



Co-op Academy
Delius

Assistant Caretaker

Co-op Academy Delius

Candidate Pack



Welcome

Dear Applicant,

It is a pleasure to welcome you to Co-op Academy Delius.

I have had the privilege of being the Headteacher of this fantastic Academy since September 2021.



20 years of working within special education has provided me with the commitment and drive to provide the highest quality of education, environment and experiences for the exceptional pupils who attend the academy. The highly skilled and dedicated staff team I work with at Co-op Academy Delius are passionate about supporting our pupils, and each other and we recognise the importance of working in partnership with parents and other professionals as well as enhancing our links in our local community and beyond. As an academy we value and recognise the important role that the staff, governors, parents/carers and the wider community play in supporting our pupils and their school life.

At Co-op Academy Delius we strive to provide a personalised, ambitious and challenging curriculum with the highest of expectations where pupils are given a voice and are encouraged to be independent and actively participate in their education. Our curriculum is planned to promote pupils acquiring skills and knowledge which they are able to retain and recall, enabling them to live their lives to the fullest and access society. Our academy community is passionate and creates innovative learning opportunities in exceptional learning environments whilst promoting holistic as well as academic development.

It is my intention that the academy promotes an ambitious, positive, safe, stimulating and nurturing environment in which all staff and pupils feel valued and their successes and achievements are recognised and appreciated. I am very proud of our community, our pupils and their successes. Our academy is full of incredibly talented pupils and staff who are seen and known as individuals and I encourage you to explore our website further or arrange a visit to learn more about our academy which is a truly amazing place to learn or work.

Emma Hardaker | [Headteacher](#)



Job title: Assistant Caretaker

Salary / grade range	SCP 4 - £24,404 pa (actual salary)
Location	Co-op Academy Delius - Across two sites, Barkerend Road & Princeville Street
Reports to	Operations Manager - Kelly Potts

Purpose of role:

To assist in the maintenance and security of the school premises and site, ensuring a safe working environment, as directed. In addition the post holder may be required to work during the evening after 6pm or on a Saturday or Sunday daytime to cover lettings, maintenance work at site or other school activity by agreement with the school Leadership Team. Reasonable notice will be given when overtime working will be required. Overtime payment will be made in these circumstances.

Key accountabilities (and specific duties / responsibilities):

1. Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at predetermined times
2. Carry out and keep records relating to maintenance, Health & Safety and security checks as per daily, weekly, monthly and quarterly check lists (Parago).
3. Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately
4. Undertake general portage duties including moving furniture and equipment within school. Preparing meeting rooms/training sessions to ensure the smooth operation of the school.
5. Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site.
6. Day to day control of cleanliness and tidiness ensuring the environment, inside and out supports learning.
7. Operate systems such as heating, cooling, general lighting, swimming pool (limited to pool testing) and security (including CCTV and alarms)
- 8.. Collect /Receive deliveries to the school site and distribute in a timely manner.

9. Collect and assemble waste for collection. Assisting with a litter free environment.
10. Stock control and timely ordering of consumables, and materials.
11. Assist in the organisation of external space, particularly those areas developed for gardening, horticulture and / or habitat.
12. Pool Testing (Saturdays only)
13. Minibus Driving
14. Is a designated key holder to the entire premises of school and campus, providing emergency access to the school site.
15. Act as school contact in relation to premises and liaise with contractors.
16. Be an effective member of the Schools' Business Support Team.
17. Take responsibility for all keys and their issue and replacement and keep a log.

General Responsibilities:

1. Undertake relevant and whole school related training as required.
2. Promote, respect, understand and celebrate diverse cultures, languages, ethnic groups, faith groups, gender diversity and orientation and disabilities.
3. Create and maintain an effective partnership with pupils/ parents/carers/ families and staff to support and improve outcomes for pupils.
4. Uphold the ethos and policies of the school
5. Be fully involved in the school and campus community
6. Take on any duties commensurate with the role which supports the aims of the school and purpose of the post.

