



Pennine Academies Yorkshire

RECRUITMENT BROCHURE





WELCOME FROM THE CEO

Welcome to Pennine Academies Yorkshire and may I start by expressing my thanks for taking an interest in our academies and what we are trying to achieve.

Formed in 2018, Pennine Academies Yorkshire now comprises seven successful primary schools and considers every one that is part of the Trust a family member.

DIVERSITY AND UNIQUENESS

Our schools are diverse - from a small rural school of fewer than 100 pupils nestled high up in the Dales, to a 720-place inner city school with a 24-place resource provision. All schools are in control of their own pedagogy, uniform, school day, curriculum, and staffing structures. Our central team provides extensive support services in finance, estates, people and culture, IT, governance, policy, SEND and school improvement support - the best of both worlds!

WE ARE ETHICALLY DRIVEN

We want to be the employer of choice; this means we support our staff with their Continued Professional Development and career aspirations. Working for us will afford you many different opportunities both within the school you work in and in supporting other schools. We regularly offer out and

encourage people to take secondments or to support other schools in a variety of guises. This has led to fantastic promotion opportunities for many.

Our strength comes from our ability to support one another across the schools.

WE VALUE ALL CHILDREN

Pennine schools are there to serve their local communities. We believe we should be there to support all children irrespective of background, disability or special educational need. We have three Resourced Provisions across the Trust supporting children with SEMH, Communication and Interaction Difficulties and Visual Impairment. This means we have access to a team of specialist teachers who also support our mainstream teachers. We work with integrity and inclusivity.

Pennine really is a different kind of Trust, one that has the value of people and relationships at its heart. Come visit us to see for yourself!

Michael Thorp CEO



EMPLOYEE BENEFITS

WHAT WE OFFER

- Holistic Employee Assistance Programme: We provide comprehensive support through our Employee Assistance Programme (EAP), offering various services to help staff manage personal and work-related challenges. Services include:
 - Counselling Services
 - Mindfulness Services
 - Weight Management
 - Physiotherapy
 - GP Helpline
 - Cancer & Chronic Illness Support
 - Menopause Support
 - Nurse Support
 - Whole School & Leadership Support
 - Private Medical Operations
- A robust People and Culture strategy encompassing wellbeing and workload charters - please see the website for further details
- A full induction programme offering a welcoming, friendly and outstanding network of support
- Excellent opportunities for personal and career development within the Trust
- Effective, supportive and dynamic leadership
- If applicable, automatic enrolment into the national Teacher Pension Scheme with generous employer contribution rates
- If applicable, automatic enrolment into an increasingly rare Local Government Pension Scheme for support staff with generous employer contribution rates
- Flexible family policies available from day one
- Enhanced occupational benefits available (such as maternity, adoption and parental leave)
- Generous holiday allowance plus bank holidays (this increases with length of service and entitlement is based on grade and continuous service)
- A range of working patterns are available depending upon the role
- We are a wellbeing employer with dedicated wellbeing policies and practices
- We demonstrate we are morally committed to achieving true diversity throughout our whole organisation
- A shared ambition to provide outstanding education for our pupils
- A close knit trust which works together to recognise its social responsibility taking part in local charity and cultural activities





WHY JOIN US?

Pennine Academies Yorkshire was formed to bring clear, tangible and inspiring benefits to children, families, carers and all staff. We have expanded from three founding schools to a family of seven schools.

SO WHY WOULD YOU JOIN PENNINE?



1

WE PROVIDE HIGH QUALITY GOVERNANCE

The Board of Trustees are highly effective, transparent and are a skilled group of professionals who work with the executive team to set the vision and values. They hold the executive team to firm account and delegate the correct duties to scrutiny committees without giving their responsibility for standards away.

2

WE HAVE A PROVEN ABILITY TO PERFORM AND IMPROVE SCHOOLS

All schools in the Trust are high performing and understand good teaching and learning. We work effectively with one another across networks to raise standards and improve outcomes for pupils. We have a highly-skilled school improvement team that spans the Trust, who meet regularly to plan collaborative work, challenging and supporting each other in equal measure.

