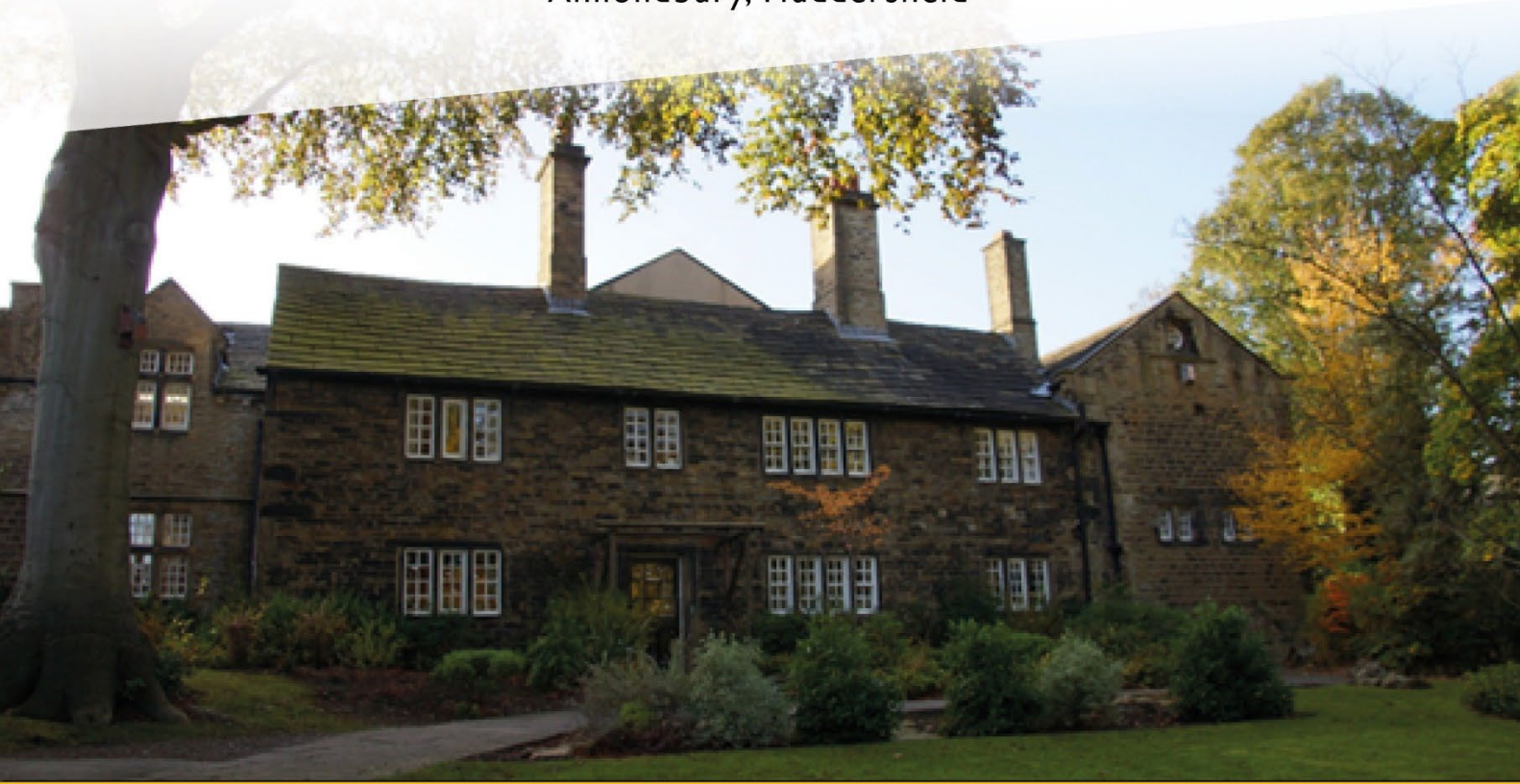


# King James's School

Almondbury, Huddersfield



## **Caretaker Applicant Information Pack**

St Helen's Gate  
Almondbury, Huddersfield, HD4 6SG  
01484 412990

# Welcome to King James's School

Thank you for taking an interest in joining our school. King James's School is an extremely popular and successful 11-16 mixed comprehensive, serving south-eastern Huddersfield and surrounding villages.

