Candidate Information Pack

School Domestic

Closing Date for Applications: Monday 9th November



Acre View
Primary School

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Welcome From Our Head Teacher



Dear Candidate,

I am delighted that you are interested in joining our organisation. This information pack provides a flavour of the role and our school.

It gives me great pleasure to introduce you to Acre View Primary School. Acre View Primary School is a new school located in the beautiful village of Lydiate in Sefton.

We cater to primary-aged children with a range of complex Special Educational Needs and Disabilities. Our support extends to pupils with social and communication difficulties, Autistic Spectrum Condition, ADHD, PDA, SEMH, and related learning, emotional, sensory, and motor needs, across a range of cognitive abilities.

As a team, we are driven to inspire and motivate pupils, ensuring they are equipped with the knowledge, skills, and experiences necessary to achieve their goals and reach their full potential. We understand that each child and young person is unique and has individual needs. Therefore, we tailor our teaching, learning, and therapeutic interventions to make activities accessible, allowing pupils to flourish and thrive.

We offer the highest training opportunities within a team of exceptionally skilled staff members who prioritise children above all else. Our pupil-centred approach can be intensive yet rewarding. We are a cohesive team with mutually supportive members who listen to and learn from each other.

If you wish to discuss this role further please contact the school on 0151 317 3370 or SchoolOfiice@acre-view.co.uk.

With warm regards,

Liz Wynne
Head Teacher of Acre View Primary School

About Our School

Acre View Primary School

Our dedicated staff are committed to supporting children towards making outstanding social, emotional and academic progress.

At Acre View Primary School, the well-being of children is at the heart of what we do, our aim is to support children becoming happy, confident and safe.

This means we focus on ensuring pupils are healthy, aspiring, nurtured, responsible, respected and included.

We work hard to foster positive relationships and to promote a calm and caring environment, in order for our children to achieve their potential, to be healthy and to live fulfilling lives.

Our high aspirations for our children are soundly reflected within the caring, organised and effective ethos which is led from the top.

- ✓ Learning to be **understanding** and **responsible;**
- ✓ **Including all;**
- ✓ **Being friendly, fair** and **respectful;**
- ✓ **Being engaged** and **resilient** learners.



Employee Benefits

Acre View Primary School

Looking After You and Your Health

All employees are enrolled (free of charge) into our **Healthcare Scheme** – provided by Benenden Healthcare. From day 1 of your employment, and through your Benenden membership, you can:

- ✓ Get access to and **talk to a GP 24/7** and a **24/7 mental health helpline**
- ✓ Get **care planning and social care advice**
- ✓ Get access to **medical diagnostics** (when the wait on the NHS is over 3 weeks)
- ✓ Get support with **medical treatment and surgery** (when the wait on the NHS is over 3 weeks)
- ✓ Get access to **physiotherapy** and **mental health counselling support**

School Facilities

You will also have access to a **free school lunch** – a choice of hot meal, salad bar, sandwiches and wraps as well as a selection of cakes

We offer half-termly **well being afternoons** for our staff where they can take part in a variety of activities such as yoga, golf … and more!

Looking After You and Your Family in the Difficult Times

All employees are enrolled (free of charge) into our **Group Life Assurance Scheme** – provided by Aviva. After 6 months of employment, and through Aviva if you were to die unexpectedly your nominated beneficiary would receive up to **4 x your annual salary**.

Building Your Capability

From day 1 of your employment you will be supported with your **Continuous Professional Development**, with a focus on supporting you to build your personal levels of capability; helping you to become the **best version of you that you can be**.

Annual Leave

All employees who work a 52 week contract with annual leave entitlement can take up to **5 days** (pro rata) of their holiday entitlement **during term time**.

Saving for the Future

All non-teaching staff are eligible (and will be automatically enrolled) to join the School's **Private Pension Scheme**, after 3 months of employment.

The School will match your contributions (like for like) to your private pension up to **7%** of your annual salary.

*Please note, Employee Benefits are subject to change from time to time and are non-contractual.

Role Overview & Application Process

Acre View Primary School

We are seeking to appoint a talented School Domestic

Closing date for applicants: Monday 9th November 2026 at 9am

Salary: £8,259.85 - £8,510.36 (pt 10 – 12) based on 12.5 hours per week

Contract Type: Permanent, 12.5 hours per week, preferably afternoons, 44.6 week plus 2 weeks contract

Role Overview:
We are proud to be part of a vibrant, welcoming school community that values respect, responsibility, and excellence. Our school is a place where every member of staff plays a vital role in creating a safe, supportive, and inspiring environment for our students to thrive.
The successful candidate will be responsible for ensuring a safe, clean environment that supports the wellbeing and learning of all who use our school.

What we're looking for:
• Significant site cleaning experience
• Knowledge of Health and Safety issues in a working environment
• Knowledge of COSHH within a working environment
• Clean full driving licence

You will be:
•Maintaining the highest hygiene standards, as well as working in line with our policies and procedures.
•Maintaining stores and equipment.
•Assisting in the general cleaning of the School.

Application Process:
An application form can be complete online via https://form.jotform.com/230594201621345 and further information can be downloaded from the charity website or by contacting schooloffice@acre-view.co.uk. **The School does not accept CVs.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to rigorous recruitment & online checks. Acre View Primary School is an exempt employer as defined in the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975) and as such, we have a lawful basis for requesting an enhanced DBS disclosure certificate for all employees.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.
Therefore, if you are interested, please submit your application as early as possible

Person Specification

School Domestic

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	**Desirable** These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	**Method of Assessment**
Qualifications	• Happy to complete training related for Health & Safety and/or COSHH	• Proficiency using IT systems • Qualifications related to Health & Safety and/or COSHH • Valid driving licence	• Application Form • Production of Academic Certificates
Experience	• Significant site cleaning experience	• Experience of working in a school	• Application Form • Interview • Professional References

Person Specification (Cont.)

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential These are qualities without which the applicant could not be appointed	**Desirable** These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	**Method of Assessment**
Knowledge & Skills	• Physically fit and practically minded • Innovative and adaptable to work situations and emergencies • Knowledge of Health and Safety • Strong communicator • Interest in working with young people	• Able to collaborate within a team • Knowledge of working with pupils with complex special educational needs	• Application Form • Interview • Professional References

Job Description

Acre View Primary School

School Domestic

Acre View Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of The Role:	Assisting in the general cleaning of the building. Maintaining a high standard of hygiene throughout.
Line Management Responsibility To:	
Main Duties and Responsibilities:	**Domestic Assistant:** • Ensuring all areas of the school buildings are maintained to a high standard of hygiene and cleanliness • Preparation of dining areas, serving meals and clearing away • Ensuring all cleaning equipment and machinery is kept in good repair and report any faults • Ensuring Health & Safety standards are maintained and safe working practices adhered to within the section, being mindful of hazardous substances and COSH regulations • Safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact • The following of all school's policies and procedures • Any other duties which may be required from time to time suited to the grading of the post **Health and Safety:** • To support the Head of Premises & Compliance with responsibilities under the Health & Safety at Work Act for the safety of all users and visitors to the school • To ensure Personal Protective Equipment (PPE) is used wherever there are risks to Health and Safety that cannot be adequately controlled in other ways • Ensure that all equipment and machinery is in a safe working condition and properly stored when not in use, reporting any concerns about the condition of equipment to the Premises Manager as quickly as possible • To keep school grounds and premises litter free, ensuring any hazardous materials or items are disposed of safely



Acre View Primary School
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The information in this brochure is correct at the time of publication. Subject to change. E&OE