



The Polesworth School

ENSURING EXCELLENCE

Dordon Road, Dordon, Tamworth, Staffs, B78 1QT
01827 702 205



Part-time Assistant Caretaker

Candidate Information



The Polesworth School

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Dear Applicant,

Part-time Assistant Caretaker

Many thanks for your interest in becoming a part-time Assistant Caretaker at The Polesworth School. This is a permanent part-time role and we are looking to fill this vacancy as soon as possible.

Polesworth is truly a community based comprehensive school. We have approximately 1500 students on roll which includes a large and thriving sixth form. We have extremely high standards and expectations and our ethos is underpinned by the three Rs of Ready, Respectful and Responsible.

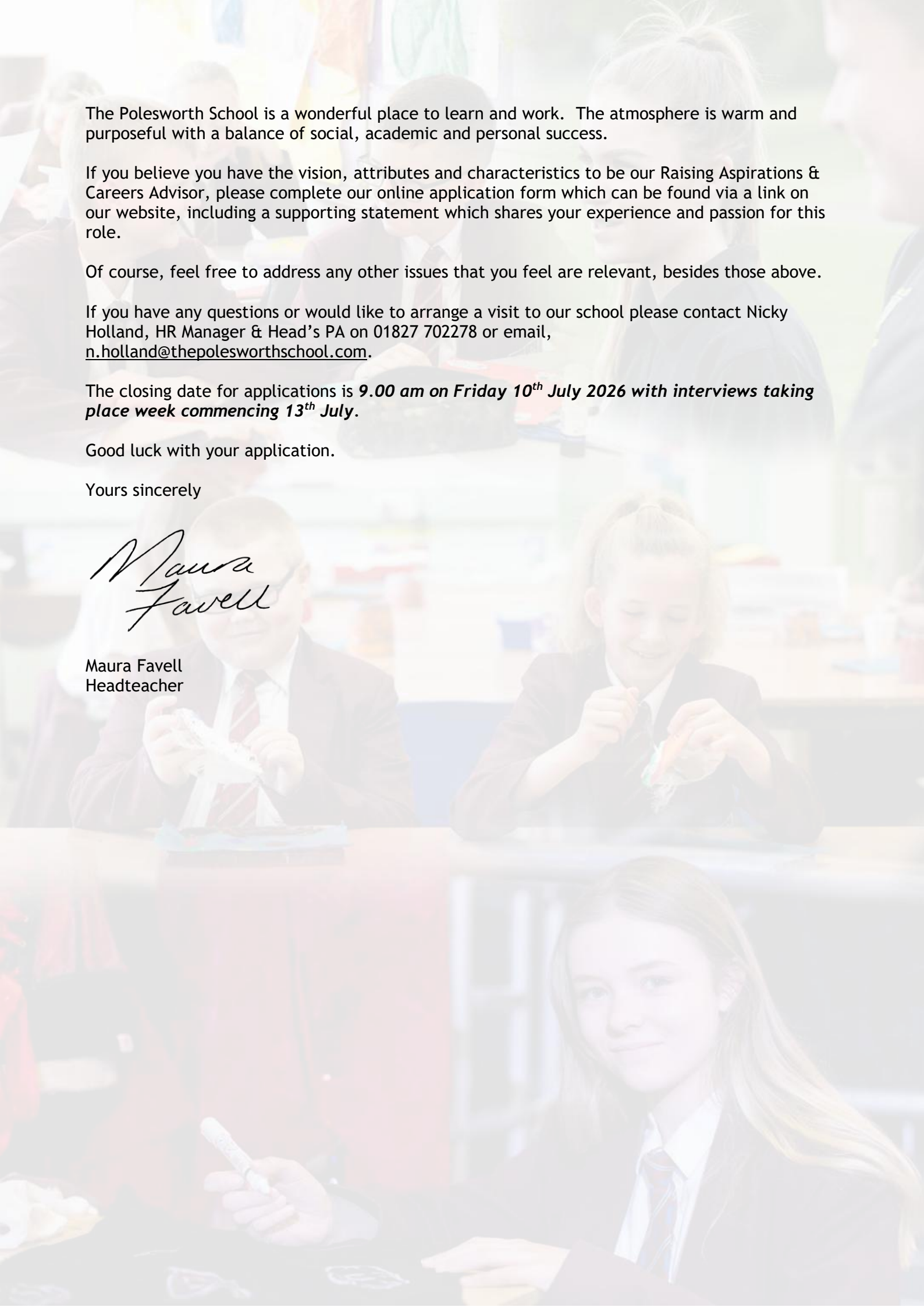
Staff work tirelessly to ensure that all students are able to develop their confidence, resilience and desire to achieve so that they become well-rounded and well-educated individuals who are able to contribute positively to society and realise their full potential.

Polesworth is heavily oversubscribed and comprises a staff of over 200 people. Our Strategic Leadership Team consists of the Headteacher, a Senior Deputy Head, a Deputy Head, four Assistant Headteachers, the Head of Finance & Operations and the HR Manager. Heads of Department and Heads of Year are line managed by members of SLT.

