

Recruitment Pack

Caretaker



About us

The Rivers CofE Academy Trust is a collaborative community of sixteen schools and a thriving teaching alliance across Worcestershire, Sandwell, and Dudley.

We are a family of schools with a 'Christian ethos'. We have Church of England and community schools and welcome families from all faiths and no faiths.

Our ambition for each school remains a priority, with 100% of our schools rated 'Good' or 'Outstanding' by Ofsted, several of which have improved from weaker predecessor judgements

Since forming in 2014, we have enjoyed many successes including opening two free schools, winning Large MAT of the Year and MAT Leadership of the Year at the National MAT Awards 2023 and STEM Project of the Year at Worcestershire Education Awards 2024, and implementing our innovative governance structure.



Mission

Our mission embraces the character, purpose and future direction of our trust. It defines what we do and why we do it:

Extraordinary Education

Extraordinary People

Extraordinary Futures

Vision

Through an extraordinary education, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests, enable pupils to flourish and be extraordinary people. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their extraordinary futures in an ever-changing world.

How we work together

Whilst each school's individual ethos and distinctive features are celebrated within our family of schools, we are united by our STARS values. These are the characteristics and behaviours that we ALL share.



2030 Strategy

Whilst acknowledging and celebrating our many successes, we are not complacent and continue to strive for excellence in everything we do. Our 2030 strategy sets out our three key themes and the three 'anchors' within each theme, which outline our areas of focus as we move into our second decade.

Extraordinary Education

- Excellent teaching and provision
 - High-quality support for vulnerable pupils
 - Exceptional enrichment
-

Extraordinary People

- Empowered and valued employees
 - Clear professional learning pathways
 - High-quality collaboration and networks
-

Extraordinary Futures

- Purposeful environments
 - Digital innovation and efficiency
 - Thriving growth and partnerships
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Staff Benefits

We offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff.

Our focus is on work-life balance with policies like no work communication outside working hours, a “Time for You” day, and reasonable release time for significant personal events. Additional benefits include protected professional learning time and a clear professional development pathway for every role.

We believe that collaboration and our staff wellbeing focus is at the heart of our success.

[Find out more about our staff benefits.](#)

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, stress management resources, and occupational health services. Find out more about

[Healthcare and Wellbeing Services](#)

Pension scheme

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service, and it is adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance. Find out more about **[LGPS](#)**.

6 INSET days



**Cycle-to-work
scheme**



**CPD pathway for
every role**



**No expectation to
respond to work
communications
outside
hours**



The Rivers
C.of E. Academy Trust

**Extraordinary
People**

Time for you day



**Retirement &
financial
planning**



**Length of service
award**



**Release time
for significant
personal
events**



**Free tea, coffee &
milk**



**Protected
additional CPL
time**



The Rivers
C.of E. Academy Trust

'An extraordinary education for every pupil'



Our trust has invested

**£2.2
million**

in funding to improve our
school environments.

Investment in Environments

Over the past year, our trust has invested £2.2 million in capital funding to improve our school environments. This includes major refurbishments like new toilets at Cherry Orchard and Dudley Wood. Cutnall Green has gained a new classroom and improved bathroom facilities, with support from the local authority, and Cranham has also received an upgraded bathroom area. We are continuing to strengthen our IT infrastructure and expanding the Evergreen project.



Job Details

Job title: **Caretaker**

Salary: Scale 3 –£24,790 – £25,183 FTE, 15 hours per week

Contract type: Full Year, permanent

Reporting to: Headteacher and School Business Manager

Location: Unity Academy

Principal Contacts: Pupils, parents, visitors, teachers, other school support staff

Purpose

To ensure that the school remains compliant in all areas of health and safety and to ensure a safe environment is maintained to facilitate the effective teaching of pupils.

Accountabilities

The appointee will work within the school as a member of the Site Team. The School Business Manager / Office Manager will hold the post holder to account.

