



Wyvern
Academy

BUILD YOUR DREAM CAREER

Join our Team!



RECRUITMENT PACK

Caretaker

Wyvern Academy, Darlington

EXCELLENCE AND EQUITY WITH INTEGRITY

WELCOME FROM THE CEO



Dear Candidate,

Thank you for your interest in the position of Headteacher at Consilium Academies.

At Consilium, we are on a mission to being an excellent trust with excellent schools – we would love you to join us in that mission.

We are a values driven trust and bring this to life every day though our commitment to excellence, equity and integrity.

We recognise the unique value of everyone, whether they are staff or students and are dedicated to ensuring that every member of our Trust reaches their full potential. To achieve this, we collaborate with stakeholders and external organisations to build relationships that enhance opportunities for all members across the Trust.

We have a commitment to ensure each and every staff member is supported to achieve their goals within their career and have the skills and development to flourish. This commitment is reflected in our Centre for Professional Learning, where colleagues have access to tailored training opportunities and resources to meet their specific needs.

We firmly believe that every student, regardless of their background deserves an excellent education and an equal opportunity to fulfil their potential. This vision guides us in creating an environment where every pupil can thrive.

As part of our Trust, our academies align with collective aims, including prioritising holistic development of pupils academically, socially and emotionally. We aim to instil a passion for lifelong learning and continual improvement among our academies, staff and students, empowering them to pursue their aspirations and ambitions. Our goal is to create a family of academies that is inclusive and embraces diversity, fostering a supportive community where all members feel inspired and empowered to succeed.

We look forward to your application, thank you for your interest in joining the Consilium family.

Mr Michael McCarthy
Chief Executive Officer of Consilium Academies.

WELCOME FROM THE PRINCIPAL



Thank you for considering Wyvern as your next place to work. I am extremely proud to be principal of such a great organisation, where our values of kindness, respect and resilience are felt throughout. We have a vision we have created together, that everyone deserves the opportunity for excellence and there are no limits to what we can achieve together - Every Second Counts. We work with pace and purpose to achieve the best for everyone here.

Our mission is to provide excellence in all that we do. Excellence in Learning - Lessons will be interesting, supportive and fair. Everyone will be helped and encouraged to do their best and gain the skills they need for life after school.
Excellence in Opportunity- School is about more than lessons. We will offer clubs, trips and activities that help students discover new interests, build confidence and enjoy school and life beyond the classroom.
Excellence in Character - Doing well matters, but so does being a good person. We will show kindness, respect and resilience every day and support each other to grow.
If you would like to come and visit, and experience first hand what Wyvern has to offer, then please get in touch

Nadia Robinson
Principal Wyvern Academy

ABOUT THE SCHOOL



Wyvern Academy is a coeducational secondary school with academy status, located in the Branksome and Cockerton area of Darlington, County Durham, England. We are looking for an exceptional candidate to join us on our journey to becoming a truly outstanding school.

As a Consilium Academy, Wyvern Academy is built on the values of the Consilium charter. The purpose of the charter is to ensure our mission and values translate into practice within our Academies, ensuring that every student benefits from our distinctively inclusive ethos.

Wyvern Academy is committed to ensuring that all children reach and exceed their potential by:

- Providing the best possible education and experiences to develop the whole child during their time at the Academy
- Promoting self-discipline, self-confidence, motivation, aspiration, and excellence in learning to assist pupils to become independent and self-sufficient adults, who will succeed and contribute positively to their local and global communities
- Maximising student achievement through the effective use of teaching and learning facilities
- Offering an appropriate and relevant curriculum, responsive to the needs of all students
- Intending there will be no gaps between those children disadvantaged and the rest, either in attainment or opportunity
- Providing a welcoming environment based on trust and mutual respect, where students feel valued and feel like they belong
- Promoting equality and celebrate diversity
- Creating a safe, secure, and happy learning environment where children can achieve their full potential, both educationally and personally
- Creating a community where the values of truth, honesty, forgiveness, and reconciliation are lived and where there is special care for those most in need
- Working in partnership with families to ensure they are an integral part of their child's education and build positive relationships with our families and the wider community
- Providing a diverse range of extra-curricular opportunities and experiences for all our students to maximise talents and develop creative and social skills
- Fostering the values of responsible citizenship in a democratic way through providing opportunities to exercise responsibility and leadership; making students aware of, and encouraging them to form views on a range of political, social, moral, and spiritual issues; encouraging students to understand and tolerate the views of others.