The essence of our school is built around three Hs:

- our distinguished **History**;
- our **Holistic provision**, which develops students both academically and pastorally;
- our **High expectations** and **aspirations**.

Our ethos, summarised in the King James's Way, demands the best from everyone through key values:

- Kindness and compassion
- Inclusion and tolerance
- Nurture and innovation
- Greatness and aspiration

We pride ourselves on being a superb staff team who are highly professional. We all have a passion for learning and are committed to inspire and support all our students to be successful and to develop into confident young adults ready for life after King James's School.

We are committed to safeguarding our students and this is evident in our recruitment processes. We ask all applicants to provide us with two references, which will be obtained prior to any interview. In addition to this, we will also carry out online searches for all shortlisted candidates as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check.

I really hope that once you have read through this information pack that you apply to join our team. Please note the deadline an application is 08:00 on Tuesday 28 April 2026. If you have any queries please contact my PA, Tracey Brook, via email [staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school).

# Meet the Senior Team

**Ian Rimmer –  
Principal**



**Rebecca Walton –  
Vice Principal - Pastoral and Safeguarding**



**Ben Streets –  
Vice Principal - Quality of Education**



**Stephen McNamara –  
Senior Assistant Principal - Achievement**



**Kirsty Roden –  
Director of Finance and Operations**



**Abbi Terry –  
Assistant Principal - Personal Development**



# Our Ethos and Values—The King James's Way

<p><b>At King James's School we value:</b></p> <p><b>K</b>indness and Compassion</p> <p><b>I</b>nclusion and Tolerance</p> <p><b>N</b>urture and Innovation</p> <p><b>G</b>reatness and Aspiration</p>	<p><b>and we make a commitment to be a community which promotes:</b></p> <p><b>J</b>oining together and helping each other</p> <p><b>A</b>cademic challenge and opportunities</p> <p><b>M</b>utual respect and shared responsibility</p> <p><b>E</b>ngaging and enriching curriculum</p> <p><b>S</b>afe and secure learning environment</p> <p><b>S</b>trong belief in the wellbeing of everyone in school</p>
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## KING JAMES'S SCHOOL VALUES

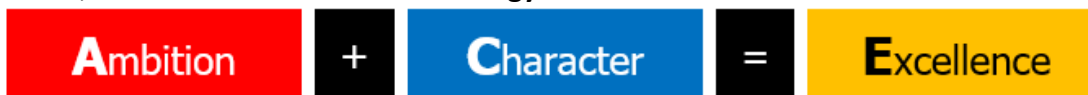


A SCHOOL FOR OUR COMMUNITY



# Our Culture - ACE

Recent times have provided significant challenges for students. The fallout from the pandemic stretches far beyond lost learning. The very fabric of what students are used to, and their confidence in the structures on which they routinely depend, has been severely shaken, leading to significant impact on emotional wellbeing. In order to address these emotional and learning deficits, we have devised our **ACE strategy**.



## Ambition

By providing high-quality experience/opportunity for all, we aim to create an environment in which all students are encouraged to “think big” in order to raise the level of ambition and establish a schoolwide sense of “why not me?”

## Character

Also, in setting clear standards/routines/behaviour norms expected of all students (and staff) around school during lessons/social times, we aim to make explicit “how we do things around here” in order to raise standards in a fair and supportive way.



This vision will be achieved through the delivery of our *Ambition and Character curriculums*.