Pastorally, the school is organised horizontally with every student belonging to one of our four Houses: Arden, Stratford, Kenilworth and Warwick. There is a healthy rivalry across the Houses in a wide variety of activities. The House system supports our ethos of social, academic and personal achievement.

Key Stage 3 students study all National Curriculum subjects together with Personal Development. We teach French and German and all Year 7 students are taught in mixed ability and broad ability groups. In Year 8 broad ability grouping is sustained. Students follow a common core of English, English Literature, Maths, Science, RS, PE and Personal Development at KS4. In addition, they take option subjects according to the Pathway they have been allocated. Tomlinson Hall Sixth Form Centre offers a very wide range of 'A' Levels and vocational courses.

We have a great deal of experience in the further development of all our staff. Our appraisal approach is one of coaching under the banner of 'Growing Great People'. We operate under a Trust wide staff development programme entitled "Developing People" and our induction programme for all new staff is superb!



The Polesworth School is a wonderful place to learn and work. The atmosphere is warm and purposeful with a balance of social, academic and personal success.

If you believe you have the vision, attributes and characteristics to be our part-time Assistant Caretaker, please complete our online application form via MyNewTerm, describing how your experience and qualifications thus far make you an outstanding candidate and what you feel you could bring to the role. Of course, feel free to address any other issues that you feel are relevant, besides those above.

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If you have any questions or would like to arrange a visit to our school please contact Nicky Holland, HR Manager & Head's PA on 01827 702278 or email, n.holland@thepolesworthschool.com.

The closing date for applications is **9.00 am on Monday 6th July 2026**.

Good luck with your application.

Yours sincerely



Maura Favell
Headteacher

Our Values & Vision

These are our values. They can be thought of as our 'non-negotiables' - beliefs, expectations and standards that underpin how we work with the young people in our care, and the community we serve. We believe that if we work in the context of these values, students will achieve more than they ever thought possible. They are also values that have evolved following a sustained period of success for the school.



Our Young People

We value three main types of achievement for our young people, and the vision for our school is that we ensure our students are empowered to achieve to a consistently outstanding level.

Social: They have developed and sustained excellent friendships and an ability to build mutual respect with others. They know how to behave and conduct themselves so that they are ready for the next stage in their lives

Academic: They have developed intelligence and a broad range of knowledge and skills that equip them for the next stage in their lives.

Personal: They have personal attributes and talents that have been nurtured at school often beyond the day to day planned curriculum. They have pride and confidence in who they are and what they can achieve. They have developed essential character virtues and a crucial sense of possibility.



Our Staff

All members of our staff community see themselves as learners. They are empowered to make decisions, be creative and to lead. Mutual respect pervades all relationship, working together to enhance professional growth and the consequent achievements of the young people in our care. All staff have clarity and certainty about the direction our school and trust are taking and be working on only a few initiatives at any one time with a sense of how their work is contributing to that vision. Staff co-operate with each other and are not in competition with each other - they are part of a team that ensures our schools are among the best in the country.

Part-time Assistant Caretaker

27.5 hours a week, full year (52 weeks per year)

12.30 pm to 6.00 pm Monday to Friday

Grade D Points 3 to 4 - £18,798 - £19,093 (actual salary)

POST: Assistant Caretaker

RESPONSIBLE TO: Assistant School Business Manager

SALARY: Band D Points 3 to 4

LOCATION: The Polesworth School

WORKING PATTERN: Part-time, full year

DISCLOSURE LEVEL: Enhanced with separate Child Barred List check

KEY RELATIONSHIPS: Staff, Students, Contractors, Parents/Carers, Local Community

RESPONSIBLE FOR: The postholder has no direct responsibility for other staff

SPECIFIC RESPONSIBILITIES

Security:

Routine and non routine opening and closing and security of premises and grounds
Assist in carrying out security procedures for the school buildings and grounds
Assisting in prevention of trespass on the premises
Assist to ensure unauthorised parking of vehicles does not occur

Minibus Driving

Daily driving of the school minibus. This could be to drop off/collect students from College or the morning and afternoon bus service provided to out of catchment post-16 students.

Cleaning:

Allocation and organisation of work to cleaners
Checking work is of standard required
Carry out cleaning of own designated area to the required standard
Stripping and retreating floors when necessary
Empty all COVID related waste bins located in every classroom, office and communal area

Safety:

Checking safety of site and ensuring the removal and safe disposal of hazards
Ensure classrooms, offices and communal areas are fully stocked with COVID related products as instructed by ASBM and in line with Government legislation.

Maintenance:

Responsible for maintenance and repair of basic tools and equipment
Carry out minor or temporary maintenance and repairs of building
Report items, repairs, maintenance work that is required and is beyond the competence of the caretaking staff
Report damage as appropriate
Boiler room maintenance
Direct contractors to sites of repair and maintenance work
Inspect work of contractors where a satisfaction note required.

Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
Carry out frost precaution procedures and procedures in event of fire, flood, breaking and entering, accident or major damage
Ensure drains and gullies are inspected to ensure they are free flowing and clean, dealing with blockages as necessary
Ensure that caretaking and cleaning equipment is in a safe and working condition

Stock:

Receive delivery of stock, materials etc, ensuring appropriate storage.
Ensure adequate supply of fuel, light bulbs and janitorial materials are available

Access:

Provide emergency access in the event of snow or minor flooding or similar emergency situations
Ensure playing areas and paths are free from litter

Support to school

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
Be aware of and support difference and equal opportunities for all
Contribute to the overall ethos/work/ aims of the school
Establish constructive relationships and communicate with other agencies/ professionals
Attend and participate in regular meetings
Participate in training and other learning activities
Participate in the School's Growing Great People coaching system
Undertake any other duties appropriate within the grading of the post, including providing support and cover as requested for other colleagues within the wider team.

Other:

Move equipment, resources, furniture as required (e.g. for examinations)
Facilities Manager in undertaking risk assessments
Deputise for the Facilities Manager in his/her absence

Safeguarding Children

CAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned by the Head of Human Resources. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty -

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Have literacy skills to complete forms and orders, write instructions, understand and follow health and safety and COSHH instructions • Have numeracy skills to check goods, carry out stock control, undertake calculations 	<ul style="list-style-type: none"> • GCSE or equivalent in Maths and English
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Be willing to undertake on the job training • Able to carry out procedures, routines and follow instructions • Able to operate cleaning equipment, machinery and tools and undertake basic maintenance • Have minor maintenance skills (eg plumbing, electrical, glazing, woodwork) to make safe. • Understand basic administrative systems (lettings, time book, extra hours, maintenance hotline, ordering) 	<ul style="list-style-type: none"> • Be aware of and understand the Authority's regulations regarding H&SAW and COSHH guidelines • Understand and be familiar with the layout and organisation of the school and its site. • Able to supervise, co-ordinate and train cleaning staff
Personal Qualities	<ul style="list-style-type: none"> • Can take initiative where necessary • Can solve straightforward problems and respond to unforeseen circumstances (e.g. hazards, accidents etc) 	
Other	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • Willingness to undergo appropriate checks, including enhanced DBS Checks • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	

Dear Applicant

Thank you for your interest in joining The Polesworth School and to make a real difference for young people. **The Polesworth School** is an important member of our family of community schools.

Our Trust originated as The Polesworth School Academy Trust and then became the Community Academies Trust after going into partnership with Birchwood Primary School in November 2012. The Trust has grown since 2012 and now comprises 3 secondary schools and 12 primary schools in Warwickshire, Staffordshire and Telford.

Community Academies Trust currently operates in three hubs in North Warwickshire & Staffordshire, Warwick, Stratford-upon-Avon and Leamington Spa and Telford & Wrekin.

Our trust is a values driven organisation, believing fundamentally in the talent of young people and is driven to ensure local communities have exceptional schools. Trustees have set strategic objectives for the trust. These ensure that the schools in our trust are:

- Focused on achieving outstanding academic, personal and social outcomes for the children
- Committed to the moral imperative of community school improvement and shared system leadership
- Mutually supportive and fiercely loyal to each other
- Equal partners with all other schools irrespective of their phase, size or achievements
- Multi academy trust minded - our schools celebrate the success of others as well as themselves and share accountabilities
- Financially disciplined and committed to fulfilling their delegated responsibilities to the best of their abilities under a robust governance arrangement.

This culture and ethos ensure the young people in our care benefit from expertise and support shared across all our schools so that we can maintain our attention to our children's individual talents and potential. I use this story to illustrate my own personal commitment to the children in our schools:

"As the old man walked the beach at dawn, he noticed a young man ahead of him picking up starfish and flinging them into the sea. As he caught up with the youth, he asked him why he was doing this. The answer was that the stranded starfish would die if left until the morning sun. The old man said that there were millions of starfish, and how could he possibly make a difference. The young man looked at the starfish in his hand and threw it into the waves to safety "it makes a difference to this one" he said.

The main message from this story is clear - children will thrive if we all make sure we focus on them as individuals, get to know them well, meet their needs and be ambitious for them.

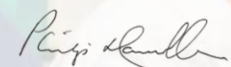
Our schools are orientated around ensuring excellent provision and are constantly reflecting on what is best for our professionals' working environment and for the young people in our care. All of us at our Trust want the children to achieve socially, personally and academically and leave school with a crucial sense of possibility - vital for success in life.

When you work with us, we are also keen that you will grow as a professional and benefit from our culture of professional development. Your wider professional development is very important to us and we have the capacity through our trust policy 'Growing Great People', trust school professional networks and the trust wide Institute of Education to support you in your work and career.

If you feel the trust is an organisation you would like to join and you can contribute to our future success, further information is available on the school website - www.thepolesworthschool.com/vacancies where you will find a link to our recruitment portal. We intend to carry out interviews shortly after the closing date deadline. If you would like to talk to someone about the position, please contact **Nicky Holland, HR Manager & Head's PA** - n.holland@thepolesworthschool.com.

Good luck with your application.

Yours sincerely



Philip Hamilton OBE
Chief Executive Officer



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