Key responsibilities and activities

- Carrying out security procedures for school buildings and grounds, where applicable. Respond to 'Issues' raised by staff on Every.
- Support with routine compliance checks.
- Regularly checking and ensuring emergency exits are not obstructed.
- Reporting acts of theft or vandalism to the Head/Office Team.
- Ensure manufacturers and COSHH regulations are complied with in the mixing, use and storage of cleaning materials.
- Ensuring removal of waste to appropriate disposal points.
- Taking on cleaning duties as required.
- Portage of materials, furniture and equipment and any other manual handling duties. Making safe all electrical and gas emergencies.
- Ensure access for emergency services, assist as necessary and secure premises as required.
- Escalate all defects which require a contractor skillset to repair, to the Office Team.
- Inspect electrical fittings and report defects as required.
- Replace lamps and domestic fuses as required.
- Regularly inspect plumbing and repair defects or escalate to contractors, where necessary.
- Synchronise clocks, time switches, etc, as required.
- Undertake minor repairs to fixtures and fittings including desks, tables and chairs as appropriate.
- Be responsible for the supply and availability of all hygiene materials.
- Remove graffiti etc, as required.
- Purchase materials for minor repairs.

Key responsibilities and activities – Continued

- Carry out minor works to improve the site as required by the Head/Business Manager.
- Attend appropriate training courses as required.
- Maintain cleanliness and general tidiness of all external hard areas, empty litter bins daily.
- Clean and clear all drains and gullies to ensure effective and healthy operation.
- Inspect outside fabric of school, report/repair defects as appropriate.
- Inspect all fences, gates, walls, steps, lights, etc.
- Keep entrance to the school, inside and outside, clean and clear of obstructions always.
- Clear leaves, snow, ice and moss as appropriate, including treatment of surfaces with salt, etc.
- Inspect all outside areas for dangerous materials and remove – including external emergency cleaning of spillages.
- Carry out external window cleaning where required.
- Carry out minor works to improve the site as required by the Head/Business Manager.

Other Responsibilities

Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work.

Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy

working environment can only succeed with the full co-operation of its employees.

Generic Responsibilities

- To undertake any further training as required.
- To be aware of and observe all policies, procedures, working practices and regulations. In particular:
- Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to cooperate with their employer to enable them to perform or comply with any statutory provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees
- To understand, comply with and promote the Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all
- It is the responsibility of all staff to comply with the Trust's Equal Opportunities Policy. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct. The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users
- To maintain the confidentiality about pupils, clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must always meet the requirements of the Data Protection Act.

- To report to line manager, or other appropriate person, in the event of awareness of bad practice
- Employees must adhere to the Code of Conduct and comply with all reasonable management requests. This job description is intended to provide a broad outline of the accountabilities and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with the line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.

The Trust reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibilities.

Person specification

Criteria	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none"> • Basic maintenance and repair skills, including electrical, plumbing, and carpentry. • Understanding of security procedures for buildings and grounds. • Ability to safely handle and store cleaning materials. • Good organisational skills with the ability to prioritise tasks. • Awareness of safeguarding and child protection responsibilities. 	<ul style="list-style-type: none"> • Maintenance/ electrical/ plumbing/ carpentry/qualification
Skills and Knowledge	<ul style="list-style-type: none"> • Ability to use relevant IT systems for logging maintenance issues. • Knowledge of fire safety procedures and emergency protocols. 	<ul style="list-style-type: none"> • IT qualification
Experience	<ul style="list-style-type: none"> • Experience working in a school or educational setting. • Training or certification in health and safety, first aid, or facilities management. 	<ul style="list-style-type: none"> • H&S qualification
Personal Attributes	<ul style="list-style-type: none"> • Reliable and responsible with a proactive approach to problem-solving. • Ability to work independently and as part of a team. • Good communication skills, with the ability to liaise with staff, pupils, and external contractors. • Commitment to maintaining a safe and secure school environment. 	<ul style="list-style-type: none"> • Willingness to undertake training and develop skills.

How to Apply

Application forms are available on our website (<https://www.riverscofe.co.uk/current-vacancies-1/>) – please email completed Support Staff application forms to the HR@riverscofe.co.uk by Midday Friday 28th March.

Please note if you have not been contacted by 2nd April then you have not been successfully shortlisted on this occasion.

Interviews will be held on Wednesday 3rd April.

There is no need to submit a curriculum vitae.

The Rivers C of E Academy Trust are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a full enhanced DBS check.

The Rivers C of E Academy Trust reserves the right to withdraw the job should a suitable candidate be found at any time during the recruitment process.



The Rivers

C.of E. Academy Trust



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The Rivers CofE Academy Trust



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'An extraordinary education for every pupil'