



SHINE
ACADEMIES



**Caretaker
at
Crowmoor Primary School
Candidate Information Pack**



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Message from the CEO



I am privileged to be the Chief Executive Officer of SHINE Academies. Having been part of the SHINE journey since its inception in January 2015, I am incredibly proud of the progress that has been made by all of our pupils, staff and stakeholders over the years.

Children only get one chance for their primary education. Whilst we all understand the importance of the core subjects, our pupils are much more than a numerical outcome. We strongly believe that all pupils should have an opportunity to find their niche and reach their potential in all areas. This is supported by a steadfast commitment to the arts and sport, as well as opportunities for exploring cultural capital making our pupils exceptional citizens. We have high expectations of our pupils and encourage them to have high aspirations – there should be no ceiling.

I am proud that our schools are recognised as inclusive environments for our pupils, and we pride ourselves on having skilled practitioners to support our diverse communities. Our family support team has broad expertise and the capacity to support our pupils and their families in many areas beyond the classroom, including mental health, bereavement and housing support. We offer a range of opportunities to our pupils, creating a high-quality educational experience, in a safe, creative and exciting learning environment.

I am proud that our schools maintain their own identity and characteristics, whilst joining a MAT that supports the strategy and school improvement journey, alongside the business elements of running an educational establishment, such as finance and HR. SHINE Academies has a mission to grow with likeminded schools joining our Trust, and whilst we have the capacity to support schools that need additional help in key areas, we are small enough to listen and work alongside our Headteachers to ensure support is tailored for their needs. All of our leaders recognise the need to evolve and take mitigated risks in order to ensure our pupils are ready for the challenges of secondary school and beyond.

Strong and robust governance is key to a successful MAT and I am lucky to work with some exceptional individuals who volunteer on our Member, Trust and Local Governing Boards. Each governance function aids the MAT delivery of its strategic objectives and ensures accountability of my role and that of other executive leaders within the MAT.

This is an exciting time to be part of SHINE Academies!

Gemma Draycott
Chief Executive Officer

Our Values

In 2024, our stakeholders developed a new set of values and a vision for SHINE Academies. These values are our drivers for change within all of our schools, and underpin everything that we do within the MAT. We demonstrate working COLLABORATIVELY, with COURAGE and COMPASSION – we support staff and stakeholders to take calculated risks but always remember that children must be at the heart of everything that we do.

Our Trust values are:

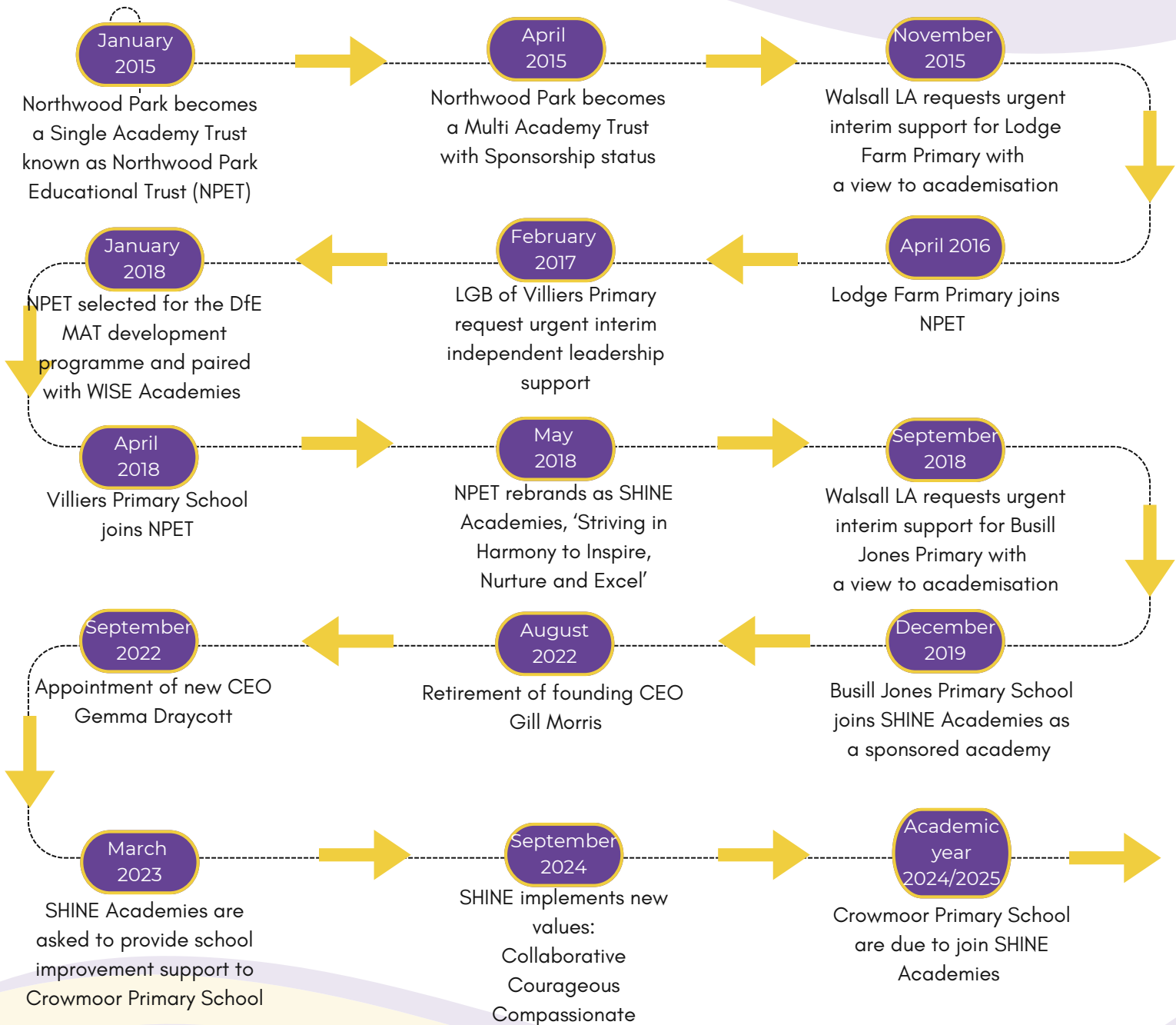
Collaborative

Courageous

Compassionate

No matter the challenge, **SHINE** works **collaboratively** with **courage** and **compassion**, creating a child centered community

Our Journey So Far



Careers at SHINE Academies

The Trust currently comprises of four schools: Northwood Park Primary School in Bushbury, Lodge Farm Primary School in Willenhall, Villiers Primary School in Bilston, and Busill Jones Primary School in Bloxwich. We are expected to grow to six schools this academic year, with two schools in Shropshire due to join us. All our schools are large, and therefore progression opportunities are plentiful. All our schools across SHINE Academies work collaboratively and to the same ethos. Our executive leadership, middle management teams, trust board, and local governing body are compassionate and supportive. Our talented, enthusiastic, and caring pupils are at the center of all that we do, and our staff are proud to be part of the SHINE family.

We recruit highly talented individuals for our schools, which are led by exceptionally talented Headteachers and their teams, who demonstrate a dedication, enthusiasm and commitment to their local community. We recognise talent and develop our staff to be the very best they can be through an intense internal and external CPD programme of support. Our staff and leaders refer to being part of an extended family.

We are proud of our SHINE family of Schools



Employee Benefits

We offer a range of employee benefits, including:



Excellent CPD Opportunities

**One term time wellbeing day
per year**



**Lifestyle & Shopping
Discounts**

**Employee Assistance
Programme**



**Generous Occupational
Pension Schemes**



Your Award-Winning Employee Benefits Provider



Working for SHINE Academies you will have access to our employee benefits platform in partnership with Vivup, a leading and award-winning employee benefits provider



24/7 counselling support, options include telephone, virtual and face to face counselling sessions

Online GP with video and telephone consultation options

Access to health and wellbeing resources such as recipes, podcasts & health assessments

Crowmoor Primary School

Message from the Head of School

Welcome to Crowmoor Primary School! As the Head, it is my pleasure to welcome you to our school community. Our aim is to provide a supportive and inclusive learning environment where every child is encouraged to reach their full potential.

We believe children achieve best when learning is fun, involved, active and exploratory and where confidence is inspired and success is praised. This is reflected in the experiences and opportunities that we provide.

