our strategic investment programme to attract private sector-led development and create vibrant spaces for residents and visitors. We work closely with local communities to ensure these projects reflect their needs and foster a sense of ownership and pride.

For more information on these projects and to stay updated on progress, visit the Sefton Council website at www.sefton.gov.uk

An Inclusive Workplace

We are committed to fostering an inclusive Council that reflects the diverse communities we serve. Our workforce brings a wide range of experiences and perspectives, and we value an environment where everyone feels respected, supported, and able to reach their full potential.

Sefton is proud to be the first local authority in the Liverpool City Region to achieve **Navajo** accreditation, recognising our commitment to LGBTQ+ inclusion. We are also a Disability Confident employer and continue to build a workforce that represents our communities.

We support several staff networks, including groups for Black and Ethnically Diverse colleagues, LGBTQ+ staff, women, disabled employees, and a Christian Workplace Group.

As an Equal Opportunities Employer, we base recruitment solely on skills, experience, and suitability for the role. All applicants are treated fairly, and we have also recognised 'care experienced' as a protected characteristic within Sefton.



For more information, please refer to our [Equality, Diversity and Inclusion Strategy](#)

Liverpool City Region Fair Employment Charter



Sefton Council is proud to support the Liverpool City Region Combined Authority Fair Employment Charter, an initiative that promotes fair, healthy, inclusive, and just workplaces across the region. The Charter celebrates good employers and encourages the highest standards in employment practice, including fair pay, secure work, opportunities for progression,

strong employee voice, and a commitment to staff wellbeing. By aligning with the Charter, we demonstrate our dedication to providing a fair day's pay for a fair day's work and to fostering an equitable and supportive working environment for all colleagues.

What We Can Offer You

- A supportive and collaborative working environment.
- Opportunities for professional development
- A role where your work makes a real difference across the organisation.
- A strong commitment to equality, diversity, and inclusion.

Annual Leave and Work-Life Balance

Learning, Development and Career Progression

- A comprehensive induction programme.



- Support for professional development and role related qualifications.
- Opportunities to develop your career within a large and diverse local authority.

Health, Wellbeing and Support

- Enhanced sick pay scheme.
- Employee wellbeing initiatives and access to occupational health support.
- Policies that promote physical and mental wellbeing in the workplace.

Family-Friendly and Inclusive Policies

Our family-friendly policies and flexible working arrangements help staff maintain a healthy work-life balance.

- Family friendly policies, including enhanced maternity, paternity, adoption, neonatal care and special leave to support with time off work to deal with issues when life events happen.
- A strong organisational commitment to equality, diversity, and inclusion.
- Reasonable adjustments and support to enable disabled employees to thrive.

Foster Friendly Employer Commitment

Sefton Council is proud to be a *Foster Friendly* organisation as recognised by The Fostering Network. We actively support employees who are foster carers or who are applying to foster by offering flexible working arrangements, paid time off for fostering-related meetings and training, and a workplace culture that recognises the vital role foster carers play in our communities.

This commitment helps ensure carers can balance fostering responsibilities alongside career, and reflects our dedication to supporting children, families, and those who care for them.

Additional Benefits

- Access to salary sacrifice and employee benefit schemes (where applicable).
- Opportunities to contribute to meaningful work that supports local communities.
- A supportive, values led organisational culture.
- Free parking at office bases (dependent upon the work location).



About the Role

Contract type: Permanent,

The Complementary Education Service Supports schools in ensuring statutory educational provision for pupils who cannot attend school in the usual way. This may be due to medical illness, pregnancy or emotional and psychological difficulties.

Teaching is provided within our teaching base in the centre of the borough (Formby) and through provision of home tuition and online learning packages.

We work in partnership with outside agencies including CAMHS, Health partners and Social Care. The Service supports schools in raising the levels of achievement, attendance and participation for vulnerable groups to enable them to engage in appropriate learning opportunities with a view to reintegrating with their mainstream or specialist settings.

We are looking to appoint a Premises Officer (Caretaker), 22 hours per week – 7:30am to 9.00am & 2:30pm to 5.30pm Monday to Thursday and Friday 7.30-9.00am and 2.30 – 5.00pm term time only with an additional 10 days (with holidays to be taken in school holidays)

The successful candidate will need to work flexibly to deliver quality caretaking and security services to the school, whilst contributing to wider priorities including supporting ongoing improvements to the school building and grounds.

We are looking for an enthusiastic and flexible person to join our school. Experience of school caretaking is not essential. However, maintenance skills would be beneficial. Main duties will include security and safety of the premises, building maintenance and maintenance of fixtures & furnishings within the school location.

The successful candidate will need to demonstrate commitment, display initiative, understand the importance, or have a working knowledge of health and safety, security and hygiene within a school setting.

Due to the nature of the work the above post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and relevant care/safeguarding legislation and appointment will only be confirmed if a satisfactory Enhanced Disclosure is obtained from the Disclosure and Barring Service. The Prohibition of Teachers List will also be checked. Please note that in line with Keeping Children Safe in Education requirements, online searches will be undertaken for all shortlisted candidates.

