Assistant Caretaker

Central England Academy Trust
SERVING THE HEART OF ENGLAND

35 hours per week, 52 weeks per year
£24,609 to £24,998 (pay award pending) (dependent on service and experience)
January 2026

HIGHAM LANE
NORTH ACADEMY

WATLING MEADOWS PRIMARY SCHOOL

Welcome to Higham Lane North Academy

Higham Lane North Academy is a school where 'everyone belongs and everyone is included.' Our students know that they are part of 'Team North', and as North Stars we ensure that they benefit from our exceptionally high expectations alongside our high levels of care, nurture and support. Our highly effective and well-designed pastoral system places the wellbeing of students at the centre of our school, where through our House System and the role of House Champions, we ensure that students feel safe and happy with the confidence to thrive.

Our students live by our motto that we are 'proud because we always do what is right' and they exhibit our school values that 'we are conscientious, we are compassionate and we are confident' both within lessons and beyond. Due to our strong and robust processes and systems, students learn the highly ambitious curriculum exceptionally well. They are highly motivated and commit to the comprehensive range of ambitious and enriching opportunities that are available to them beyond the classroom.

We opened our school in September 2026 and currently have two year groups, Year 7s and 8s, with us. Should you be successful, you will be joining the support team at a unique time to be part of our continuing growth as an exceptional school. Committed to the highest standards for education, as a team of dynamic and committed professionals, we look forward to meeting you.

This role is available as a full-time role working between HLNA and our brand-new school, Watling Meadows Primary School, with the schools being within 0.5 miles distance. The school has opened with one Reception class with more students joining each year as the school grows.



Kirstie Robinson
Headteacher

We are proud because we always do what is right.

Assistant Caretaker

We are looking to appoint a committed and enthusiastic Assistant Caretaker to work alongside our Senior Caretaker in ensuring that our school buildings and grounds are maintained to a high standard.
The successful candidate will undertake a wide range of duties including site maintenance, cleaning, security, porterage, repairs and health and safety checks.
This role would suit someone who is practical, organised, able to work independently and enjoys being part of a busy school environment.
Experience of caretaking, maintenance, facilities management or a similar role is desirable but not essential.

We look forward to receiving your application!







We are proud because we always do what is right.

Welcome from the CEO of Central England Academy Trust



Thank you for your interest in joining Central England Academy Trust. Our growing Trust currently consists of a diverse family of six schools in the Nuneaton area: a large junior school, a primary special school, a secondary special school, two mainstream secondary schools and a new 2 form entry primary school (opened in September 2026). We also have a primary special school in Birmingham, which has recently became part of our Trust.

Our Trust's core values summarise what is important to us and what we actively promote:



working together and with others to achieve the very best for the staff, pupils and families that we serve.



recognising the individuality and uniqueness of our staff and pupils, and that we do not all start from the same place. We strive to provide all of our staff and pupils with what they need in order to have equal access to opportunities, to thrive and to succeed.



to be ambitious for all of our staff and pupils and have the highest expectations of them, supporting them to achieve to the very best of their potential.



ensuring that everyone in our MAT feels safe and supported in all that they do.

I hope this application pack provides you with the information needed to consider applying for this position, and I wish you every success with your application.

Best wishes



Andrew Dickinson
Chief Executive Officer

Employee Benefits of working at Central England Academy Trust

We strive to be an employer of choice, and are committed to ensuring our employees feel valued, appreciated and at the heart of what we do.

We have a number of core benefits which include:

Professional Development

- We support all our schools and services to offer professional development that is rooted in the evidence of what improves teaching and learning
- We listen to what your career aspirations are and how we can support you within your role
- We provide Trust-wide CPD in key areas, including SEND, behaviour and teaching and learning
- We support staff in accessing a wide range of qualifications, including Diplomas, Masters and National Professional Qualifications (NPQs)

Appraisal

- Our staff appraisal focuses on supporting our employees to be the very best they can be. There is no performance-related pay in our Trust, and we put staff at the heart of what we do so they can put children at the heart of what they do

Apprenticeship Levy

- As a large employer we pay into the Apprenticeship Levy Fund and are therefore able to offer a wide range of apprenticeships to both new and existing staff.