3

PENNINE VALUES AND DEVELOPS LEADERSHIP AT ALL LEVELS

Pennine Academies Yorkshire has ethical leadership at its core. As such the Trust provides key non-negotiables for its staff, which are an expectation whichever site you are working at:

- Be employed professionally, with equity and equality
- To be able to access flexible working arrangements when circumstances change
- To work in a safe environment and to be treated with respect
- To be developed professionally
- To have a reasonable work-life balance
- To have the opportunity to have career pathways opened
- To contribute to the strategic vision for the Trust and school

4

WHY WOULDN'T YOU WANT TO BE PART OF SOMETHING BIGGER?

At Pennine we want to put in place all the advantages of being part of a bigger organisation without losing any of the character of the individual schools. Each school has a great deal of autonomy and freedom to make changes designing their own curriculums, pedagogy and ethos - this means they all have a part to play in developing the Trust.

5

TO IMPROVE OUTCOMES FOR PUPILS WITHIN THE SYSTEM

It's not just about what our Trust can offer you. What can you offer to the Trust? We need great support staff, great teachers and great leaders - all with a great mindset!

CARETAKER – PERMANENT FROM NOVEMBER 2024



Pennine Academies Yorkshire – Central Team | T 01274 271164
CEO Michael Thorp

CLOSING DATE:

07 November 2025 at 9:00am

INTERVIEWS:

18 November 2025

Band 6 SCP 6-11 – (Actual Salary £21,072 - £22,871)

Permanent, 30 hours per week, Monday – Friday, All Year Round

Shift pattern subject to school needs between 6am and 6pm

The role of the caretaker is a crucial role and is essential to the smooth running of the schools. The successful candidate will work closely with the Estates Business Partner, Headteacher, Operations Manager and Senior Site Manager to ensure pupils, staff and all stakeholders are able to work in a welcoming, clean and safe environment. The role will mainly be based at Clayton Village Primary School but will also be required to work across other sites to support other members of the estates members as required.

The Trust and its schools will provide full and appropriate training in all aspects of the role.

You must:

- ✓ Be driven, take pride in your work and have a desire to make a difference in the Trust
- ✓ Be a good communicator and team player
- ✓ Provide a clean, safe working environment for all stakeholders
- ✓ Develop strong working relationships with employees, maintenance support agencies and contractors

Pennine Academies Yorkshire Trust is committed to safeguarding and promoting the welfare of young people and we expect all staff to share this commitment. All posts are subject to the safer recruitment process including an enhanced Disclosure and Barring Service Check. The post includes engaging in regulated activity with children and young people. It is an offence to apply for the role if the applicant is barred from engaging in regulated activity relevant to children

Please see our website <https://claytonvillageprimary.org.uk/> to view our Safeguarding Policy.

Shortlisted applicants will need to provide evidence of their eligibility to work in the UK.

Visits to the school are warmly welcomed by arrangement. Please contact the School Office to arrange an appointment or to ask for further information via office@cvps.paymat.org

JOB DESCRIPTION



JOB TITLE/POST:

Caretaker

SALARY:

Band 6

RESPONSIBLE TO:

Estates Business Partner

DATE:

November 2025

INTRODUCTION

The following information is written to assist staff joining the school to understand and appreciate the work content of their post and the role they are to play in the organisation. **The following points should be noted:**

1. Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job profile
2. Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
3. Pennine Academies Yorkshire is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
4. Pennine Academies Yorkshire is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



PRIME OBJECTIVES OF THE POST:

- Under the instruction/guidance of appropriate senior staff; provide maintenance & security services on school sites & premises.
- May from time to time be required to undertake other duties commensurate with the grade and level of responsibility defined in this job description.
- Work within Trust and school policies and procedures under the direction and guidance of senior staff and within an agreed system of supervision.