### **Ambition – provide high-quality experience/opportunity for all:**

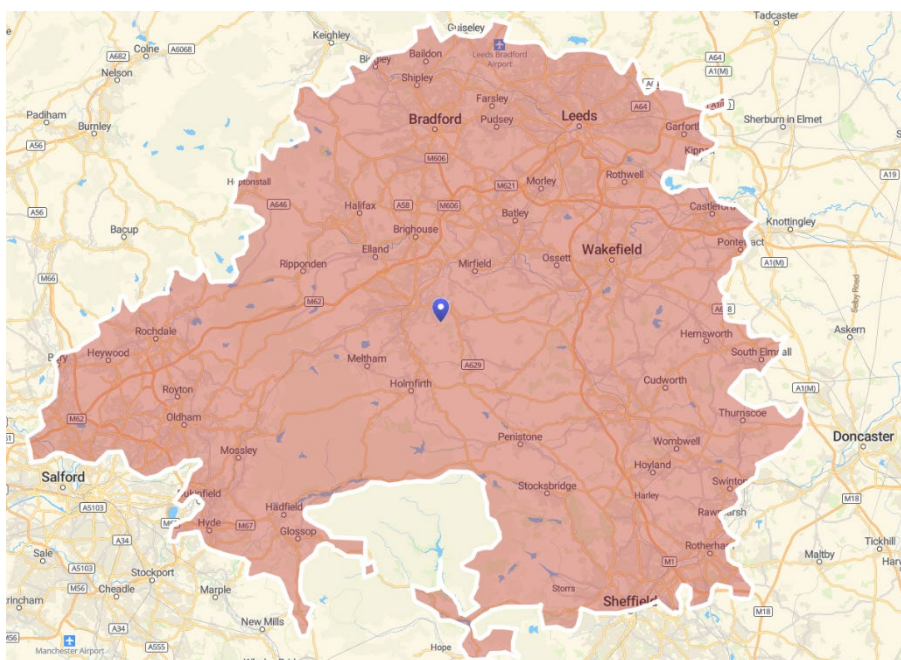
1. Create an environment in which all students are encouraged to **'think big'**, establishing a schoolwide sense of **'why not me'**
2. Expose students to **new experiences** in a variety of contexts
3. Provide students with opportunities which will enable them to become **future leaders**
4. Encourage reflection upon options for **life after King James's** and setting themselves aspirational goals which match their potential

### **Character – establish clear standards/routines/behaviour norms expected of all (staff and students) around school during lessons/social times:**

1. Reflect our core values and ethos, so all stakeholders are clear as to **'how we do things around here.'**
2. Outline the offer we provide to each of our key stakeholders in order to deliver our expectations, routines and the **King James's Way**.
3. Set out the standards, routines, behaviour and character **'norms' we expect of all** our staff and students inside and outside of the classroom.
4. **Set out the standards and routines we expect** from the school community during social times i.e. break and lunches.

# Our Community and Location

Our school is situated approximately 2 miles from the centre of Huddersfield, in a semi-rural position overlooking the Farnley Valley, serving a suburban area and a scatter of villages to the east and south of Huddersfield. We are in an excellent location within easy access to a number of places. This map shows all areas within a 45-minute commute of our school.



Our intake comes predominantly from the priority admission area of Almondbury, Grange Moor, Kirkheaton and Lepton.

We play an important role in our local community from year group charity efforts to promoting local initiatives.



# Our School in Numbers

Type of School	Converter Academy
Age Range	11 - 16
Number of Students	1065
Number of Staff	113
Percentage of students eligible for Pupil Premium	30%
Percentage of students who are children looked after	1%
Percentage of students who require SEND Support	15%
Percentage of students who have an EHCP	2%
Percentage of students with English as an Additional Language	7%
Last Ofsted report	February 2025 'Good'



*Floreat Schola – May the School Flourish*

# Why Choose King James's School?

There are many benefits to working at our school including:

## Pay

- Terms and conditions of employment and salaries at least match national pay and conditions within the education sector.
- Our approach to sick pay and maternity/paternity leave meet or exceed national standards.
- Auto-enrolment into a generous pension scheme – helping you plan for the future

## Flexible working

- Term-time only, part-time and other flexible working patterns are available for a significant proportion of roles.

