RECRUITMENT PACK
Clayton Village Academy

Caretaker



Our Trust



I am proud to welcome you to Impact Education. We are a diverse family of Primary, Secondary, Alternative Provision and All-Through Academies, serving young people and their communities in Calderdale, Kirklees and Bradford, West Yorkshire.

Our **vision** is to be a Trust **where hearts and minds connect**; values-driven partners who work collaboratively to provide a high-quality and inclusive education that impacts positively our young people. We are on a **mission** to improve their life chances, challenging social disadvantage and championing inclusion. We believe in student agency and equipping our young people with the knowledge, skills and qualities to be successful in learning, life and work.

Our **people** are empowered to create, explore, share, and learn from each other and the wider system through agile professional learning communities. They have access to high-quality professional development through our **Institute of Learning**. We work hard, but not at the expense of wellbeing, and we want all our people to feel valued, respected, and happy in their work.

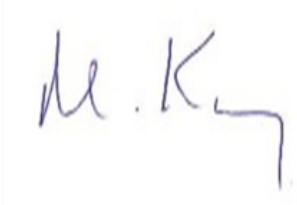
Our **values** of **Heart**, **Mind** and **Connect** underpin everything we do, and our **core principles** articulate how we will live these out across our Academies.

We have entered an important phase of our continued development having undertaken the process of merging with Pennine Academies Yorkshire, who share a strong commitment to inclusive, high-quality education, particularly for disadvantaged pupils and those with special educational needs.

This partnership has created one of the largest non-faith Trusts in West Yorkshire, with 18 academies, 8,200 pupils, and over 1,200 staff. Rooted in shared values of inclusivity, collaboration, and excellence, this is a natural partnership and an exciting time to be joining our Trust.

If you are interested in learning more about our Trust, please make contact, there is so much to share.

Best Wishes,



Mick Kay
Chief Executive Officer

Benefits of Joining

All colleagues receive a planned induction to ensure the best start possible. We are also very proud of the professional learning opportunities across our Trust which are part of our Canopy offering. Canopy means professional learning for everybody across Impact Trust – whatever your school, whatever your role and whatever your interest. A place which inspires us all to grow and develop and pushes us all to be our professional best. These opportunities vary from ITT Training, NPQ's, HLTA, SEND TA, Wellbeing Champion Apprenticeships and many more. Early Career teachers are supported through a range of networks and have access to fully trained mentors and coaching opportunities.

Colleague Voice and wellbeing is really important to us. Colleagues new to the Trust will be able to access a range of benefits outlined below. We also complete an annual Trust listening survey and our Colleague Ambassadors support the development of action plans to help us work towards our goal of being a Great Place to Work.

In addition, we offer the following incentives:

- Salary Sacrifice Car Scheme
- Cycle to Work Scheme
- Employee Assistant Programme (Including health & wellbeing portal & App)
- Face-to-face or telephone counselling (also available for immediate family members)
- Online Cognitive Behaviour Therapy (CBT) (also available for immediate family members

For further information about Impact Education MAT, please visit our website:
www.i-mat.org.uk

Clayton Village Academy

Thank you for expressing an interest in our vacancy. We are an inclusive, energetic and vibrant one-form entry primary school situated in the Clayton area of Bradford. Our team of dedicated staff are proud of our children. At our school every child matters and we strive to ensure that the children are well cared for and enjoy learning in a happy and safe environment.

The school aims are: **Aim High - Be Respectful - Create Happy Memories**, which are at the heart of everything we do. We do our utmost to ensure that the children feel valued, work hard and are encouraged to reach their full potential.

Reading, writing and maths are taught using evidence-based principles such as 'White Rose Maths' and the Wright Stuff. Our approach to teaching the wider curriculum uses our 'Bradford roots' as the underpinning starting point. We complement our classroom-based learning with lots of additional experiences to promote both academic achievement and wellbeing. We believe all our children are included in all experiences so that they can experience the world beyond Bradford and aspire to be whatever they want to be.

The behaviour of our pupils is good because we build positive relationships first based on mutual respect-everyone is expected to be ready, respectful and responsible. As a school, we actively promote diversity, tolerance and respect for people of all faiths, cultures and backgrounds, and there is a real sense of harmony and dedication from staff and pupils alike. Our pupils love coming to school! We enjoy celebrating each other's successes in our weekly 'Celebration Assembly'.

Not only do we have enthusiastic, well-behaved pupils, we also have a talented team of motivated and dedicated professionals, who, along with the leadership team, are united in the strong sense of ambition for the school. Our team of Support Staff are confident and highly skilled. Our inclusive ethos resonates throughout the school and we are proud to cater fully for our children with additional needs. Our school-based provisions for children with Communication and Interaction Needs (including Autism) and SEMH work closely and collaboratively with the rest of the school.

Finally, please be assured that we take the Professional Development of all staff seriously. We listen to our staff's needs and develop bespoke CPD opportunities across the year.

Visits to school are highly recommended and our website also holds lots of information about us.

We wish you every success in your application and look forward to meeting you.