Pension Schemes

- A contributory pension scheme relevant to your role: Teachers' Pension Scheme for teaching staff, and the Local Government Pension Scheme for non-teaching staff.

Employee Support Schemes

- Subsidised eye care for extended VDU users
- A Gym Membership Scheme
- A Cycle to Work Scheme
- An Employee Assistance Programme, providing practical and emotional support.
- An Employee Benefits Scheme, offering discounts on everyday essentials
- A Health Cash Plan benefit, providing reimbursements for various health-related expenses, including dental treatments, optical care, physiotherapy and more



How to apply

Please apply by clicking https://centralenglandacademytrust.face-ed.co.uk/vacancies Alternatively please visit our school website (www.hlna.co.uk) and click on 'Job Vacancies'. We strongly welcome the opportunity to meet you before applying to discuss the role and for you to visit our school and meet some students. If this interests you, please contact Katie Tomlinson, Estates Manager on 02475106910.

The closing date for applications is midday, Monday 23rd November 2026.

Please address the following points when completing the 'Additional Information' section of the application form: -

- Why you feel your personal qualities and experience make you an excellent candidate for this position;

Your Environment

The school building and grounds

Higham Lane North Academy's building and grounds have been planned to create a learning environment that provides high-quality educational provision, academic excellence, exceptional pastoral care and personal development in a school that is at the heart of the community. Our convenient location provides easy access from the new Northern Link road that links new housing developments in the north and east of Nuneaton, from the A5, and by bus. There is also a dedicated walking/cycling lane along the new access route and a secure compound for bike storage.

The impressive, state of the art facilities include:

- An impressive assembly hall
- A well-stocked library and learning space
- Designated staff work room areas with facilities
- IT-rich classrooms
- Spacious dining hall with outdoor canopy
- Drama studio
- Dance/activity studio
- Curriculum habitat areas
- Outdoor learning spaces
- Indoor Sports England accredited sports hall
- Four outdoor tennis/basketball/volleyball/netball courts
- Four outdoor multi-use pitches for sports such as rugby, football and athletics plus a grass running track around the largest of these with capacity for field events
- Outdoor ampitheatre
- Separate optional entrance for children with SEND
- Designated SEND garden
- Meadow grass planting and flowering lawns creating an ecological corridor across the site







HLNA is a school where everyone belongs and everyone is included.

CEAT staff benefit from:

- excellent continuous professional development
- reduced workload
- behaviour for learning that empowers teachers to teach and students to learn
- a range of imaginative approaches to ensure staff wellbeing
- free, onsite parking
- subsidised eye care for extended VDU users
- a Gym Membership Scheme
- a Cycle to Work Scheme
- free lunch for duty staff
- an Employee Assistance Programme, providing practical and emotional support
- an Employee Benefits Scheme, offering discounts on everyday essentials

Duties and responsibilities

Job Purpose

To support the Senior Caretaker in ensuring the both school sites(around 1 mile apart form each other) are safe, secure, clean, well-maintained and fit for purpose at all times.
The Caretaker will undertake routine maintenance, cleaning, security and operational duties across the school site and grounds. There is a possibility of some shift working though the successful candidates main hours are likely to be 10am to 6pm each day.

Key Responsibilities

Site Security
Unlock and secure buildings as required.
Carry out opening and closing procedures.
Respond to alarm activations when required.
Monitor site security throughout the day.
Ensure gates, doors and windows are secured appropriately.

Maintenance and Repairs
Carry out minor repairs and maintenance tasks.
Undertake basic decorating duties.
Replace light bulbs and fittings where appropriate.
Assemble furniture and equipment.
Report defects requiring specialist attention.
Assist contractors working on site.