## PPA

- A minimum of 12½ % PPA for teaching staff - giving you more time for planning and marking

## Refreshments

- Complementary refreshments for those attending evening events
- Breaktime refreshments on INSET days
- Access to a canteen

## Wellbeing

- Up to 3 days paid compassionate leave

## Health

- Onsite counselling service – free and confidential
- Free flu vaccines – helping you to try and stay well
- Free eye tests and contribution to your glasses (*if this is appropriate*)

## Finance

- Access to discount sites through *vivup* – making your money go further
- Parking
- Free onsite parking, with some car charging ports

## What do our staff say about working at KJS?

*It is a superb school with so many positive things going for it*

*The staff are amazing*

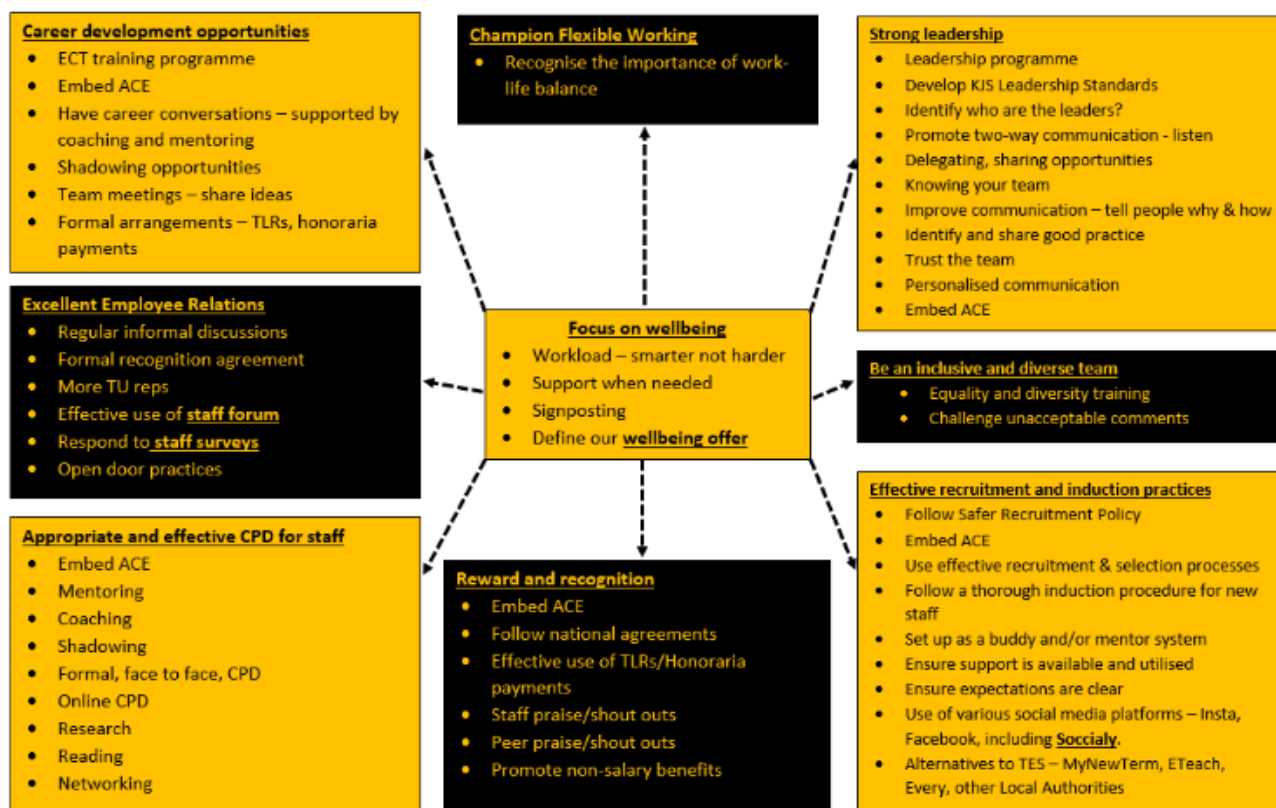
*CPD is available on a wide range of topics to undertake as and when needed*

*A lovely environment to work in*

# King James's School – A Great Place to Work



# What You Can Expect from KJS



## Our Team

Our staff really make our school a special place to work and learn. We value the contribution of each and every individual in school who help us to provide our students with a safe and stimulating learning environment.

