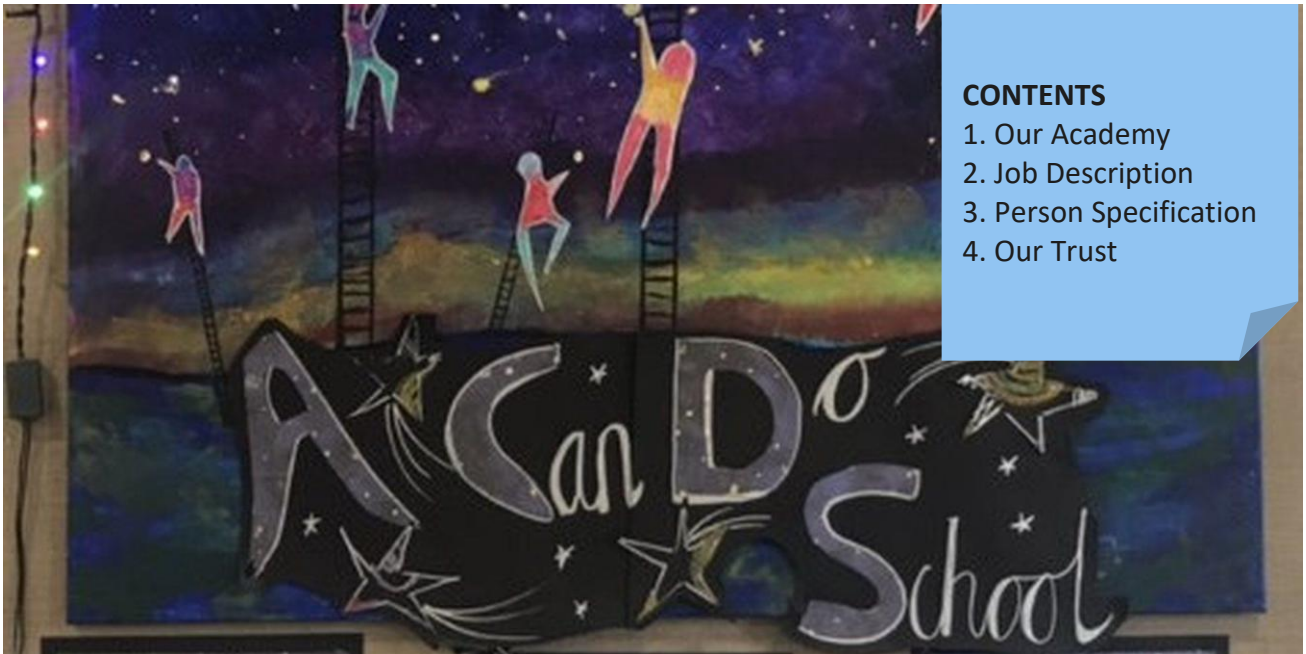


RECRUITMENT PACK



CARETAKER



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Our Academy



Thank you for taking an interest in the position at Lee Mount Academy.

Our academy is a vibrant, diverse and welcoming community, which we want to be an outstanding place to learn but also work – where hearts and minds connect.

The children of Lee Mount Academy and the whole Lee Mount community deserve the absolute best and I will do everything in my power to deliver that. I want to help create a school, working closely with our amazing staff team and other community

leaders, that your children are desperate to attend – a place they feel safe and happy, excited and enthralled. A school they can proudly call their own! I am passionate about giving children opportunities to succeed in not just the core subjects but more widely; drama, music, art and sport for example. We are a “CAN DO” school. Our aim is to build Confidence, have high Aspirations, Nurture each other, Develop knowledge & skills and provide Opportunities.

As educators building an exciting, creative and meaningful curriculum, which equips learners for all stages of their education and beyond, is central to our vision here at Lee Mount. We believe that children should be skilled, confident and articulate as they leave the academy. We teach this through insisting on the ‘4R’s’ (Respect, Resilience, Responsibility and Reflection) in all that we do. I believe that in whatever role you have in school, adults can contribute to this vision.

Best Wishes,

Ben Normington
Headteacher



Job Description

Post:	School Caretaker
Overview:	To work as part of a team including cleaners to assist in the provision of maintenance and security services on school premises thereby ensuring a safe working environment
Salary:	Scale 4, SCP 7-11. £26,403 - £28,142
Contract Type:	Permanent All Year Round
Hours:	37 hours per week on a split shift
Start Date:	As soon as possible
Closing date:	Friday 27 February 2026 at 9.00am
Interviews:	TBC

Core Purpose

To ensure that the site and its buildings operate on a day-to-day basis including:

- Being responsible for the security of the school's buildings and grounds.
- Contributing to the health and safety of everyone who uses the school; including reporting defects and issues to the appropriate line manager.
- Facilitating the use of the school by pupils, staff, governors, parents / carers and others.
- Maintaining the school to a high standard of cleanliness and maintenance.
- Working in accordance with the ethos of the Academy by positively interacting with colleagues, pupils, and parents / carers.