We have a strong sense of community and ethos. At Crowmoor, we believe that all children should be provided with a wide range of opportunities to develop and grow as an individual, who shapes their own future. Crowmoor aims to equip its children with the skills, knowledge and self-belief to flourish and seize the opportunities the world offers. The school site is vast, with ample outdoor space to encourage outdoor learning and classrooms are bright and spacious.

Crowmoor has been receiving support from SHINE Academies since March 2023 and we are excited to be joining SHINE this academic year.

I would be very pleased to welcome you to our school to watch Crowmoor in action.

Mr R Horton
Head of School



Job Description

POST TITLE: Caretaker

SCALE/GRADE: Grade 4

JOB PURPOSE & ROLE

The post holder is required to carry out, under reasonable direction, the appropriate duties in the case of both school buildings and school grounds, regarding matters of cleanliness, security, Health and Safety Risk Assessments, planned response maintenance, day to day management of building services and equipment including statutory recorded testing. The post holder must ensure that the building environment is conducive to the working needs of pupils, staff and other site users.

PRINCIPAL DUTIES & RESPONSIBILITIES

Cleaning tasks

- Maintain a safe, pleasant, litter and leaf free environment as far as practicable
- Carry out daily cleaning of agreed areas of the school where necessary
- Clean external windows (and internal windows if required) on a termly basis
- Ensure the inside of convector radiators are litter/dirt free
- Clean light fittings, diffusers etc.
- When required – removal of graffiti around external and internal buildings
- Monitor cleaning staff and inform the Head of any concerns
- Ensure that drains and gutters are clean and where appropriate disinfected

Maintenance tasks

- Assist in the unblocking of sinks/drains where necessary
- Replace the low level fluorescent tubes and light bulbs as necessary
- Snow clearance to main routes of access/exit as far as is reasonably practicable and salt/grit treatment of icy paths
- Maintenance of grounds, wooden fences, weeds around paths, buildings and walls. Help maintain planters, trees, hedges and flowers
- Ensure all boiler rooms are clean and not used for storage
- Carry out minor repairs as directed
- Keep daily checks on boilers ensuring that the school buildings are adequately heated
- Check for burst pipes and leaking radiators – arrange for emergency services to be contacted if faults occur
- Regularly check radiators are evenly heated and bleed if necessary

Portering

- Move furniture, materials and equipment to, from and within the site
- Liaise with contractors
- On a daily basis check all soap dispensers, paper towel dispensers and toilet rolls – replenish all each day if required.
- Regularly check that batteries in soap dispensers are in working order

Security of premises

- Unlock all necessary gates and doors and check for intrusion in the building and site perimeters
- Deactivate alarms and open blinds/curtains
- Report all breaches of security and keep a log of incidents
- Be a named key holder and keep all keys safe at all times
- Lock up ensuring that all buildings and site are secured and that alarms are activated
- Ensure all lights are switched off, curtains/blinds are drawn, windows/doors are locked
- Secure all gates and access points
- Be prepared to return to school out of hours in an emergency
- Weekly tests of the fire alarm system and undertake a lift check on fire extinguishers

Other duties

- Setting out and clearing furniture for assemblies and other events as required
- Assist in the preparation of site visits by auditors/inspectors
- Removal of internal rubbish, cardboard boxes, large amounts of paper etc.
- Other duties that the Head Teacher or Deputy Head may from time to time ask the post holder to perform

Post Holder

Date

Head Teacher

Date

Person Specification



SHINE Academies Caretaker: Person Specification

FACTORS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications		<p>Qualifications in either plumbing, electrics, decorating, carpentry</p> <p>Qualifications in property maintenance or facilities services</p> <p>To have a full Driving Licence and ability to drive school mini bus</p>	Application form
Competences	<p>Demonstrate competence in maintenance and cleaning roles.</p> <p>Previous experience of in caretaking role including repairs and maintenance</p>	Demonstrate competence in other building/maintenance trades that would be relevant to this role within a school	<p>Application form</p> <p>Interview</p> <p>References</p>
Knowledge & Skills	Knowledge of basic building and maintenance skills		<p>Application form</p> <p>Selection procedure</p> <p>References</p>
Personal Qualities	<p>Effective communication skills</p> <p>Ability to react to the needs of staff, parents, the school</p>	<p>Adaptable and versatile approach</p> <p>Flexibility</p>	<p>Application form</p> <p>Selection procedure</p> <p>References</p>