



**Huxlow  
Academy**

Ambition • Respect • Pride

## INFORMATION FOR CANDIDATES

# Huxlow Academy Caretaker

37 hours per week/52 weeks per year

Grade C - Point 3-4

Salary - £24,795 - £25,185 + standby payments usually 1 in every 3 weeks  
(approx. £5,000 per annum)



*"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."*

[www.tovelearning.org.uk](http://www.tovelearning.org.uk)

# WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

We are currently embarking on an exciting phase of rapid improvement, driven by our unwavering commitment to excellence. Our core values of Respect, Ambition, and Pride guide us in our pursuit of continuous improvement and inspire us to set high standards.

We are committed to creating a learning environment that promotes excellence, encourages innovation, and supports risk-taking. Our teaching staff engage in ongoing professional development to ensure they are equipped with the latest research and teaching methodologies to enhance student learning experiences. Professional Learning and Development are integral to our ethos, with opportunities for growth and innovation available for all. We are striving to provide lessons that are engaging and tailored to meet the needs of our students through collaborative working. Through partnerships with schools within the Tove Learning Trust and beyond, our staff have access to the very best educational practices.

Despite being an incredibly rewarding place to work, Huxlow is an academy on an improvement journey, and this role would be crucial for accelerating the pace of change.

I invite you to explore our website, engage with our social media channels, and, most importantly, visit us to gain a deeper insight into life at Huxlow Academy. We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

*Kim Isaksen*

Headteacher - Huxlow Academy

# An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

## ✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

## ✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

## ✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

## ✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

## TOVE LEARNING TRUST SCHOOLS

### 📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

### 📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull



# Caretaker Job Advert



The purpose of this post is to provide a caretaker service under the instruction of the Site Manager.

You will work as part of a friendly and supportive team. When 'on call' a standby allowance is paid.

The site team is responsible for providing a safe and secure environment for students, staff and visitors. Post holders will be required to carry out lock/unlock procedures, caretaking duties and call out duty.

Applicants must live within a 12 mile radius of the Academy, due to the requirements of call out capability.

The successful candidate will:

- Be dependable, adaptable and available to work flexibly.
- Be able to demonstrate that they meet the requirements set out in the person specification
- Be required to undergo an enhanced DBS disclosure check.
- Be eligible to live and work in the UK.

Training and development opportunities will be offered. All staff are encouraged to study further and the trust will actively support staff to obtain relevant further qualifications where possible.



**Responsible to:** Site Manager

**Working Hours:**

Week 1 07:10 - 15:30 (one early finish @15:00)

Week 2 10:10 - 18:30 (one early finish @18:00)

**Closing date:** 9am Friday 10<sup>th</sup> October

**Interview dates:** TBC

*Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.*

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

# Caretaker Job Description

## CORE PURPOSE OF THE ROLE

The site team is responsible for providing a safe and secure environment for students, staff and visitors. Post holders will be required to carry out lock/unlock procedures, caretaking duties and call-out duty. It is a very busy and physically demanding role.

## MAIN DUTIES

- To deliver a quality caretaking service including security, out-of-hours use of the college, porterage, maintenance, repair and cleaning to ensure the health and safety of students, staff and visitors
- Act as one of three designated key holders on a rota basis for security, responding to call outs and dealing with incidents in accordance with school/Trust procedures in emergency or out of hours situations
- Follow health and safety procedures in accordance with school/Trust policies and procedures. Be observant of actual and potential health and safety hazards or deterioration of site, reporting and dealing with issues.
- Understand the requirements of fire safety and be able to carry out fire drill procedures and resetting the alarm system.
- Understand the heating system and operate as necessary.
- After training be able to check water temperatures/flush outlets and record findings in accordance with legionella legislation.
- Keep external and internal areas free of litter to ensure school premises and grounds are well presented at all times.
- Ensure all drives and approaches to the premises are kept clear of snow, ice and obstructions and apply grit/salt as appropriate.
- Maintain consumables and report stock levels.
- Monitor and carry out general remedial maintenance tasks which can involve but is not restricted to painting, repairs, cleaning etc.
- Attend to deliveries.
- Set up and down for events.
- Follow procedures for safe disposal of all waste materials, equipment and furniture beyond repair.
- Ensure emergency exits are in good working order and free of obstruction.
- Supervise contractors as necessary.
- Support the supervision of the cleaning team, reporting issues as appropriate.
- Carry out horticultural tasks such as grass cutting, weeding etc.
- Carry out monthly cleaning of light fittings, drains and gullies, fan heaters, outside windows, door frames and boiler rooms.
- Service lettings and out of hours use, ensuring areas are fit for purpose the following day.
- Train as First Aider
- Attend relevant training courses as required/instructed.
- Support all general school activities and undertake other duties as determined by the Headteacher to enhance the efficacy and effectiveness of the support staff teams.

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.*

# Caretaker Job Description

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*Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.*

*KCSiE Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2024 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

# Caretaker Person Specification

|  | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| <b>PRE-EMPLOYMENT CHECKS</b>   |           |           |
| Criminal Records   | *         |           |
| Enhanced Disclosure and Barring  | *         |           |
| Proof of identity  | *         |           |
| Medical Questionnaire  | *         |           |
| Satisfactory References  | *         |           |
| <b>QUALIFICATIONS</b>  |           |           |
| Full, clean driving licence  | *         |           |
| Health and Safety Qualification  |           | *         |
| Lifting and manual handling training or willing to undertake   | *         |           |
| First Aid Qualification or willing to undertake  | *         |           |
| Willing to undertake all relevant training as requested  | *         |           |
| <b>EXPERIENCE</b>  |           |           |
| Previous experience of caretaking/premises management  |           | *         |
| Experience of undertaking DIY work   | *         |           |
| A good understanding of health & safety requirements in the workplace and an ability to identify potential risks | *         |           |
| Previous experience working with young people  |           | *         |
| <b>COMPETENCIES AND PERSONAL ATTRIBUTES</b>  |           |           |
| Competent at basic building repairs and maintenance and grounds maintenance                                      | *         |           |
| ICT literate with Microsoft Office   | *         |           |
| Punctual and reliable  | *         |           |
| Flexible   | *         |           |
| Ability to communicate well with young people and a wide range of stakeholders                                   | *         |           |
| Able to perform lock/unlock procedures efficiently   | *         |           |
| Able to work independently and as part of a team when necessary  | *         |           |
| Willing to undertake all relevant training as requested  | *         |           |
| Ability to comply with written and verbal instructions   | *         |           |
| Ability to undertake cleaning and portering duties   |           | *         |
| Have a tactful, flexible and approachable attitude and excellent customer service skills                         | *         |           |
| Ability to comply with all Health and Safety Procedures and maintain relevant records                            | *         |           |
| Is committed to and meets all the requirements for safeguarding children.  | *         |           |

# How To Apply/ Recruitment Process

## TO APPLY

To apply, please forward a completed application form to [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

## THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk) who will make the necessary arrangements.

## THE CLOSING DATE FOR APPLICATIONS

9am Friday 10<sup>th</sup> October

## INTERVIEWS

TBC

## FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) ([s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)).

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.*

*References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.*