Key Responsibilities

You will be directly responsible for the following:

- Will be responsible for the day to day supervision of a small number of designated cleaners, maintaining good working relationships and team working.
- 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.
- Will promote and ensure the health and safety of pupils, staff & visitor (in accordance with appropriate health & safety legislation) at all times. (This responsibility is shared during normal school hours with the Headteacher, but is the postholder's sole responsibility whilst on site outside of these hours in the absence of the Headteacher or other senior member of the school staff).



- Will attend relevant meetings as required.
- Will have responsibility for the security of buildings, equipment, furniture etc. on the site.
- Will be responsible for the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Head-teacher.
- Will participate in training and other learning activities and performance development as required.
- Will complete EVERY tasks as required - ensuring that admin time is kept to a minimum and is timetabled appropriately throughout the week
- 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.
- Will contribute to the overall ethos/work/aims of the school
- Will appreciate and support the role of other professionals

Working Conditions:

- Will regularly work outdoors and be exposed to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The jobholder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- Will be 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 Head-teacher).
- This post will include a degree of 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.

Cleaning Duties:

- Will clean designated areas in the school
- Be aware of health and safety procedures
- Will contribute to the performance of the team
- Will operate everyday equipment with care and in accordance with established procedures
- Will regularly be exposed to dust, dirt, unpleasant conditions and hazardous chemicals



- Will clean all surfaces, fixtures and fittings, floors, walls, partitions and internal woodwork, toilets, changing rooms and other sanitary areas as appropriate.
- Will collect and dispose of waste in appropriate manner.

Other

- To participate fully in Performance Management Review and other trust performance and development initiatives as appropriate.
- To follow the schools Safeguarding Policy and child protection procedures as directed
- To follow all school and Trust policies and procedures
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.



Employee Specification

Attributes	Essential	Desirable	How Identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. Other relevant qualifications relating to the post e.g. COSHH, Manual Handling 	<ul style="list-style-type: none"> Evidence of further training/development and/or willingness to participate in further training and development opportunities e.g. relevant learning strategies, literacy and/or particular curriculum or learning area such as sign language, bi-lingual, dyslexia, ICT, math, English etc. 	Application Interview Certification
Experience	<ul style="list-style-type: none"> Experience of working in a team situation. Will possess caretaking or site-keeping experience in a school or similar environment. Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level 	<ul style="list-style-type: none"> Experience of working in a school setting. Clerical/administrative 	Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Good working knowledge of plumbing, electrical and decorating repair procedures. Will possess detailed knowledge of all policies, procedures and regulations relevant to the role, for example COSHH, Manual Handling etc Will possess team-leading skills 	<ul style="list-style-type: none"> Will possess knowledge of cleaning procedures required to meet specified cleaning standards. Ability to self-evaluate learning needs and actively seek new learning opportunities. 	Application Interview References



	<ul style="list-style-type: none"> • Excellent communication skills. • Ability to use relevant equipment/resources. • Knowledge and commitment to schools Equality policy. • In depth knowledge and practical experience of Health and Safety requirements. • Ability to relate well to pupils and adults. • Ability to work constructively as part of a team with a willingness to share knowledge, expertise and experience. • Ability to remain calm under pressure; prioritising conflicting demands. • In depth knowledge and experience of maintaining confidentiality in matters relating to the school, its pupils, parents or carers. • Ability to perform all duties and tasks with reasonable adjustments where necessary, working flexibly and willing to accept change. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Advanced Threshold Level 		
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Character	<ul style="list-style-type: none"> • Caring, approachable, firm, understanding, consistent, assertive and calm. • Understanding of the schools needs. • Understanding and respecting the need for absolute confidentiality. • Adaptability and willingness to assist with other aspects of school life. • Willingness to continue to learn and develop and train. • Excellent interpersonal skills. • Good sense of humour. • Commitment to the full life of the academy. 		Application form Interview References
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Information about our Multi-Academy Trust (Impact)

A Department for Education (DFE) approved academy sponsor based in West Yorkshire. Founded in 2016, Impact Education Multi Academy Trust consists of ten academies including primary, secondary, all-through and alternative provision sectors across Calderdale and Kirklees.

CEO Welcome

I am proud to welcome you to **Impact Education**. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale and Kirklees, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality whole education that impacts positively on our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share and learn from each other and the wider system. They have access to high quality continued professional development and learning. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected and happy in their work.

Our **values** of Heart, Mind and Connect underpin everything we do and our **core principles** articulate how we will live these out.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,

Mick Kay
Chief Executive Officer





Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA , Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

You will also have opportunities to develop your skills and knowledge by working across the Trust on school improvement workstreams.

Staff wellbeing is important to us and colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which gives access to a range of benefits:

- Cycle to Work Scheme
- Employee Assistance Programme (Including LifeWorks health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members)
- Gym Discounts
- Mobile phone deals
- Retail Discounts Scheme

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be automatically enrolled into our employee benefits platform 'Smart Hive', which provides access to a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

We listen to our colleagues and measure the health of our culture through our partnership with The Happiness Index. We use their employee engagement and happiness platform to gather feedback anonymously and help drive a happier, healthier and higher-performing organisation.



For further information about working for Impact Education MAT, please visit our website:

www.i-mat.org.uk

How To Apply

Please apply via MyNewTerm at the following link:

<https://mynewterm.com/jobs/149545/EDV-2026-LMA-91744>