

# TIBSHELF COMMUNITY SCHOOL



## RECRUITMENT PACK

OUR GUIDE FOR  
PROSPECTIVE EMPLOYEES

"AIM HIGH"



[www.tibshelf.derbyshire.sch.uk](http://www.tibshelf.derbyshire.sch.uk) - 01773 872391

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## Information about the school

Tibshelf Community School is a thriving, over-subscribed 11–16 secondary school, located in a stunning £17 million purpose-built site opened in November 2013. Serving a wide rural catchment across nine villages in North East Derbyshire, the school is home to over 830 students, with numbers exceeding the official PAN of 150 in every year group.

We are proud to be a school where **exceptional opportunities** are available to all. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that inspire ambition, creativity, and personal growth. We foster a **culture of high aspiration**, ensuring every student is supported to achieve their full potential, regardless of background.

Our inclusive ethos supports a diverse range of learners, including a significant proportion of students who are disadvantaged, have SEND needs, or are supported through EHCPs. We are committed to ensuring that every child thrives academically, socially, and emotionally.

Tibshelf is a **happy and supportive place to work**, where staff are genuinely valued, and wellbeing is taken seriously. We believe that a strong, motivated team is key to delivering excellence for our students, and we work hard to maintain a positive, collaborative culture.

Building on a legacy of **consistently ‘Good’** Ofsted judgements, we are very proud to have a highly successful inspection under the new framework in January 2026. The school achieved the **Strong Standard** in Personal Development and **Expected Standard** in all other categories. This is an excellent achievement under the renewed framework and we continue to work with ambition to gain the strong standard across the board.

### Key Stage 4 Examination Results

	2023 %	2024 %	2025 %
English and Mathematics ‘Standard Pass’	62.4	62.2	66
English and Mathematics ‘Strong Pass’	39	39.2	45
EBacc ‘Standard Pass’	16.5	31.1	23
Attainment 8	44.53	43.24	44.21

### Ethos

Ofsted commented that *“By putting pupils first, the school has created a culture of mutual respect that staff and pupils are proud to be part of. Pupils feel safe and know that staff will keep them safe”*. We believe that children thrive when they feel happy, secure, and inspired — and we place their safety and wellbeing at the heart of everything we do.

Tibshelf Community School offers **exceptional opportunities** both within and beyond the classroom. Our **outstanding curriculum** is enriched by a wide range of **superb experiences** that foster curiosity, creativity, and ambition. We are committed to creating a **culture of high aspiration**, where every student is encouraged to aim high and achieve their personal best.

Our inclusive and supportive environment ensures that all students feel safe, valued, and motivated. High levels of attendance and participation reflect the strong sense of belonging and enjoyment our students experience. We are proud to be a **happy and collaborative place to work**, where staff wellbeing is prioritised, and every member of the team is recognised and supported.

Our vision is to build on these strengths and continue to grow a dynamic, innovative learning community rooted in excellence, inclusion, and aspiration.

## Governing Principle

“Working together to make our school even better.”

## Mission

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21st century.

## We Aim High Through Our Unrelenting Focus On

1. The Learner is at the heart of everything we do
2. Learning is exciting, engaging and inspirational
3. Working together as a professional community to ensure best outcomes for all

## Looking Ahead

I am highly ambitious for the school and its community. I sincerely believe that we can make our school even better. We are absolutely committed to attracting the very best staff to Tibshelf and fully supporting their ongoing professional development, with improving the quality of teaching and learning, our core purpose.

If you are excited at the prospect of playing a key role in this, we look forward to hearing from you.

Visits to the school prior to application are both welcomed and encouraged. Please contact Mrs Bev Wright to arrange an appointment - [recruitment@tibshelf.derbyshire.sch.uk](mailto:recruitment@tibshelf.derbyshire.sch.uk)



**Lucie Wainwright**  
Headteacher

# Our School Improvement Plan

Alta Pete: Aim for the Highest

## Governing Principle:

"Working Together to Make Our School Even Better"

## Mission:

Tibshelf Community School strives to be an outstanding learning community in which individuals are inspired, challenged and supported to become effective global citizens in the 21<sup>st</sup> century.

## We aim high through our unrelenting focus on:

### The Learner is at the heart of everything we do

- 1.1 We aim high through our 'I can' culture building a climate of resilience to create independent 21<sup>st</sup> century learners
- 1.2 We aim high by having excellent practices for facilitating mental health and well-being
- 1.3 We aim high through developing an innovative KS3 curriculum that stretches, challenges and prepares independent learners for the increased demands of KS4
- 1.4 We aim high through developing a relevant KS4 curriculum that is accessible for all and develops independent learners as lifelong learners
- 1.5 We aim high to ensure that all learners achieve their potential and that all gaps are closed
- 1.6 We aim high through having the highest expectations of ourselves, each other, our school and the community