We currently have approximately 113 members of staff. We also regularly have student teachers in school, training with our partner organisations such as C&K SCITT and Manchester Nexus SCITT; all of these people play an important role in our success.



We are split into 8 faculties; Business and Computing, Design and Technology, English, Humanities, Maths, Modern Foreign Languages, Performance and Science. We work hard to share best practice within our teams and to provide opportunities for staff to grow and develop whatever their role or career aspirations.

# Our Curriculum and Pastoral System

We have a three-year KS3 which provides a broad and balanced curriculum for all our students. All students take courses in English, Mathematics, Science, Art, Design Technology (including Food and Textile Technology), French, Spanish, History, Geography, Religious Education, Music, Drama, Physical Education, Integrated Studies (personal, social and citizenship education) and Computing.

Students at KS4 will typically be entered for up to 9 GCSEs depending on their 'pathway'.

All students follow GCSE courses in English Language, English Literature, Mathematics and Science. The Science course is worth 2 GCSEs.

Students who have demonstrated flair and aptitude in Science also have the opportunity to take Science as an option, allowing them to gain individual GCSE qualifications in Physics, Chemistry and Biology.

Students choose further subjects from a range of other GCSE or vocational courses. Some students may require a more personalised learning and may follow fewer subjects dependant on their personalised needs. The full set of courses currently offered this academic year at KS4 are:

- Art (Fine Art, Textiles, Graphics)
- Business Studies
- Computer Science
- Food Nutrition
- Geography
- History
- *Health and Social Care*
- *Creative iMedia*
- Modern Foreign Languages (French, Spanish)
- Music
- PE
- *Performing Arts (Drama)*
- Science (Triple)
- Statistics

In addition to the above examination courses, all students follow non-examinable courses in Physical Education, Personal and Social Education, Careers and Religious Education.

As a school we offer a wide variety of extra-curricular activities and some of these are designed to support our students in their studies.

At King James's School we provide a strong network of pastoral care with the core purpose of ensuring that students feel happy, safe and able to achieve. The fostering of respectful relationships between students, their peers and staff allows everyone to feel a sense of pride in their school community and how it develops.

Student support begins with the form tutors who provide the all-important daily contact with the students. They monitor attendance, punctuality and behaviour and generally ensure students are happy and progressing. They are the first point of contact for parents.



*Floreat Schola – May the School Flourish*

# Job Advert

We are seeking to appoint a Caretaker to join our highly effective and dedicated site team. The successful candidate will play a vital role in ensuring that our school buildings and grounds remain safe, welcoming and well maintained for staff, students and visitors each day.

Working closely with the Site Manager and one other Caretaker, you will take pride in keeping the site running smoothly. This is a varied role that includes responsibility for site security, routine maintenance, cleaning oversight and addressing any defects or repairs that may arise.

Previous experience is NOT essential, but you will need general maintenance skills in areas such as painting, plumbing, joinery or general building maintenance, and be keen to learn new skills with a professional and positive attitude.

The working hours are 37 hours per week Monday to Friday, all year round. During term time, the hours will be worked on a two-week rotating shift basis; one week from 6:00 to 14:00 Monday to Thursday and 6:00 to 13:30 on a Friday and the other is from 11:00 to 19:00 Monday to Thursday and 10:00 to 17:30 on a Friday. During school holiday periods the hours will be 8:00 to 16:00 Monday to Thursday and 8:00 to 15:30 on a Friday.

We are justifiably proud to be one of the highest attaining 11-16 comprehensive schools in Kirklees and are regularly, heavily, oversubscribed. All our key performance measures are higher than the local and national averages. We were awarded 'Good' in all areas by Ofsted in November 2019 and, at our most recent inspection, in February 2025, Ofsted judged that we had "taken effective action to maintain the standards identified at the previous inspection".