**JOB PURPOSE**

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 site.

MAIN DUTIESSecurity and Safety

Maintain site security such as key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the security force and police as appropriate.

Make premises secure after break-ins.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.

Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Contribute to the completion of risk assessment of security risks to the designated site (grounds, premises and contents) including vandalism/arson.

Energy Management

Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.

Ensure lights and other equipment are switched off as appropriate.

Porterage

Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

Demonstrate and assist in the safe and effective use of specialist equipment and materials.

Undertake porterage of stock, furniture and equipment as required.

Maintenance

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.



Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds to assess for minor work or repairs required to be carried out to maintain safe and satisfactory conditions.

Undertake minor day-to-day repairs as required.

Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Ensure that satisfactory levels of caretaking premises.

Support for the Service/Organisation

Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.

Responsible, in conjunction with the relevant Administrator, for the administration and control of appropriate areas of budget.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the organisation's ethos, aims and development / improvement plan.

Work as part of a team appreciating and supporting the role of other people in the team.

Responsible for maintaining records, information and data, producing analysis and reports as required.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.



Top Tips on How to Apply

Submitting a strong application gives you the best chance of progressing to the next stage of the recruitment process. The following guidance applies to all roles and will help you prepare a clear, compelling application:

1. Read the Job Description and Person Specification Thoroughly

- Make sure you understand the key duties, expectations, and essential criteria.
- Use the person specification as your guide when writing your application.

2. Provide Clear Evidence of Your Skills and Experience

- Show *how* you meet the criteria using specific, real examples.
- Consider using the **STAR method** (Situation, Task, Action, Result) to structure your responses.

3. Tailor Your Application

- Avoid generic statements. Focus on experience that directly relates to the role you are applying for.
- Demonstrate how your strengths align with the organisation's values and priorities.

4. Highlight Your Achievements

- Include examples of work you are proud of or significant contributions you have made in previous roles.
- Emphasise impact – improvements, efficiencies, positive outcomes, or innovations.

5. Be Clear About Qualifications and Training

- List all relevant qualifications and professional training, including dates and awarding bodies.
- If you are working towards a qualification, include expected completion dates.

6. Showcase Transferable Skills

- Skills such as communication, teamwork, problem-solving, digital literacy, and organisation are valuable across all roles.



- Provide examples that demonstrate these effectively.

7. Check Your Application Carefully

- Review your responses for clarity, spelling, and completeness.
- Ensure all sections of the application form have been filled in fully.

8. Submit Your Application Before the Deadline

- Note the closing date and allow plenty of time to prepare your application.
- Late submissions usually cannot be considered.

9. Prepare for Potential Next Steps

- If shortlisted, you may be invited to an interview, assessment task, or presentation.
- Be ready to discuss your experience, approach to work, and examples of how you meet the role's requirements.

Application and Selection Information

The closing date for this vacancy is **Friday 2nd October 4.00pm** (or earlier in the event of high volume of applications being received).

Provisional interview date is **Wednesday 21st October 2026**.

Visits to Pinefield Centre are welcomed, visits are being held on Thursday 24th September 4.00pm and 5.00pm, Friday 25th September at 9.30am and Wednesday 30th September 4.00pm. To book, please contact us on 01704 395 945 or email Sharon.Edwards2@sefton.gov.uk

We are an Equal Opportunities Employer; all candidates will receive equal treatment. Our decision to appoint will be based upon whether an individual's skills, experience, qualifications, and abilities make them the most suitable candidate for the role.

All disabled and care experienced applicants will be offered an interview where they meet all essential criteria on the person specification.

Please ensure that you meet all the essential criteria outlined in the person specification before submitting your application. Only applicants who demonstrate that they meet all essential criteria will be considered and invited to interview.

Appendix A – Job Description and Person Specification

Post: Maintenance Officer (caretaker) 22 hours per week term time only plus 10 days. Actual salary £15, 205.

Directorate: Education Excellence

Location: Pinefield Centre Gores Lane Formby

Division: Complementary Education Service

Grade: E - 22 hours per week term time only plus 10 days

Reporting to Teacher in Charge and Service Lead Complementary Education.

MAIN DUTIES

Undertake minor/simple repairs as required e.g. minor plumbing, changing light bulbs, redecorating and fixing etc.

Liaise with external contractors and monitor their work ensuring it is carried out punctually and to the required standard.

Ensure that satisfactory levels of caretaking premises.

Support for the Service/Organisation

Complete all necessary administration submitting information as required to Senior Management Team to aid decision-making.

Responsible, in conjunction with the relevant Administrator, for the administration and control of appropriate areas of budget.

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference to help ensure everyone has equal access to the facilities and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.

Contribute to the organisation's ethos, aims and development / improvement plan.



Work as part of a team appreciating and supporting the role of other people in the team.

Responsible for maintaining records, information and data, producing analysis and reports as required.

Attend and participate in meetings as required.

Undertake personal development through training and other learning activities as required.

Energy Management

Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.

JOB PURPOSE

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 site.