### Learning is exciting, engaging and inspirational

- 2.1 We aim high through creating exciting, engaging and inclusive learning spaces
- 2.2 We aim high through challenge in our teaching to enable learners to be aspirational and make significant progress
- 2.3 We aim high through every lesson being challenging, exciting and engaging for all students
- 2.4 We aim high through ensuring that all our parents know what learning looks like at Tibshelf
- 2.5 We aim high through excellent professional development to ensure that all staff are experts in subject knowledge
- 2.6 We aim high by collaboratively working to deliver learning that enables students to be independent, reflective and resilient

### Working together as a professional community to ensure best outcomes for all

- 3.1 We aim high by being cutting edge with new initiatives and legislation
- 3.2 We aim high through professionalism at all levels with a 'no excuses' culture
- 3.3 We aim high through using expert staff to develop others and actively promote an 'open door' culture
- 3.4 We aim high through collaborative working to highlight potential CPD
- 3.5 We aim high by ensuring that we have 'excellent' strategic and operational resourcing by having all staff (including Governors) in the right jobs with the right skills and specialist knowledge supported by outstanding CPD
- 3.6 We aim high through a rigorous Performance Management system linked to accountability and school improvement
- 3.7 We aim high by developing consistently excellent leadership at all levels across the school
- 3.8 We aim high through high quality services and products
- 3.9 We aim high through safe and secure working environments
- 3.10 We aim high through recognising the health and wellbeing of our staff to enable effectiveness, high levels of productivity and innovation

## Staff Health and Wellbeing

We recognise the importance of ensuring that all staff at Tibshelf Community School enjoy a healthy work-life balance in order to ensure they can not only provide the best teaching and learning outcomes to our students, but that the school can promote a culture of progress and wellbeing at all levels.

We work hard offering a variety of initiatives, services and events to provide a well-rounded sense of wellbeing. A happy working life and career at Tibshelf Community School is supported by some of our key wellbeing initiatives including:

- Whole Staff Induction programme
- 1-1 personalised performance management/appraisal system
- Mentors for ECTs
- Exemplary CPD programme
- Leadership Development Opportunities
- Celebration Events
- Sports & social events
- Dedicated department bases for teaching faculties
- On-site parking
- Laptops with secure home-school access for all teaching staff
- Extended access to school during our wider opening hours
- Access to the canteen and dining facilities

In addition to the above, all staff members have access to complimentary medical and wellbeing support services including (but not exhaustive):

- Nurse support service
- Emotional support and counselling
- Workplace assessments
- Occupational health referrals for access to Physiotherapy and workplace adjustments

## The Application Process

<b>Closing date:</b>	Sunday 28 <sup>th</sup> June 2026
<b>Proposed interview:</b>	Week commencing 6 <sup>th</sup> July 2026
<b>Start Date:</b>	As soon as possible

Please apply using this link <https://mynewterm.com/jobs/112949/EDV-2026-TCS-15358>

Shortlisted candidates may be subject to **online searches as part of our safer recruitment checks**. This is to help identify any incidents or issues that are publicly available and relevant to your suitability for the role.

*Tibshelf Community School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All staff and volunteers are required to undertake a criminal record check via the DBS before they can be appointed.*

**Unfortunately, due to Safer Recruitment regulations, we are not able to accept a CV.**

## Job Profile

<b>Post:</b>	Site Supervisor
<b>Pay Range:</b>	Grade 5 - £25,185 - £25,583 Actual (pay award pending)
<b>Base:</b>	Tibshelf Community School
<b>Hours of Work:</b>	37 hours per week on a shift pattern: 7:00am – 3:00pm with 30 minutes break 11:00am – 7:00pm with 30 minutes break  Times may change subject to business need, including occasional weekend hours, all of which will be discussed and agreed with as much notice as possible.
<b>Responsible to:</b>	School Business Leader

## Overview of Role:

<b>Job Summary:</b>	<p>The Site Supervisor is responsible for:</p> <ul style="list-style-type: none"><li>• Maintaining clean, safe and secure school premises, which includes buildings and grounds maintenance</li><li>• Carrying out cleaning, handyperson duties, routine maintenance and refurbishment, portorage, and minor repairs</li><li>• Supervision of cleaning staff, including allocation of duties and quality monitoring.</li><li>• Promoting health and safety around the school</li></ul> <p>The role requires a proactive, solutions-focused approach to maintaining a safe, efficient and well-presented school environment.</p>
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## General Duties:

- Carry out portorage duties, such as moving furniture and equipment around the school, including setting up and taking down of exam desks
- Maintain the general school premises, furniture and fittings, and log any issues on the Premises Job Spreadsheet
- Carry out small repairs and DIY projects, including decorating
- Monitor the safe and efficient operation of the school's services – gas, water, electricity, heating and ancillary equipment – having regard to the need for energy conservation and management in line with the school's sustainability strategy. Carry out frost precaution procedures – engaging appropriate professional support in emergency situations
- Maintain the cleanliness of school vehicles. Undertake interval inspections of school vehicles and record all inspections. Ensure the driver logs are correctly completed by users. Ensure the vehicles are kept in a road worthy condition at all times and ensure the vehicles are road legal with regard to tax/MOT/servicing. The postholder will be required to drive the school minibus for operational purposes and, on occasion, transport students in accordance with school policy and appropriate supervision arrangements. A driving license category D1 is required for these purposes. Carry out Portable Appliance Testing (PAT) on-site and record results as required (training provided if candidate does not currently have a certificate). Liaise with Premises Manager and Health and Safety Officer to ensure all electrical equipment is tested in accordance with current regulations.