We serve a suburban area and several villages to the south and east of Huddersfield. We have been a Single Academy Trust since we converted in 2012, but can trace our origin back to 1608 when we were given the charter by King James I. We have a strong and committed staff who are proud to work here.

'The King James's Way' sets out the values and commitments which lie at the centre of everything we do.

At King James's School, we are proud of our inclusive and supportive working environment. As an organisation that values and nurtures talent, we are committed to helping everyone reach their full potential. We offer a comprehensive training and development programme, which enables staff to perform to the very best of their abilities.

We are committed to safeguarding and promoting the welfare and safety of children and young people and expect all staff to share this commitment. We ask all applicants to provide us with two references, which will be obtained prior to any interview. We will also carry out online searches for all candidates who are shortlisted for interview as part of our due diligence. Any successful candidate will be required to undertake an enhanced Disclosure and Barring Service (DBS) check. This post involves direct contact with children and is considered to be a regulated activity. This role is exempt for the Rehabilitation of Offenders Act 1974, so most criminal convictions must be disclosed to us.

Applications for the post should be submitted by **8:00 on Tuesday 28 April 2026**.

If you have any queries about this post please contact Tracey Brook, PA to the Principal, on 01484 412990 or email her ([staff.tbroom@kingjames.school](mailto:staff.tbroom@kingjames.school)).

# Job Description

## Purpose of Post

- To ensure the site and its buildings are safe and accessible for all staff, students and visitors on a day to day basis. This includes the maintenance, security and cleaning of the premises. The post holder will work with the Site Manager to deal with defects and issues which may arise.

## Key Areas

1. Communication
2. Site Operation and Security
3. Site Cleaning
4. Site Improvements
5. Waste and Pest Control
6. Handling Equipment
7. Contractors
8. Health and Safety
9. Fire and Evacuation
10. Community Use
11. Continuous professional Development
12. Safeguarding
13. General

## Duties and responsibilities

### **Communication**

- Act as a point of contact for a wide range of building users.
- Build positive relationships with a variety of stakeholder including staff, students, visitors and contractors
- Responsible, along with the Site manager, for site security

### **Site Operation, Safety and Security**

- Open and close premises, facilities and grounds to meet routine and non-routine requirements
- Carry out security procedures for buildings, facilities and grounds, i.e. security inspections (lock/unlock doors, activate/deactivate automated alarm equipment), identifying repairs, identifying suspicious occurrences and liaising with police others accordingly
- Operate the heating plant so that adequate temperatures are maintained in the premises (subject to the degree of control in the school) and that a supply of hot water is provided within the statutory temperature range
- Operate the water, electricity and heating systems to specified standards ensuring conservation measures are taken
- Report breakdowns of boiler plant to the appropriate person
- Carry out routine specified operating procedures/ inspections on ancillary equipment or facilities e.g. sewage systems, cesspits etc.
- Carry out activities to ensure that reasonable access is possible in times of inclement weather, adhering to the Snow and Ice Policy/Plan
- Attend call outs as require

- Carry out grounds maintenance activities e.g. litter picking
- Patrol the grounds and deal with building issues that may arise
- Maintain required stock levels of consumables and carry out stock taking from time to time in accordance with instructions
- Responding to any health and safety related defects that may arise on a day to day basis

#### **Site Cleaning**

- Perform non-routine cleaning tasks as and when required during the school day e.g. spillages, breakages, graffiti and bodily fluids
- Ensure that all footpaths are free from weeds
- Ensure ground drain gullies, toilets and sink outlets remain free flowing and clean.
- In the event of snow, frost or minor flooding or similar emergency situations ensure access to at least one entrance to the school and entrance to the kitchen is provided.