Main Duties

Security and Safety

Maintain site security such as key holding procedures are observed and that premises remain as secure as is practically possible.

Respond to and accurately record all call outs, liaising with the security force and police as appropriate.

Make premises secure after break-ins.

Regularly test fire alarms and be familiar with the evacuation procedure for the premises and carry out evacuation drills as required.

Undertake the role of Fire Marshall.

Ensure the safe storage of materials covered by the COSHH regulations.

Ensure stringent health and safety provision and adherence to the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.

Contribute to the completion of risk assessment of security risks to the designated site (grounds, premises and contents) including vandalism/arson.

Energy Management

Advise on and develop measures to prevent waste and reduce energy consumption in consultation with the appropriate person.

Ensure lights and other equipment are switched off as appropriate.

Porterage

Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.

Demonstrate and assist in the safe and effective use of specialist equipment and materials.

Undertake porterage of stock, furniture and equipment as required.

Maintenance

Report all structural, fabric, furnishings, fixtures and equipment defects to the appropriate person.

Responsible for the operation of a preventative planned maintenance programme and for routine inspections of designated buildings, fixtures, fittings, furniture premise and grounds

GENERAL REQUIREMENTS

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

All staff have a duty to take care of their own health & safety and that of others who may be affected by your actions at work. Staff must co-operate with employers and co-workers to help everyone meet their legal requirements.

The Authority has an approved equality policy in employment and copies are freely available to all employees. The post holder will be expected to comply, observe and promote the equality policies of the Council.

Since confidential information is involved with the duties of this post, the postholder will be required to exercise discretion at all times and to observe relevant codes of practice and legislation in relation to data protection and personal information.

The appointed person will be expected to undertake, and participate in training, coaching and development activities, as appropriate to the role.

Note: Where the postholder is disabled, every reasonable effort will be made to support all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job.



PERSON SPECIFICATION

Post: Premises Officer

Department: Education Excellence

Service: Education Excellence

Section: Complementary Education

Personal Attributes Required (considerations)	Essential (E) or Desirable (D)	Method of Assessment (suggested)
<u>QUALIFICATIONS/TRAINING</u> Level 2 qualification or equivalent in Maths/numeracy and English/literacy. Relevant Level 3 qualification or equivalent experience.	E E	AF + I AF + I
<u>EXPERIENCE/KNOWLEDGE</u> Demonstrate experience of caretaking/site-keeping in a multi-school (site) or similar environment. Demonstrate an understanding of inclusion. Ability to relate well to children and adults.	E E	AF + I AF + I



Knowledge of health and safety procedures and precautions.	E	AF + I
Awareness of COSHH regulations.	E	AF + I
Awareness of health and hygiene procedures.	E	AF + I
Knowledge of moving and handling procedures.	E	AF + I
Knowledge of the Code of Safe Working Practice (COSWP) for Caretaking and Premises Staff.	E	AF + I
Budget management experience.	D	AF + I



<u>SKILLS/KNOWLEDGE/APTITUDES</u>		
<u>Communication & Influence</u> Communicates in a clear, accurate and succinct manner to deliver information to the right person, ensuring they understand the message. Ensures that method of communication is appropriate to achieve the required result. Provides factual information as requested or re-directs requests to a more appropriate person.	E	AF + I
<u>Team Working</u> Acts in a manner consistent with team goals, standards and values, actively co-operating with colleagues in own area. Maintains open and honest relationships with colleagues and shows sensitivity to the needs and feelings of others. Actively listens to take account of others views and opinions. Works with the team to generate solutions and reach consensus.	E	AF + I
<u>Organisational Awareness</u> Demonstrates a broad knowledge of the organisation's activities and how they contribute to the organisation's performance as a whole. Is able to describe the current activities in their area together with organisational developments.	E	AF + I



Demonstrates how own job performance contributes to the organisation's vision.

Adaptability

Responds positively to the change process. Helps others to understand the need and reasons for change. Effectively implements new ideas and methods to adapt working practices. Helps plan, develop, set up and monitor systems and processes to effect change. Challenges conventional thinking and existing practices.

E

AF + I

Use of Technology

Is able to use and understands the purpose of information communication technology (ICT) and has the ability to search for and extract information from a range of technology. Adapts data according to particular needs and presents it accordingly.

E

AF + I



<u>Professional Values & Practice</u> Ability to build and maintain successful relationships with people, treat them consistently, with respect and consideration. Ability to work collaboratively with colleagues and carry out the role effectively, knowing when to seek help and advice. Ability to improve own practice through observations, evaluation and discussion with colleagues.	E E E	AF + I AF + I AF + I
<u>SPECIAL REQUIREMENTS</u> Requirement to complete Support Staff Induction Programme. Willingness to undertake appropriate first aid training (if appropriate).	E E	I I

Prepared by: _____

AF = Application Form



Date: _____

I = Interview

T = Test

P = Presentation

Assessment Methods

AF: Application Form

I: Interview

C: Certificates

Prepared by: Rachael Clague

Date: 7th September 2026