KNOWLEDGE & SKILLS:

(See Personnel Specification)

EFFORT DEMANDS:

- Will work under own initiative with minimum supervision, managing conflicting priorities and referring only complex issues to the relevant members of the senior leadership team.
- Will be responsible for the development and operation of a preventative planned maintenance programme and for routine inspections of the buildings, fixtures, fittings, furniture, premises and grounds to assess for work or repairs required to be carried out to maintain safe and satisfactory conditions (including fire safety and electrical equipment).
- Will work with the relevant Operations Managers to undertake the procurement and ordering of associated stocks and supplies ensuring that there are adequate levels at all times. Taking delivery and arranging for the storage of materials, stores and other goods.
- Will contribute to the overall ethos/work/aims of the organisation.

RESPONSIBILITIES:

- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Promotion and maintenance of a clean, tidy, safe and hygienic school environment which gives a positive image of the school to children, staff, parents and visitors.
- To ensure that the required documentation and reporting of incidents including accidents are completed and forwarded to the Operations Manager
- Will attend relevant meetings as required.
- To report on, arrange and oversee any alterations, redecoration, building and maintenance works and specialised repair work
- Locking and unlocking the buildings as required, being responsible for the maintenance of the security of premises bringing any deficiencies to the attention of the Headteacher.
- Dealing effectively and efficiently with pre-planned maintenance, day to day establishment requirements and problems that may arise.
- Undertaking repairs to fixtures and fittings.

- Will liaise with and ensure that contractors on site do not cause a health and safety hazard or damage school property. Report matters of concern or noncompliance with contract specification to the relevant leaders/contracting company.
- Will appreciate and support the role of other professionals.
- Responsible for the day-to-day cleanliness and tidiness of the school and the upkeep of the school grounds.
- Will participate in training and other learning activities and performance development as required.
- Will promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times. *(This responsibility is shared during normal school hours with the Head-teacher or Designated Line Manager e.g. School Business Partner or Operations Manager but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the Head-teacher or other senior member of the school staff).*
- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.

ENVIRONMENTAL DEMANDS/WORKING CONDITIONS:

- Regular outdoor work and exposure to the elements/weather.
- Will have contact with members of the public/other professionals
- Required to be a key-holder for emergency call-outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Headteacher).
- This post may include manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

SPECIAL CONDITIONS OF SERVICE:

No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

OTHER CONSIDERATIONS:

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carers files.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act.
- Must be legally entitled to work in the UK.

PERSONNEL SPECIFICATION



ESSENTIAL CRITERIA

- Will possess handyman/relevant experience
- Will possess caretaking/site-keeping experience in a school or similar environment
- Will possess good literacy and numeracy skills (GCSE (or equivalent) Maths and English)
- Will possess basic IT skills that are required to support the role
- Must possess a full driving licence and own car
- Will possess good working knowledge of plumbing, electrical and decorating repair procedures
- Will possess the ability to work as part of a team
- Willingness to use relevant equipment
- Will possess the ability to relate well to children and adults

JOB SPECIFIC EVIDENCE:

EXPERIENCE

- Will possess good working knowledge of health, hygiene and safety procedures and precautions and regulations, for example COSHH, Manual handling etc
- Knowledge of cleaning procedures required to meet specified cleaning standards
- Will possess good working knowledge of health, hygiene and safety procedures and precautions and regulations, for example COSHH, Manual Handling etc
- Have a neat and organised approach to work
- Be willing, courteous and able to work both using your own initiative and in a team
- Respect confidentiality.

PERSONAL CIRCUMSTANCES:

- Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)
- Will not require holiday leave during term time
- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (DBS check required)
- Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2012.
- Ability to cope with requirements of the post, which may include working with pupils who have emotional and behavioural difficulties or physical difficulties.
- For posts working with pupils who have physical difficulties, it may be an unavoidable core component of the job for the post holder to be capable of lifting and carrying pupils, within school policies and practices and training.



Pennine Academies Yorkshire

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