## Cleaning:

- Carry out daily cleaning and ad-hoc duties, such as litter picking and disposal of waste
- Carry out emergency cleaning duties, such as gritting and cleaning up spillages
- Supervise deep clean of classrooms, staffrooms, kitchen, dining areas, food tech areas and other frequently used spaces on site

- Take responsibility of the maintenance of cleaning tools and products, including arranging replacements and ensuring good stock levels
- Undertake laundry duties as required. To include both washing and drying items from PE dept, including football kits, bibs, spare students kit, and on occasions from other depts. including school kitchen, art, cleaning team.

### **Security:**

- Maintain the security of the school premises as a key holder
- Lock and unlock the premises as required, including out of school hours when necessary
- Check at the end of the day that all windows, doors and gates are locked, lights switched off, and gas and electrical appliances are turned off
- Set security alarm systems, report any potential security breaches, and respond to any alarms or other callouts following agreed procedures
- Carry out regular checks, in line with school policy, of CCTV and alarm systems, locks, fire safety appliances, security gates and perimeter fencing, and ensure any necessary repairs are reported and actioned
- Advise the Health and Safety Officer on all matters relating to school security and safety

### **Health and Safety:**

- Ensure a safe working and learning environment in accordance with relevant legislation
- Be first aid trained to administer first aid to colleagues and contractors outside of the normal school day
- Carry out and record regular health and safety checks, including on legionella risk, safety equipment, and any hazards on school premises; report any problems to the Health and Safety Officer
- Provide safe access to the school in cold weather conditions
- Monitor the work of contractors, ensuring safe working practice and quality of work

### **Responsibilities:**

- Be committed to the safeguarding and promotion of the welfare of children and young people
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equalities act, and report all concerns to an appropriate person
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the school working environment
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communication with all staff and other agencies/professionals
- Recognise own strengths and areas of expertise and use these to advise and support others
- Participate in training and other learning activities and performance management as required
- Ensure that cleaning staff carry out their duties professionally and effectively
- Ensure contractors and external visitors comply with security and health and safety while on school premises

### **NOTES:**

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Senior Management Team.
- To take responsibility for the implementation of and compliance with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Senior Leadership Team as required. Trade Union representation will be welcomed in any such discussions.
- This role is subject to an enhanced DBS check and satisfactory references. The postholder is expected to actively safeguard and promote the welfare of children and young people at all times.

## Person Profile

CRITERIA	QUALITIES	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Level 2 Award in relevant vocational qualification or training</li> <li>Grade C or equivalent in English and Maths</li> <li>First Aid (or willingness to undertake training)</li> <li>Minibus category on Driving Licence (D1) (or willingness to obtain)</li> </ul>	D D E D
<b>Experience</b>	<ul style="list-style-type: none"> <li>Caretaking or site supervision experience</li> <li>Building maintenance</li> <li>Security, including alarm systems</li> <li>Cleaning work</li> <li>Basic DIY skills</li> <li>Working in a team</li> <li>Supervising a small team of staff</li> <li>Working with contractors</li> <li>Outdoor work such as gardening maintenance and repairs</li> </ul>	D D D D E E D D D
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>Good knowledge of health and safety regulations</li> <li>Ability to work flexibly, independently and as part of a team</li> <li>Basic DIY skills</li> <li>Ability to plan, organise and prioritise</li> </ul>	D E E E
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>Commitment to promoting the ethos and values of the school</li> <li>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</li> <li>Ability to work under pressure and prioritise effectively</li> <li>Commitment to maintaining confidentiality at all times</li> <li>Commitment to safeguarding and equality</li> <li>Embraces change well</li> <li>Deals with difficult situations effectively</li> <li>Able to work flexibly and out of school hours as required</li> </ul>	E E  E E E E E E
<b>Physical requirements</b>	<ul style="list-style-type: none"> <li>Be reasonably fit to carry out the duties of the job</li> <li>Able to carry out some manual handling and lifting</li> <li>Able to carry out work at high levels using appropriate equipment</li> </ul>	E E E

E = Essential

D = Desirable

**TIBSHELF COMMUNITY SCHOOL**

# **CHARACTER VALUES**



**Resilience**



**Respect**



**Positivity**



**Integrity**



**Community Spirit**



**Curiosity**



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