



**WEST VALE**  
ACADEMY



**GREAT  
HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*Welcome to West Vale Academy where we are currently looking to appoint a new Caretaker.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*

## Caretaker

CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Caretaker at West Vale Academy.

We are seeking to recruit an individual to work in our school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of West Vale Academy. I am extremely proud to be the school's new Principal and I am keen to take the Academy on the next stage of its exciting journey of improvement and excellence.

We believe that children deserve the best possible chances in life and that they learn best when there are strong links between home and school. Everything we do at West Vale helps us to deliver our school motto of 'Care, share, discover and learn'. Success to us at West Vale means both academic and personal progress. It also means promoting an inclusive school culture, nurturing staff-pupil relationships and promoting the values that underpin our school – values of kindness, resilience, honesty, endeavour, curiosity, and courage.

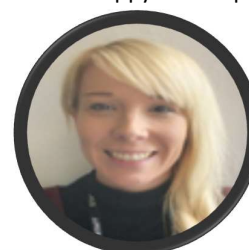
The Academy's ethos is centred around positive behaviour management strategies with staff applying a fair and consistent approach. We endeavour to provide a calm and stimulating environment where good behaviour and mutual respect is modelled by everyone and where everyone is valued. We aim to ensure that our children leave West Vale fully prepared for Secondary school and beyond with the solid foundation of skills, knowledge, and values they will need to become happy and responsible future citizens of the world!

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Ms Laura Horsfall

Principal



## Overview of the Position for West Vale Academy

West Vale Academy are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have experience of working within a trade or Caretaking environment.

## About the Trust

The Trust currently comprises of six primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children 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; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



## Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

## We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

## Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

## Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



**GREAT HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*



**BOWLING GREEN**  
ACADEMY



**CARLINGHOW**  
ACADEMY



**COLNE VALLEY**  
HIGH SCHOOL



**MARSDEN**  
JUNIOR SCHOOL



**RAYNVILLE**  
ACADEMY



**THE GREETLAND**  
ACADEMY



**THE MIRFIELD**  
FREE GRAMMAR



**WEST VALE**  
ACADEMY

**English Hubs**

Teamworks English Hub  
@ The Greetland Academy



**Great Heights**  
Research School  
West Yorkshire

Supported by the Education Endowment Foundation



**AA Teamworks**  
WEST YORKSHIRE SCITT



## JOB DESCRIPTION

<b>Position:</b>	Caretaker
<b>Department:</b>	West Vale Academy
<b>Pay Range:</b>	Scale 2, Point 4
<b>Responsible to:</b>	Principal Deputy Principal Site Manager

### **Prime objectives of the post:**

To be responsible for the care, cleaning, and security of the school premises, including all buildings, contents, and heating. Working largely unsupervised, prioritising workloads, and using your own initiative to ensure all duties are discharged.

### **RANGE OF DUTIES:**

Key Holding and Security

The routine and non-routine opening and closing of premises.

Named keyholder for response to emergencies outside of school hours at all sites.

### **Lettings:**

Carry out required duties in connection with approved lettings of premises and after-school activities and where necessary, clean up afterwards.

Organise and prepare rooms for school use, assemblies, staff and other meetings, parents' evenings etc.

Organise own working hours to cover late lockups on occasions such as school concerts and events etc.

### **Maintenance:**

Be responsible for the weekly testing and operation of fire and emergency lighting and appropriate paperwork.

Complete Legionella testing, asbestos monitoring, grounds assessment including trees and keep all paperwork up to date.

Maintain Care of Substances Hazardous to Health (COSHH), risk assessments and data sheets, to ensure that they comply with current legislation.

Maintenance of outdoor areas to ensure they are clean and tidy.

Reporting any defects or deficiencies.

Monthly taking of energy meter readings.

Monthly inspection of playground equipment and repairs.

General maintenance e.g. changing light bulbs, putting up shelves, decorating, grouting etc.

Heating – monitor the heating plant and ensure the boiler house is clean and tidy.

### **Cleaning:**

Cleaning of certain areas of school including offices, staffroom and hall.

The removal of all waste materials from waste receptacles, including outdoor bins and the segregation of paper/cardboard only bins and arranging for collection when full.

The cleaning of carpeted areas.

Sweeping & damp mopping of hard floors.



The buffing/polishing of polished hard floors.

Dusting/polishing of furniture.

Cleaning of skirting boards, radiators and associated pipework, ledges, windowsills, notice boards, sockets, light fittings, pictures.

Removal of marks from walls.

Washing of low-level windows as required.

**Other Duties:**

Porterage duties: school milk brought in and administered to classrooms.

Adverse weather – being responsible for gritting/leaf clearing etc. monitoring weather conditions and always ensuring safety for all.

Directing contractors on site to repairs and maintenance work, particularly in school holidays.

Any other duties as directed by the Site Manager.

**Decisions:**

To organise cleaning and simple maintenance. The ordering and stock control of cleaning materials.

**Responsibility for Assets:**

The security of the building and its contents.

**Statutory Requirements**

- It is aligned to the **Local Government Terms and Conditions**, set out in the statutory guidance.

**General:**

- To uphold the Nolan Principles of public life.
- Be expected to ensure privacy and confidentiality of information, complying with Data Protection legislation.
- Participate in training.
- Contribute to the overall ethos and aims of the school.
- Be aware of and comply with all school policies and procedures.
- Follow the direction of the School Business Manager and Principal to complete other reasonable duties that ensure the smooth running of the school.

**Membership of the Trust:**

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, policies, processes and procedures are adhered to as requested from the Trust post holders.

**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. 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 isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.



**Person Specification:** Caretaker**Key to identification:** A = Application I = Interview R = Reference C = Certificates

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R/C</b>
Competent at general cleaning tasks	✓		A/I
Previous experience of handy crafts/cleaning or a manual trade	✓		A/I
Experience of working in a caretaking position following routine patterns of work.		✓	A/I
<b>Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Good standard of education	✓		A/C
City & Guilds/NVQ training in a trade		✓	A/C
Evidence of training relating to minor maintenance and use of equipment		✓	A/I/C
Current clean driving licence and access to a vehicle		✓	
<b>Practical and Intellectual Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Ability to operate basic equipment	✓		A/I/R
Able to maintain written records	✓		A/I/R
Able to understand and apply regulations (such as H&S, manual handling regulations etc.).	✓		A/I/R
Ability to carry out minor repairs, DIY and decorating	✓		A/I/R
Knowledge of COSHH guidelines		✓	A/I/R
Basic knowledge of Health and Safety		✓	A/I/R
<b>Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Willingness to attend appropriate training courses	✓		
Training relevant to the post e.g. Ladder Safety, Manual Handling, COSHH, H&S, Legionella, Asbestos etc.		✓	A/I/R
<b>Disposition / Attitude</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Responsible attitude to ensure that the school is a safe, secure, clean and hygienic environment.	✓		A/I/R
Honest, reliable, and cheerful	✓		A/I/R
Able to work effectively with little supervision	✓		A/I/R
Calm and patient when under pressure	✓		A/I/R
Polite and courteous with other employees, pupils, parents, and visitors	✓		A/I/R
Able to show initiative and work proactively to ensure the smooth running of the site.	✓		A/I/R
Positive approach to changing circumstances	✓		A/I/R
Respect confidentiality	✓		A/I/R
Respond to suggestions and instructions in an appropriate manner.	✓		A/I/R
Adaptable and flexible		✓	A/I/R
<b>Physical</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Good general health	✓		A/I/R
Capable of carrying out heavy work. Physically able to carry out porterage duties	✓		A/I/R

## ► Reasons to work at West Vale / Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