Cleaning Duties
Support cleaning operations across the school.
Maintain high standards of cleanliness in communal areas.
Deep clean designated areas as required.
Remove litter from buildings and grounds.
Support with emergency cleaning requirements.

Health and Safety
Conduct routine health and safety inspections.
Monitor fire exits and escape routes.
Carry out basic compliance checks.
Ensure safe storage of equipment and materials.
Report hazards immediately.
Support fire evacuation procedures.

Grounds Maintenance
Keep external areas clean and tidy.
Sweep pathways and entrances.
Assist with seasonal maintenance duties.
Support snow and ice clearance where required.
Monitor the condition of school grounds.

Porterage and Event Support
Set up rooms for meetings, examinations and events.
Move furniture and equipment safely.
Assist with school functions and community lettings.
Support deliveries and distribution of supplies.

General Duties
Support the Senior Caretaker with all aspects of site management.
Support the school with break and lunchtime supervision of students
Undertake routine inspections and record findings.
Maintain tools and equipment appropriately.
Work flexibly to meet the needs of the school.
Participate in relevant training and professional development.

Person Specification

Skills and knowledge

- Be aware of 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, check invoices, carry out stock control, undertake calculations , monitor and account for expenditure against a budget
- Display commitment to the protection and safeguarding of children and young people Value and respect the views and needs of children
- Able to carry out procedures, routines and follow instructions Able to plan short term
- 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.
- Understand basic administrative systems (lettings, time book, maintenance hotline, ordering) Understand and be familiar with the layout and organisation of the school and its site.

Personal Qualities

- Good time management and reliability
- Flexibility and a good use of initiative
- Set a good example by one's own presentation, personal and professional conduct
- Willingness to undertake relevant training
- Team player and good communication skills
- Take pride in maintaining high standards
- Experience of working in a school environment (desirable)
- A Full UK Driving Licence is essential for this role

Further Conditions of Service:

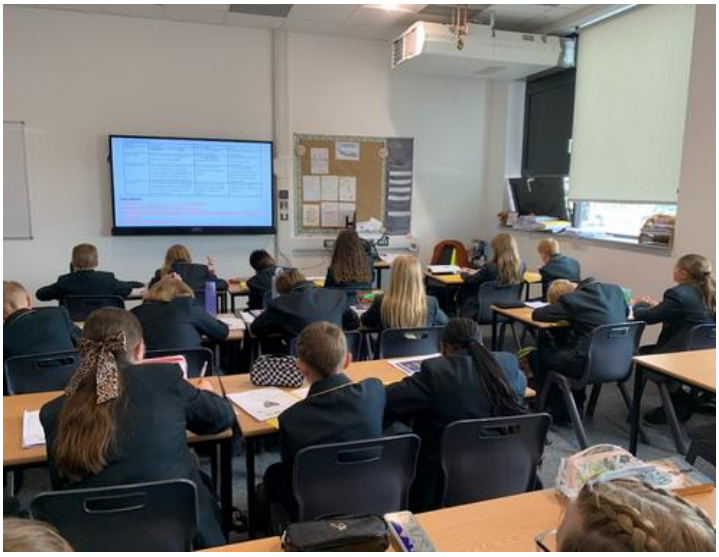
- To undertake any other responsibilities as may reasonably be directed by the Headteacher.
- To support and maintain the ethos of the School and its aims and values.
- Follow and implement all school policies and procedures.
- Liaise and collaborate with the designated safeguarding lead (DSL) on matters of safeguarding and welfare for pupils with your year group.

Please note our clear expectations regarding **personal and professional conduct of staff and the safeguarding of students:**

- Our staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct:

- Staff uphold public trust in the teaching profession and maintain high standards of ethics and behaviour, within and outside school, by:

- treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position.
- having regard for the need to safeguard students' well-being, in accordance with statutory provisions.
- showing tolerance of and respect for the rights of others.
- not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs.
- ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
- Staff must have proper and professional regard for the ethos, policies and practices of the School, and maintain high standards in their own attendance and punctuality.







Watling Meadows Primary School

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