



Welcome to Colne Valley High School where we are currently looking to appoint a new Caretaker/Cleaner. This is an exciting time to join Colne Valley High School's journey as we begin a new chapter with Great Heights Academy Trust.

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.

At Colne Valley High School we are a warm, welcoming community that works together to achieve the best possible outcomes for every single child in our community.



Caretaker/Cleaner

CANDIDATE INFORMATION PACK



► Welcome

Dear Colleague

We are delighted that you are considering the position of Caretaker/Cleaner at Colne Valley High School.

We are seeking to recruit an individual for our secondary 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 our wonderful team as we continue our exciting journey with Great Heights Academy Trust.

Here at Colne Valley, we are proud to have high expectations of all students. We know that students rise to the challenge when adults believe in them and expect big things from them. We are also proud that we can offer a wide range of support for SEND, wellbeing and safeguarding for when students may want or need it.

Schools work best in partnership with home and our aim is to build strong relationships that support all members of the community. We look forward to getting to know all students and their families as they progress through the years.

Our RITA values of Respect, Integrity, Teamwork and Aspiration underpin all work at CVHS; students, parents and staff will see and hear these everywhere around the school. These values allow our students to develop into confident, kind, collaborative and successful young people; they are at the heart of what we do.

Thank you for taking the time to read this information pack and apply to our school, we look forward to reading your application, best of luck to all.

► Overview of the Position for Colne Valley High School

Colne Valley High School 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 a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision.

► About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Niels 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](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

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

MARSDEN JUNIOR SCHOOL

NIELDS ACADEMY

RAYNVILLE ACADEMY

THE GREETLAND ACADEMY

THE MIRFIELD FREE GRAMMAR

WEST VALE ACADEMY

BOWLING GREEN ACADEMY

CARLINGHOW ACADEMY

COLNE VALLEY HIGH SCHOOL

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

Position:	Caretaker / Cleaner
Department:	Colne Valley High School
Pay Range:	Scale 3 scale point 3
Responsible to:	Operational Manager

Prime objectives of the post:

To be responsible for Health & Safety, maintenance, cleaning, and security within Colne Valley High School. Working largely unsupervised, prioritising workloads, and using your own initiative to ensure all duties are discharged.

Statutory Requirements

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

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.

RANGE OF DUTIES:

Key Holding Duties:

- Key Holding and Security for non PFI buildings.
- Carry out daily unlocking of buildings and statutory buildings checks.

Maintenance:

- Be responsible for PPMs within the Sports & Wellbeing building of Colne Valley High School
- Complete required building, departmental and grounds risk assessments where applicable 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 safe, clean and tidy.
- Reporting any defects or deficiencies.
- General maintenance of non PFI assets e.g., changing light bulbs, putting up shelves, decorating, repairs to furniture, blinds etc.
- Heating – monitor the heating plant and ensure the plant rooms are kept compliant at all times.
- Identifying and logging site jobs and health and safety concerns to the onsite facilities management company via a Helpdesk.
- Oversee the Community Use calendar.



- Oversee the day-to-day booking of the minibus fleet and booking system.

Cleaning:

- Ensuring the external grounds are kept free from litter and waste bins are regularly emptied.
- To ensure a level of cleanliness is maintained in the Students W/C facilities throughout the school day.
- As required, to assist in the cleaning of the Sports and Wellbeing building.

Other Duties:

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.

To review and update the Asset Register regularly.

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.

**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/Cleaner

Key to identification: A = Application I = Interview R = Reference C = Certificates

Experience	Essential	Desirable	A/I/R/C
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
Qualifications	Essential	Desirable	A/I/R
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		✓	
Practical and Intellectual Skills	Essential	Desirable	A/I/R
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
Training	Essential	Desirable	A/I/R
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
Disposition / Attitude	Essential	Desirable	A/I/R
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
Physical	Essential	Desirable	A/I/R
Good general health	✓		A/I/R
Capable of carrying out heavy work. Physically able to carry out portorage duties	✓		A/I/R



► Reasons to work at Colne Valley High School



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.