Individuals in this role may also undertake some or all of the following:

1. Periodic cleaning of designated areas of the school building and grounds according to instructions.
2. Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
3. Undertake lettings and carry out associated tasks, (including pool tests) in line with local agreements.
4. Act as a designated key holder, providing emergency access to the school site
5. Furniture/Redecoration requirements.
5. Act as school contact in relation to premises related contractors.

General

1. Compliance with all academy policies and procedures, including child protection and safeguarding policies.
2. Be a visible, proactive presence around the Academy, promoting positive behaviour and ensuring the smooth day-to-day running of the Academy.
3. Model Co-op Academies 'Ways of being'.

Indicative knowledge, skills and experience

- Knowledge / skills equivalent to current national qualifications level 2.
- Requires knowledge of policies, procedures in relation to school security, relevant health and safety and COSHH regulations, minor maintenance and repairs.

This job description will be reviewed as appropriate and may be subject to amendment or modification at any time. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

Personal attributes required (based on job description):

Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
Qualifications <ul style="list-style-type: none">• GCSE Grade C in Maths and English (or equivalent)• Relevant health and safety training e.g. manual handling, working at height, COSHH, fire safety experience		AIT

Experience <ul style="list-style-type: none"> • Experience of maintenance and H&S in a fast-paced environment 		AIT
Skills, Ability, Knowledge <ul style="list-style-type: none"> • Knowledge of, and practical experience of implementing site related health and safety requirements • Able to complete complex tasks with autonomy and prioritise • Evidence of responding to queries in a professional and swift manner • Working within an educational setting • Excellent organisational, oral and written communication skills • Able to use email and relevant systems (training can be given for specific systems) • Knowledge and expertise in minor maintenance and repair • Able to lone work 		AIT
Personal Qualities <ul style="list-style-type: none"> • Good communication skills to build relationships with key stakeholders. • Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles. • A commitment to child protection and the safeguarding of children and young people. • All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op. 		

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate children and/or adults barred list check if necessary. A person who is included in the children or adults barred list commits an offence if they engage in regulated activity from which they are barred.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

Wellbeing & Benefits

- Excellent opportunities for personal and career development within the Co-op Academies Trust;
- Co-op Academy Trust & Academy Reward & Recognition scheme;
- Effective, supportive and dynamic leadership, with well-being high on the Agenda;
- Free breakfast each Wednesday to connect and chat with leadership and colleagues across Delius;
- A welcoming, friendly, supportive, effective and efficient professional/Continuing professional development.
- Opportunity to continue to enhance your continual professional development (CPD) and opportunity to join Delius CPD reward & incentive scheme;
- Employee benefits such as staff family swim, season ticket, reduced gym membership, cycle to work scheme and much more;
- Once signed up to our "Colleague Membership" scheme you will receive a discount off most Co-op branded products and discount off most branded products on colleague member payday events! You can also access discount on Co-op Funeral care, Co-op Legal Services & Insurance (including Pet insurance, Travel insurance, Life insurance, over 50 insurance and breakdown cover);
- Free access to a confidential 24/7 Employee Assistance Programme;
- Free flu vaccine and eye test with money towards glasses;
- A superb, school building with a flexible and creative ICT rich working environment;
- Local Government Pension Scheme and recognised continuous service.





Ofsted September 2023

Please read our successful Ofsted Report, rated as "Good" here are just a few statements which we are particularly proud of:

"Leaders at all levels ensure the curriculum is designed well to meet the needs of pupils with SEND. The ambitious curriculum clearly sets out the key knowledge and skills pupils will learn".

"Leaders at all levels ensure staff feel well supported".

"Staff feel equipped to support and teach pupils well.....They say that their workload is manageable and that they have job fulfillment".

"Leaders at all levels carefully consider ways to promote diversity and explore pupils' heritage..... The school is calm and orderly. As a result, pupils behave well".



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Telephone: (01274) 062580

<https://delius.coopacademies.co.uk/>

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Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

July 2025