



**Triumph
Learning Trust**

Applicant Information Pack



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Job Advert in Brief

Site Officer

Hours per week: 32.5 hours

Full Time: 52 weeks

Salary: £26,427 FTE, £23,149 pro rata

Cawston Grange Primary School

Scholars Drive, Cawston, Rugby CV22 7GU

01788 816820

admin3594@welearn365.com

www.cawstongrangeprimary.com

Cawston Grange Primary School is seeking a reliable and proactive Site Officer. You will play a key role in ensuring the school site is safe, clean, and well-maintained, working closely with staff and leadership to support the smooth day-to-day running of the school. We are looking for someone who takes pride in their work, communicates well, and can work effectively as part of a team to help create a positive environment for our pupils and staff.

There is a strong commitment to support professional development and opportunities for employees to advance their careers ensuring staff can continuously enhance their skills and succeed in their roles.

The Site Officer application form and supporting documents for this post are available on My

New Term: [Cawston Grange Primary School - My New Term](#)

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: 30th September 2026



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School
-  Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment



460

Employees



5

Schools and
Counting



3,171

Students



16

Trustees /
Members



4

Resource
Provisions for SEND

Ofsted

Performance

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)

[Cawston Grange Primary School](#)

[Rugby Free Primary School](#)

[Rugby Free Secondary School](#)

[Alderman's Green Primary School](#)

[Courthouse Green Primary School](#)



Leaders take action to ensure that pupils who need help, get the support they need.



All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well.



Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others.



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.



Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

We warmly welcome you to Cawston Grange Primary School — a school at the heart of its community, where positivity, teamwork and ambition shape everything we do.

At Cawston Grange, our vision of inspiring learning and building community is more than just words. It guides how we work together, support one another and provide every child with the opportunities they need to thrive. This is a place where children are known, valued and celebrated, and where staff are encouraged and supported to be the very best they can be.

Our curriculum is rich, creative and ambitious, designed to spark curiosity and prepare pupils for a world full of opportunity. We want children to discover their talents, think deeply, work collaboratively and enjoy the process of learning. Just as we nurture our pupils' potential, we are equally committed to investing in our staff. Professional development, teamwork and shared success are central to who we are, because we know that when staff flourish, our whole community flourishes too.

We are proud of the positivity and energy that defines our school. From classroom practice to community events, we work closely with families and colleagues to build strong partnerships and a culture of care and belonging.

If you are excited about making a difference, if you value teamwork and are eager to grow alongside a dedicated and supportive staff, we would love you to join our team at Cawston Grange.

Warm regards,



K. Worthington

Headteacher, Cawston Grange Primary School



Cawston Grange Primary School

At Cawston Grange, we believe that education should open doors, spark curiosity and give every child the confidence to shape their own future. Our vision of inspiring learning and building community runs through everything we do, brought to life through our core values of Excellence, Respect and Friendship.

This is a school where every child is known, valued and celebrated for who they are. We are proud to be an inclusive community, embracing the uniqueness of each journey and recognising that progress looks different for every child. Whether it's mastering a new skill, showing kindness to a friend or finding the courage to take on a challenge, every step forward matters.

Our curriculum is rich, varied and designed to prepare pupils for a world full of opportunity. From creative exploration to outdoor adventures, from problem-solving to teamwork, we want children to discover their talents, stretch their thinking and enjoy the process of learning. We work in partnership with families, knowing that together we create the strongest foundation for children to flourish.

Cawston Grange is more than a school — it's a community where ambition, care and belonging are part of everyday life. We hope you enjoy exploring our website and seeing for yourself the energy, commitment and joy that define our school.

Job Description

CARETAKER



Salary	Band E	£26,427 FTE, £23,149 pro rata
Contract	Permanent	
Hours	32.5 hours per week, 52 weeks per year	
Reporting to	Headteacher and Operations Manager	
Responsibility for staff	The post supervises, checks work, instructs or trains cleaning staff.	
Responsibility for others	The post has some impact on the well-being of individuals or groups (ie physical, mental, social, health and safety).	
Responsibility for budget	The post has no or limited direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc..	
Responsibility for physical resources	The post has considerable responsibility for cleaning, maintenance and repair of a range of equipment or buildings and /or responsibility for security of buildings.	
Start Date	As soon as possible	

Main Purpose

- Works under broad direction and laid down procedures.
- Responsible for managing caretaking services to all buildings forming the school site, ensuring a safe and secure environment.
- Supervises school premises staff/ cleaning staff.
- Responsible to the Headteacher and Operations Manager for the effective provision of caretaking, cleaning and site maintenance routines and responding to emergencies relating to the site as necessary.

General Duties of the Role

Security

- Carrying out security procedures for the school buildings and grounds
- Routine and non routine opening and closing and security of premises and grounds
- Take action to prevent trespass on the premises
- Ensure unauthorised parking of vehicles does not occur
- Act as a nominated keyholder and respond appropriately to alarm company, police call-outs and other emergencies outside normal working hours.