Best wishes

Heidi Rahim
Headteacher

Job Description

Post:	Caretaker
Salary:	Scale 4, SCP 7-11 (FTE £27,274-£29,071)
Actual Salary:	£27,274
Hours:	37 Hours Monday to Friday (Split Shift -split TBC) | All Year Round
Responsible To:	Operations Manager/Site Manager
Start Date:	December 2026
Closing Date:	Monday 16 November 2026 at 9am
Interview Date:	TBC

Core Purpose

To ensure that the site and its buildings operate on a day to day basis including:

- Support colleagues with the security of the school's buildings and grounds.
- Contributing to the health and safety of everyone who uses the school; including reporting defects and issues to the appropriate line manager.
- Facilitating the use of the school by pupils, staff, governors, parents / carers and others.
- Carrying out routine caretaking, cleaning and minor maintenance duties and supporting the delivery of planned and reactive maintenance activities.
- Record all tasks, maintenance or reactive on the Trusts Civica Compliance System.
- Complete regular site inspection checks, both internal and external to the property.
- Working in accordance with the ethos of the Academy by positively interacting with colleagues, pupils, parents and carers.

Duties and Responsibilities

You will be responsible for the following:

- Will be responsible for supporting the day to day allocation of cleaning tasks. Formal line management, appraisal and performance management remain the responsibility of the Site Manager/Operations Manager.
- Will be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Will undertake duties in a safe manner, carry out routine health and safety checks as directed and report hazards, defects or concerns immediately to the site manager or Headteacher.
- Will attend relevant meetings as required.
- Will assist in maintaining the security of buildings, equipment and furniture and report any security concerns immediately.
- Will support the site manager with external contractors working on site.
- Will support the site manager with the maintenance of the security of premises, including the locking and unlocking of the premises, and bringing any deficiencies to the attention of the Headteacher.

- Will participate in training and other learning activities and performance development as required.
- Will complete Civica tasks as required - ensuring that admin time is kept to a minimum and is timetabled appropriately throughout the week.
- Will present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all, treating all users of the school with courtesy and consideration.
- Will contribute to the overall ethos/work/aims of the school
- Will appreciate and support the role of other professionals

Working Conditions:

- Will regularly work outdoors and be exposed to the elements/weather.
- Will have contact with members of the public/other professionals e.g. teaching staff, governors, parents/carers, community groups, local education authority, external providers etc.
- The jobholder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- Will be required to be a key-holder for emergency call outs. Evening/weekend duties for lettings may be a feature of the job (further information is available from the Headteacher).
- This post will include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.

Cleaning Duties:

- Will clean designated areas in the school
- Be aware of health and safety procedures
- Will contribute to the performance of the team
- Will operate everyday equipment with care and in accordance with established procedures
- Will regularly be exposed to dust, dirt, unpleasant conditions and hazardous chemicals
- Will clean all surfaces, fixtures and fittings, floors, walls, partitions and internal woodwork, toilets, changing rooms and other sanitary areas as appropriate.
- Will collect and dispose of waste in appropriate manner.

Other:

- To participate fully in Performance Management Review and other trust performance and development initiatives as appropriate.
- To follow the schools Safeguarding Policy and child protection procedures as directed
- To follow all school and Trust policies and procedures
- To undertake training as and when appropriate
- To undertake any other duties which may be assigned to the post from time to time as directed by the Headteacher

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

Person Specification

Attributes	Essential	Desirable	Identified
Qualifications	• GCSE English and Maths or equivalent e.g. Adult Literacy/Numeracy at level 1. • Other relevant qualifications relating to the post e.g. COSHH, Manual Handling	• Evidence of further training/development and/or willingness to participate in further training and development opportunities	• Application • Certification
Experience	• Good ICT skills • Excellent communication skills • Caretaking or site-keeping experience in a school or similar environment • Experience of working in a team situation	• Working in a school setting with a similar context • Admin skills	• Application • Interview • References
Knowledge and skills	• Good working knowledge of plumbing, electrical and decorating repair procedures • Will possess detailed knowledge of all policies, procedures and regulations relevant to the role, eg. COSHH, Manual Handling, etc • Team leading skills • Understanding of equality • Knowledge of Health & Safety	• Knowledge of cleaning procedures required to meet specified cleaning standards • Ability to self-evaluate learning needs and actively seek new learning opportunities	• Application • Interview • References
Character	• Strong moral purpose and drive for improvement • Caring and approachable nature • Ability to work well in a team • Maintain confidentiality at all times • Values-aligned & resilient • Ability to work in a calm manner • Flexible • Motivated and enthusiastic • Excellent interpersonal skills • Good sense of humour • Desire to develop yourself • Ability to receive and act on feedback • Strong attention to detail • Ability to work under pressure • Commitment to the full life of the academy	• Ability to think clearly and remain calm in emergency situation	• Application • Interview • References

How To Apply

To apply, please visit MyNewTerm at the following link:
https://mynewterm.com/jobs/148869/EDV-2026-CVA-47613

Impact Education Multi Academy Trust is committed to safeguarding staff and students and expects all employees and volunteers to share this commitment. All posts are subject to an enhanced Disclosing and Barring Service DBS check. All interviews will include a question about Safeguarding and any anomalies identified in pre-recruitment checks will be discussed at interview.