ABOUT THE TRUST



Consilium Academies is a Multi-Academy Trust dedicated to Excellence and Equality with Integrity. Consisting of eight schools across three hubs in Salford, South Yorkshire, and the North East of England, our culture is built on support, guidance, capacity building, and fostering a collaborative approach to school improvement.

Our Trust is committed to the highest standards of curriculum, teaching, and learning, leading to excellent outcomes for our pupils. This commitment extends to our staff, with a focus on high-quality learning, professional development, and an uncompromising approach to support and growth.

Schools within the Trust are encouraged to engage in rigorous self-evaluation and take swift action to address any areas of underperformance, guided by our School Improvement Framework.

Our Key Areas of Focus:

- **Expert Knowledge:** We prioritise school-to-school support, fostering expert knowledge, and providing effective assistance to our schools.
- **Ambitious Curriculum:** Our schools share a common language for curriculum development, with a focus on Enriching Lives, Inspiring Ambitions, and embedding Equality, Diversity, and Inclusion throughout.
- **Effective Pedagogy:** Our research-focused approach seeks impactful teaching methods, a shared language for pedagogy, and developing partnerships with external experts.
- **Purposeful Practice:** We respect each school's identity while promoting a shared understanding of high-quality practice and staff development.
- **Rigorous Assessment & Intervention:** We implement evidence-based benchmarking and targeted support through Rapid Action Plans, maintaining a relentless focus on achieving strong outcomes for all students.
- **Rich Culture:** Guided by Excellence, Equality, and Integrity, we aim to identify, attract, develop, and retain expertise at all levels, ensuring our schools contribute to the Trust's success over time.

Led by our Chief Executive Officer, Michael McCarthy, our Central Team provides direct services, accountability, leadership, and management to our schools. We operate a strong partnership model, where our partner schools play a crucial role in the Trust's continual growth and development.

Our collaborative approach respects each school's individual identity, empowering them to focus on student achievement and success while being part of a supportive network committed to excellence.

BENEFITS



As a Trust, we want our staff to feel supported and valued. Whether you are a teacher or member of the support team, we want your work to have a positive impact on your health and wellbeing.



A CONTRIBUTORY PENSION SCHEME, MEANING WE'LL SAVE TOGETHER

34 DAYS ANNUAL LEAVE + BANK HOLIDAYS FOR SUPPORT STAFF (PRO-RATED FOR PART-TIME) & 36 HOUR WORKING WEEK FOR FULL-TIME SUPPORT STAFF



EMPLOYEE ASSISTANCE PROGRAM WITH ACCESS TO COUNSELLING AND CBT 24 HOURS A DAY, 7 DAYS A WEEK

A CPD OFFER FOR EVERY MEMBER OF STAFF; TO HELP YOU PERFORM AS WELL AS YOU CAN IN YOUR ROLE, TO HELP YOU REACH YOUR CAREER ASPIRATION



FREE MEMBERSHIP TO VIVUP. WITH HUNDREDS OF EXCLUSIVE OFFERS AND DISCOUNTS AVAILABLE ONLINE AND IN STORE.

ACCESS TO THE LEADING HOME ELECTRONICS LEASE SCHEME, EXCLUSIVE TO PUBLIC SECTOR EMPLOYEES



ENHANCED CONTRACTUAL SICK PAY IN LINE WITH THE BURGUNDY BOOK AND GREEN BOOK, PROTECTING YOU AND YOUR FAMILY

AUTOMATIC PAY PROGRESSION FOR ALL STAFF IN LINE WITH THEIR CURRENT GRADING STRUCTURE



JOB DESCRIPTION



JOB TITLE:	Caretaker
REPORTS TO:	Site Manager
CONTRACT:	Permanent
WORKING PATTERN:	Full time, All Year Round
GRADE:	Grade 4 SCP 6-8
ACTUAL SALARY:	£25,989 - £26,824

MAIN PURPOSE OF THE ROLE

- To support the delivery of all facilities matters at the school, including day to day hard and soft services.
- To deliver caretaking support to the school ensuring that the premises are well maintained, and operational services are provided to a high standard.
- To contribute to an overall safe environment for users of the school premises and ensure compliance with health and safety and operational standards as required.
- To ensure the school is operational and its facilities are functioning correctly.

CORE RESPONSIBILITIES & TASKS

Health and Safety

- Follow safe working practices when carrying out required duties, ensuring that procedures are adhered to and accurate records are maintained.
- Undertake dynamic risk assessments as directed in line with health and safety regulations and ensure agreed RA's are followed accordingly
- Work closely with the Site Manager and health and safety team to ensure best practice is achieved, including making recommendations and changes where required.
- Support the school senior team and wider trust colleagues to manage incidents and deliver an effective business continuity plan when required.
- Carry out routine tasks to underpin and contribute to the effective maintenance of records and information, including daily checks and inspections in accordance with industry best practice as directed by the site manager.
- Carry out routine tasks to underpin and contribute to the school's fire safety requirements including inspections, processes, and daily checks.