Cleaning

- Liaising with the cleaning staff as and when required.
- Covering absence for cleaners.
- Ensure the premises and furnishings are cleaned in accordance with the school's standards, including supervising, organising and appraising the work of cleaning staff
- Carry out regular cleaning inspection and maintaining log sheet
- Ensure floors are stripped and retreated at appropriate intervals
- Order cleaning materials and equipment
- Annual deep clean of carpets
- Empty all bins

Maintenance:

- Ensure that site is maintained and fit for purpose
- Carry out minor maintenance work and repairs.
- Responsible for basic tools and equipment and report items, repairs, maintenance work that is required and is beyond the competence of the school site staff.
- Check for and report damage as appropriate
- Direct contractors to sites of repair and maintenance work
- Inspect work of contractors where satisfaction note required
- Operate heating plant to maintain certain temperatures and ensure adequate supply of hot water available
- Carry out frost precaution procedures, clearing of common areas (carpark, pathways and playgrounds) when snowed and gritting when and where needed.
- Carry out procedures in event of fire, flood, breaking and entering, accident or major damage
- Provide emergency access in the event of snow or minor flooding or similar emergency situations
- Ensure playing areas and paths are free from litter
- Ensure drains and gullies are inspected to ensure free flowing and clean, dealing with blockages as necessary
- Ensure that caretaking and cleaning equipment is in a safe and working condition
- Undertake occasional painting (of doors/small areas etc)

Stock

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

Lettings:

- Prepare for after-school activities and ensure accommodation is prepared for normal school use.
- Undertake school lettings in accordance with the lettings procedures.

Other:

- Move equipment and resources as required.
- Mark sports pitches (where appropriate).
- Check fire alarm systems.
- Assist Headteacher (or nominated representative) in undertaking risk assessments
- Ensure statutory compliance checks.
- Any other duties commensurate with the grading of the post.



Qualification/ Training and Likely Abilities

- Be aware of and understand the Authority's regulation, e.g. H&SAW and COSHH guidelines
- Literacy skills to complete forms and orders, write instructions, understand and follow H & S and COSHH instructions
- Numeracy skills to check goods, carry out stock control and undertake calculations
- 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 (e.g. plumbing, electrical, glazing, woodwork) to make safe.
- Able to drive minibus
- Understand basic administrative systems (lettings, time book, extra hours, maintenance hotline, ordering)
- Understand and be familiar with the layout and organisation of the school and its site.
- Able to supervise and train premises staff, as appropriate
- Able to take initiative and be proactive
- Can solve straightforward problems, respond to unforeseen circumstances (eg hazards, accidents etc)
- Previous experience in caretaking or related field
- Be polite, hardworking, respectful of others, approachable and have a sense of humour.



Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

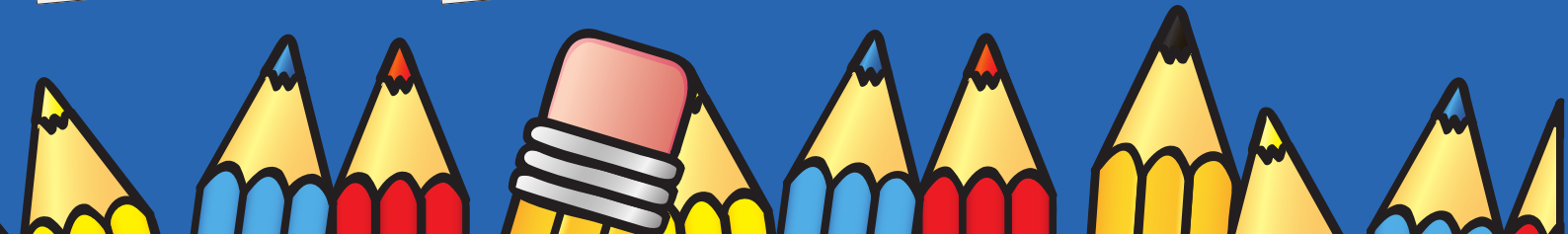
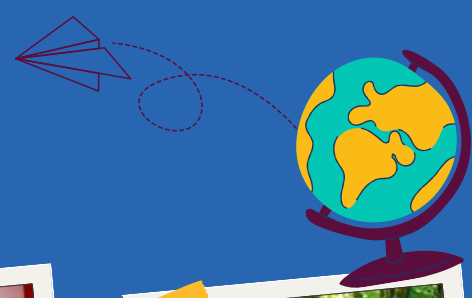
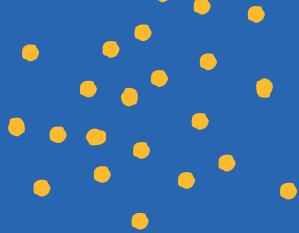
- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Cawston Grange Primary School agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

Generic Responsibilities of all Cawston Grange Primary School

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

Person Specification

Attributes	Essential It is essential candidates can provide evidence of:
Experience, Skills and Knowledge	• Previous caretaking and cleaning experience • Previous experience of working within Health and Safety regulations • Able to communicate with a wide range of people • Security conscious • Able to work flexible hours including evenings and weekends as appropriate • Ability to supervise staff • Ability to undertake minor repairs and general maintenance work • First Aid certification • Previous experience of working in a school • Knowledge of COSH • Manual Handling Training
Personal	• Professional, approachable and supportive manner • Commitment to the school's values, inclusive ethos and child-centred approach • Proactive, flexible and solution-focused • Resilient under pressure with a positive attitude • High level of integrity, reliability and attention to detail





If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  [01788 816820](tel:01788 816820)
-  admin3594@welearn365.com
-  www.cawstongrangeprimary.com

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by the school alongside our own agreed Career Stage Expectations.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

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