#### **Site Improvements**

- Identify and collate details of defects and repairs that require attention
- Carry out emergency repairs to ensure building safety and security as necessary
- Carry out specified repairs and/or improvements after consultation with the Site Manager
- Carry out a wide variety of tasks including plastering, paving, joinery, plumbing, general DIY, fitting doors and building furniture

#### **Waste and Pest Control**

- Dispose of rubbish and ensure unimpeded access for refuse collectors to enable bins and containers to be emptied
- Ensure that overnight, the building is clear of all collected rubbish.
- Report all evidence of vermin/pests immediately to the nominated person
- Ensure that all litterbins are emptied as and when required
- Ensure the site is litter free, as far as is reasonable practicable

#### **Handling Equipment**

- Organise and move furniture and fittings as required
- Provide a portorage service

#### **Contractors**

- Responsible, along with the Site Manager, for ensuring all contractors comply with our requirements to maintain the health and safety of staff, students and visitors
- Ensure all contractor work is undertaken in accordance with contractual agreements
- Monitor the progress and work of contractors to ensure agreed deadlines are met
- Raise any concerns with the Site Manager

#### **Health and Safety**

- Take reasonable care of the health and safety of self, other persons and resources whilst at work. Co-operate with management as far as is necessary to enable the responsibilities

placed upon the School under the health and Safety at Work Act to be performed, e.g., operate safe working practices

- Ensure all equipment used is validated and is in a safe and working condition
- Ensure that all contactors and their employees comply with HASAW/COSHH regulations
- Monitor all relevant aspects within the building which may fall under Health and Safety Legislation
- Review, implement and update risk assessments, in conjunction with the Site Manager, as required

#### **Fire and Evacuation**

- Ensure that the buildings fixed fire appliances are fitted, accessible and have not been damaged and that safety measures/fittings are not being misused: liaising with the Site Manager to rectify any deficiencies
- Test fire alarms in accordance with the school's procedures.
- Comply with the building emergency procedures with respect to evacuation for fire, bombs, etc.

#### **Community Use**

- Undertake the opening/closing of the building for occasional events as required

#### **Continuous Personal Development**

- Ensure all relevant training is current
- Attend training to enhance knowledge

#### **Safeguarding**

- Ensure that the school safeguarding and child protection procedures are followed
- As part of your wider duties and responsibilities you are required to promote and actively support the school's responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

#### **General**

- Take an appropriate role in the life of the school supporting its distinctive ethos and values, and actively promoting our policies and practices.
- Carry out any reasonable task as requested
- Carry out your duties with due regard to current and future School's policies, procedures and relevant legislation. These will be drawn to your attention in your appointment letter, your statement of particulars, induction, on-going performance development and through School communications.

**RESPONSIBLE TO: Site Manager**

# Person Specification

Requirement	Essential	Desirable
<b>Qualifications and Experience</b>		
Experience of caretaking and/or building maintenance and security	✓	
Qualified in any related area e.g. plumbing, plastering, bricklaying, joinery, decorating		✓
Qualified in First Aid at Work		✓
Ability to undertake DIY tasks to the highest standard	✓	
Good literacy and numeracy skills	✓	
Ability to use ICT systems	✓	
<b>General and specialist knowledge</b>		
Excellent Health and Safety knowledge including COSHH and HASAW	✓	
Good knowledge of security, heating plan and other building systems		✓
<b>Communication skills</b>		
Ability to communicate verbally with a wide variety of stakeholder including staff, students and contractors	✓	
Ability to produce good quality written correspondence		✓
Ability to build respectful and appropriate relationships with a variety of stakeholders including staff, students and contractors	✓	
Ability to convey complex information in a way which is understood		✓
<b>Time management</b>		
Resilience – the ability to manage a varied workload and meet deadlines	✓	
Ability to work under time pressure	✓	
Ability to demonstrate flexibility to meet the needs of the school	✓	
<b>Personal Attributes</b>		
Ability to work as part of a team as well as independently	✓	
Ability to work creatively		✓
Ability to make difficult decisions		✓
Responsive to change	✓	
Committed to continued professional development and self-evaluation	✓	
Ability to drive	✓	
<b>Wider school</b>		
Committed to safeguarding the welfare of students	✓	
Committed to equality	✓	
Willingness to be involved in the wider life of the school	✓	