Financial Management

- Support the Site Manager to ensure availability of critical spares and stocks required for the day-to-day management of the site.
- To abide by the Trust Financial Procedures document.

Site Security

- Act as a secondary keyholder for the school and respond to call outs and emergencies as required to include securing site following damage.
- Ensure the correct use of security systems, including locks, alarms and CCTV ensuring their function and reporting issues for repair.
- Participate in site cover, following shifts and rotas to provide sufficient staffing at the school to meet the opening times required.
- Be responsible for opening and locking the school in accordance with shift requirements.
- To ensure contractors are correctly supervised and overseen whilst on site as directed by the site manager.
- To support the Site Manager in provision of fully operational CCTV provision in accordance with CCTV Policy. This may involve collaborative working with IT and external providers.

Maintenance Management

- Ensure that all property and grounds are maintained in accordance with agreed programmes and to established standards.
- Respond to repair requests from the school helpdesk within the timescale given. Ensure that identified repairs are completed to a high standard or escalated to the site manager for completion by a contractor.
- Monitor plant and equipment to ensure it is operational and properly maintained in a safe working condition.
- Ensure that all programmes for inspection and repair are undertaken within the required timescale escalating issues to the Site Manager when necessary.
- Carry out planned and reactive maintenance tasks under direction of the Site Manager as required across a multi-skilled range of work.
- Monitor the function and provision of all services, taking reading of meters and reporting issues or hazards to the Site Manager.
- Carry out ground's maintenance duties to the school and playing fields which fall outside of SLA Grounds provision.
- Be responsible for keeping accurate records of duties undertaken to assist the Site Manager.
- To form and maintain positive relationships with external contractors whilst providing a level of first line challenge and accountability on behalf of the school

Housekeeping

- Carry out the portorage of goods, furniture, and equipment on behalf of the school.
- To respond accordingly to the schools cleaning requirements outside of the SLA provision or responsibilities of school cleaning team.
- Carry out waste collection and management around the school premises as directed by the Site Manager.
- Ensure compliance with environmental and sustainability requirements.
- Carry out housekeeping checks of the premises and grounds to ensure the site is clean, tidy, and safe for occupation.
- Check and restock all consumables in line with the work schedule, ensuring stocks are well managed.
- Carry out emergency deep cleans as required.
- Respond to weather events to clear ice, snow or minor flooding as required by the emergency management plan.
- Establish routines to ensure staff and student Safeguarding remains paramount to carry out dynamic, visual checks throughout the shift and report/act accordingly.
- To ensure high standard of estates support is delivered all year round.

Capital Projects and Minor Works

- Assist the central estate team with maintenance projects, including escorting contractors and escalating issues to management when discovered.

CORPORATE RESPONSIBILITIES

- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Trust.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Professional Development Review process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues

ADDITIONAL NOTES

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.

PERSON SPECIFICATION



Experience & Skills	Essential	Desirable
Proven experience of working in a practical role maintaining facilities or premises.	✓	
Ability to organise and prioritise workloads in a demanding environment.	✓	
A working knowledge of buildings and carrying out first line repairs.	✓	
Knowledge of relevant procedures for cleaning and security in an education environment	✓	
A working knowledge of relevant health and safety processes	✓	
Competent with standard ICT applications and web-based platforms	✓	
Ability to provide informative, concise reports in both written and verbal format	✓	
Qualifications		
Competent and/or qualified in the use of small tools	✓	
First Aider – (Must be agreeable to be trained and used within school rota (mainly for staff, lettings, evening working with cleaning staff)	✓	
IWFM Level 2 or similar		✓
Caretaking NVQ Level 2		✓
Recognised trade qualification in plumbing or electrical.		✓
Current first aid at work qualification		✓
IPAF certified		✓
PASMA certified		✓
Personal Attributes		
Personal pride in promoting a high standard and contributing to a positive image of the school.	✓	
An active member of the facilities team, as and when required to ensure high workloads are resolved.	✓	
A proven track record of adapting to change, using creativity, and working with others to develop good relationships.	✓	
An ability to work at pace with physical effort as required to achieve manual tasks.	✓	
Remain flexible with working hours if required to support the academy	✓	
Forward thinking, solution focused	✓	